



CHANCELLOR
STATE COLLEGE

The best we can be

2018

Future Skills Pathways Selection Handbook

CARE COURTESY COOPERATION CHALLENGE COMMITMENT

Table of Contents

	Code	Page
Enrolment Options		4
VET Senior Subjects		
Qualifications delivered under Chancellor State College (RTO 31830)		
Certificate I in Business.....	VBE	10
Certificate II in Business.....	VBI.....	11
Certificate II in Engineering Pathways.....	VEP	17
Certificate I in Financial Services	VFS	18
Certificate I in Hospitality.....	VHZ	21
Certificate I in Information, Digital Media and Technology	VIT.....	24
Certificate II in Information, Digital Media and Technology	VCT	25
Certificate III in Information, Digital Media and Technology	YIA.....	26
Certificate II in Manufacturing Technology	VMY.....	27
Certificate II in Tourism	VTO	29
Certificate III in Tourism	YTA	30
Certificate II in Visual Arts	ZVA	31
Certificate III in Visual Arts	YAA	32
Qualifications delivered in partnership with an external RTO		
Certificate III in Business.....	YBA	12
Diploma in Business.....	DBA	13
Certificate III in Dance (Year 11 only)	VDA	14
Certificate III in Child Care	VCD.....	15
Certificate I in Employment Pathways.....	VWP	16
Certificate III in Fitness.....	ZFA.....	19
Certificate IV in Fitness	YFA	20
Certificate II in Hospitality.....	VHY	22
Certificate III in Hospitality.....	EHP	23
Certificate III in Sport and Recreation	VSA	28
Brisbane School of Distance Education		33
TAFE.....		34
Sunshine Coast Technical Trade Training Centre (SCTTTC).....		36

Vocational Education and Training

Vocational Education and Training (VET) in Schools allows students to remain enrolled at school while completing vocational training delivered either by Chancellor State Colleges' Registered Training Organisation (RTO 31830) **OR** by other learning providers, such as TAFE and other Registered Training Organisations (RTOs).

Sunshine Coast TAFE offers a variety of on and off campus training programs high school students can complete during their Senior Phase of Learning. Chancellor State College provides school-based programs that allow young people to earn credit towards vocational education and training (VET) qualifications. School students can choose to study a certificate course, which is based on one session per week while still attending school as a part of the requirements to gain a Queensland Certificate of Education (QCE).

VET in Schools offers many benefits for students including:

- Gain credit points towards the Queensland Certificate of Education
- Gain direct entry into TAFE when they finish Year 12
- Gain credit towards a Diploma course
- Receive career focused training while still in high school
- Build a good understanding of their chosen industry

Code of Practice

Delivery Framework

Chancellor State College is a Registered Training Organisation (RTO 31830) and discharges its responsibilities for compliance with the Standards for Registered Training Organisation (RTOs) 2015. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations. The College is registered to deliver a range of VET Programs under the direction of Queensland Curriculum and Assessment Authority (QCAA).

Our Legal Responsibility

Chancellor State College will meet all legislative requirements of State and Federal government, in particular Workplace Health and Safety, Workplace Relations and Vocational Placement standards.

Accepted Belief and Fairness

Chancellor State College provides an equitable vocational education and training system that offers responsive products and services to all students. The College is committed to providing equal opportunities in vocational education and training and welcomes all students. Students will be recruited in an ethical and responsible manner, consistent with the requirements of the National Training Package.

Appropriately qualified staff will assess the extent to which students achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

Disclaimer

“The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements.”

Management Focus

Chancellor State College has a commitment to providing a quality service and a focus on continuous improvement. We value student’s feedback, as well as staff and employers for incorporation into future programs.

Client Service

We have sound management practices to ensure effective student standards ensure timely issue of student assessment results and qualifications. These will be appropriate to the competencies achieved and issued in accordance with national guidelines. Our quality focus includes Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Complaint and Appeal Policy, an Access and Equity Policy and student welfare and guidance services. Where necessary, arrangements will be made for students who require literacy and/or numeracy support programs.

Student Feedback

Feedback is encouraged and in the first instance, students should discuss course content and assessment with their teacher. If students are not satisfied with the response, they are encouraged to make an appointment with the Academic Co-ordinator or Vocational Education Co-ordinator. At the completion of each course the teacher will seek students’ comments and feedback in relation to the course content/delivery and assessment method by teachers. Data is collected annually through a national online reporting system. This feedback can be anonymous and helps the College to identify program strengths and weakness for continuous improvement.

Expectations

By choosing VET subjects students will be provided with opportunities to achieve the following outcomes:

- Receive training in areas that have national recognised and valued outcomes.
- Be involved in learning which is relevant to students and students' aspirations.
- Enhance career and employment opportunities by maximising post-College further education, training and employment.
- Prepare students for the world of work.
- Have VET Units of Competency results recorded on students Queensland Certificate of Education (QCE).
- Receive an industry specific vocational Certificate or Statement of Attainment.
- Gain skills to contribute to student's future skills base.
- Gain credit points towards students QCE (See table as appendix).
- Students who complete qualifications at a Certificate III level receive a selection rank of 68 (OP equivalent 16) and Certificate IV qualifications obtain a rank of 78 (OP equivalent 14).
***N.B.** This does not apply to students graduating from 2020 onward due to the introduction of ATAR.*

The College:

- Recognises the importance of students receiving a broad-based education, comprising both general and vocational education and training.
- Is registered with the Queensland Curriculum and Assessment Authority (QCAA) to provide the vocational education components of the Training Packages.
- Has access to the facilities and resources required for the registered vocational education and training programs.
- Has in place an assignment/assessment policy that applies to all subjects offered at the College.
- Has a process in place that enables students to apply for Recognition of Prior Learning (RPL) for the vocational education competencies.
- Has a process for addressing any concerns a student may have and offers the students access to a range of people who can provide advice and guidance about the vocational education program.
- Will follow all human resource policies and regulations which may mean changes in modes of delivery and or cancellation of courses if the particular Qualifications are not held by staff due to staff changes and transfers. All efforts will be taken to ensure course completion in line with the relevant Standards for Registered Training Organisations 2015 policy.

The Student:

- Makes a serious commitment to studies at College.
- Attempts to complete all units of competency on the first attempt and agrees to revisit competencies if not competent after the first attempt.
- Participates in structured workplace learning as arranged by the College.
- Meets the expectations and demands of the College in terms of participation, cooperation, punctuality, successful submission of work and high standards of behaviour and conduct.
- Maintains the high standard and reputation of Chancellor State College when participating in courses conducted at the TAFE Queensland East Coast and other external RTOs.

Enrolment and Admission

Access to VET Certificates is open to all students and subjects will be offered if enrolment numbers are viable and human and physical resources are available.

Fees

Subject charges vary according to individual Certificate requirements – refer to individual course information outlined in this booklet. Where applicable a fee is allocated to each certificate course that has a vocational placement component. If students are travelling to TAFE Queensland East Coast, transport costs will be the responsibility of students and their parents. If a student withdraws from this course before the completion date a pro-rata refund may apply.

N.B. Some Certificate courses are funded by the Queensland Government's VETiS (VET in Schools) program. As such, students can only enrol in ONE VETiS funded course in Year 11 and 12. Check the Subject Selection and Financial Commitment form for information on which courses attract VETiS funding or ask the HOD of VET.

For further information on VETiS funding visit the follow link:
<https://training.qld.gov.au/site/providers/Documents/funded/vetis-factsheet.pdf>

Student Induction

The following information will be given in students' first class:

- A study guide indicating units of work, units of competency, assessment requirements, materials and equipment required.
- Course information, including content and vocational outcomes.
- Recognition of Prior Learning (RPL) arrangements.
- Recognition of AQF qualifications and statements of attainment issued by other RTOs.
- Appeals and Complaints Procedures.

Competency-based Assessment

Competency based assessment is a system for assessing a person's knowledge and skills. Assessment is based on actual skills and knowledge a person can demonstrate in the workplace or in other relevant contexts.

In a competency based assessment system, it is recognised that learning can come from a variety of sources, both on the job and off the job, formal and informal. Recognition is given for prior learning and for skills and knowledge which can already be shown.

Recognition of Prior Learning (RPL)

RPL means getting credit for what students know, no matter where or how they learnt it. If students' knowledge and skills are of the same standard as required in students' vocational course students may receive credit for some units of competency. RPL will allow students to do only new work (and not repeat the work in which students are already competent) and have their knowledge and skill level formally recognized.

All learning might count for RPL including knowledge and skills learnt in:

- previous studies
- work experience or industry placement
- a part-time job or unpaid work
- hobbies, activities, clubs, and sports inside or outside the College

RPL can only be granted for the vocational training competencies in the course students are studying. Students can apply for RPL in either an entire training program or in individual elements of competencies. If students decide to take advantage of RPL they must complete the RPL Application Form in detail and attach all relevant evidence. Students may be asked to attend an interview, or to do a practical task, or to provide more information. Students' class teacher or Academic Coordinators will have access to the RPL application. He/she will look at the evidence students have provided in the application (and perhaps in an interview) to decide on the outcome of their application. If there is insufficient evidence to grant RPL, students may be asked to do a practical test. After the RPL assessment is finished students will be notified of the result in writing. If students disagree with the outcome, students may appeal.

The evidence students gather for their application might include, products and/or records of school work, a personal report, or a referee's report. A single piece of evidence may be relevant to one or more of the competencies.

Products of students work might include:

- Samples of work students have completed
- Work experience/industry placement records
- Qualifications gained
- Coaching Certificates
- Senior First Aid Certificates
- Magazine or newspaper articles about students
- Prizes, certificates or other forms of commendation

The Personal Report is written by students and is a concise description of activities and functions that students have carried out. It should be related to the training program for which students are seeking RPL. The Personal Report can never stand alone as sufficient evidence of competence.

A Referee's Report is from other people to support a student's claim - e.g. co-ordinators, customers, colleagues, or previous employer who witnessed specific activities undertaken. A referee's report should include:

- A company heading from employment
- The name of the supervisor or coordinator
- Period of employment
- List of competencies developed or tasks undertaken
- Signature and position of the person verifying the claim
- The date

Credit Transfer and Articulation

Students will be given credit for national competencies achieved if they continue to TAFE and/or private providers for further study in course.

Enrolment Options

There are **four** options for students wishing to complete a range of certificate courses.

Option 1

Choose a certificate that is offered on the Pathways Selection Form.

These courses are delivered by qualified teachers at the College **under our Registered Training Organisation (RTO 31830)**. **

Certificate I and II in Business

Certificate II in Engineering Pathways

Certificate I in Financial Services

Certificate II in Hospitality

Certificate I, II and III in Information, Digital Media and Technology

Certificate II in Manufacturing Technology

Certificate II and III in Tourism

Certificate II and III in Visual Arts

Option 2

Choose a certificate that is offered on the Pathways Selection Form.

These courses are delivered by qualified teachers at the College **under an external RTO**. **

Certificate III in Business

Diploma in Business

Certificate III in Dance

Certificate III in Early Childhood Education and Care

Certificate III and IV in Fitness

Certificate III in Sport & Recreation

** Information on these courses is located in Selection Handbook

Option 3

There are many organisations that offer nationally recognised training; TAFE and private registered training organisations to name a few. Many TAFEs including TAFE Queensland East Coast offer programs specifically targeting students in the Senior Phase of Learning.

Enrolment into these programs involves several steps:

1. Development of a SET Plan
2. Attending Information Sessions (where applicable)
3. Submitting an application (Letter of Authorisation and New Student Details form signed by Mr Roberts)
4. Receiving confirmation of a placement into the course

The following links will assist you in identifying suitable TAFE Senior Phase of Learning options for 2018.

TAFE Queensland Brisbane – Schools Program Guide

<http://tafeskillstech.edu.au/resources/pdf/study-with-us/TQ-2018-TAFE-at-school-guide-web.pdf>

TAFE Queensland East Coast – Schools Program Guide

http://tafeeastcoast.edu.au/resources/pdf/study-with-us/TAFE_at_Schools_Guide_2018_ISSUU.pdf

N.B. When considering an external VET course, there may be significant impact on other subject choices. It is recommended that an interview with the Deputy Principal or HOD Senior School occur before proceeding with this option.

Option 4

Choose a certificate that is offered in conjunction with Sunshine Coast Technical Trade Training Centre (SCTTTC).

Students attend SCTTTC at Caloundra one day per week for the one year programs. Please note, these courses attract a tuition fee.

The SCTTTC offers pathways through a range of trade and technical training areas for students in Years 11 and 12.

N.B. ALL SCTTTC CERTIFICATE COURSES ARE FUNDED UNDER VETiS (VET in Schools) funding by the Queensland Government. As such, students can only enrol in ONE VETiS funded course in Year 11 and 12.

Structured Workplace Learning: Structured Workplace Learning (SWL) is a valuable part of each students learning at the SCTTTC. It is mandatory that students engaged in Vocational Education and Training (VET) ie: Certificate courses; undertake 2–6 weeks SWL throughout their program at the SCTTTC. SWL is used as a tool for students to engage with employers in a meaningful way – with many employers directly recruiting students who have proven themselves as potential employees whilst on an SWL placement.

Students will need to apply directly to SCTTTC for entrance into these courses. There are limited numbers to these courses, so it is imperative that an application is **completed and submitted by Friday, 15 September 2017. An application form is available at the back of this booklet.**

Students will complete the expression of interest in the enrolment package and be notified by mail/email of their acceptance into the course.

- ___ *Cert II Automotive Servicing Technology (AUR20516) – TAFE*
- ___ *Cert I Construction (CPC10111) – TAFE*
- ___ *Cert II Electrotechnology (Career Start) (UEE22011) – TAFE*
- ___ *Cert II Health Support Services (HLT23215) – TAFE*
- ___ *Cert II Plumbing (52700WA) - TAFE*
- ___ *Cert II Surveying & Spatial Information Services (CPP20116) – CIT (TBC)*
- ___ *Aviation Start University Now (SUN) Studies – CQU University*
- ___ *Integrated Learning in Engineering (ILEs) – USC (TBC)*

What Students Need To Do

- Option 1:** Choose certificate course using OneSchool online subject selection <http://oslp.eq.edu.au> and complete Pathways Financial Commitment Form.
- Option 2:** Choose certificate course using OneSchool online subject selection <http://oslp.eq.edu.au> and complete Pathways Financial Commitment Form.
- Option 3:** Complete expression of interest application form for the specific certificate **and** TAFE enrolment form – hand into Mr Roberts by **Friday, 15 September 2017.**
- Option 4:** Complete SCTTTC application form – hand into Mr Roberts by **Friday, 1 September 2017.**

***For further information please contact Mr Dean Roberts on 5453 3222
or email dkrob1@eq.edu.au***

VET SUBJECT	PREREQUISITES
CERTIFICATE I IN BUSINESS	Nil
CERTIFICATE II IN BUSINESS	Nil
CERTIFICATE III IN BUSINESS	Completion of Certificate II in Business preferred.
DIPLOMA OF BUSINESS	Nil
CERTIFICATE III IN DANCE PERFORMANCE STUDIES (Year 11)	A commitment to working in BOTH practical and theoretical aspects of the course and by successful application only.
CERTIFICATE III IN CHILD CARE	A commitment to working in BOTH theoretical and practical (work placement) aspects of the course.
CERTIFICATE I IN EMPLOYMENT PATHWAYS	Nil
CERTIFICATE I IN ENGINEERING PATHWAYS	Minimum of a (C) Sound Level of Achievement in Year 10 Industrial Skills.
CERTIFICATE I IN FINANCIAL SERVICES	Nil
CERTIFICATE III IN FITNESS	Successful application only.
CERTIFICATE IV IN FITNESS	Completion of Certificate III in Fitness.
CERTIFICATE II IN HOSPITALITY	Minimum of a (C) Sound Level in Year 10 English. A commitment to working in BOTH theoretical & practical (work placement) aspects of the course.
CERTIFICATE III IN HOSPITALITY	Completion of Certificate II in Hospitality. Minimum of a (C) Sound Level in Year 11 English. A commitment to working in BOTH theoretical & practical (work placement) aspects of the course.
CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY	Nil
CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY	Nil
CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY	Completion of Certificate II in Information, Digital Media and Technology preferred.
CERTIFICATE II IN MANUFACTURING TECHNOLOGY	Nil
CERTIFICATE III IN SPORT & RECREATION	A commitment to working in BOTH practical and theoretical aspects of the course. Football/Futsal and Touch Football Academy classes by application only.
CERTIFICATE II IN TOURISM	Minimum of a (C) Sound Level of Achievement in Year 10 English. A commitment to working in BOTH practical and theoretical aspects of the course.
CERTIFICATE III IN TOURISM	Completion of Certificate II Tourism. Minimum of a (C) Sound Level of Achievement in Year 10 English. A commitment to working in BOTH practical and theoretical aspects of the course.
CERTIFICATE II IN VISUAL ARTS	Minimum of a (C) Sound Level of Achievement in Certificate I in Art and/or a genuine commitment to arts practice.
CERTIFICATE III IN VISUAL ARTS	Completion of Certificate II in Visual Arts preferred.
NON-OP SUBJECT	
ENGLISH COMMUNICATION	Nil
PREVOCATIONAL MATHEMATICS	Nil

NB – Students who fail to meet the minimum prerequisites will need to request entry into subject via a formal request in writing to the Campus Principal.

CERTIFICATE I IN BUSINESS

Vocational Education & Training CODE: VBE

QUALIFICATION: BSB10115 CERTIFICATE I IN BUSINESS

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification.

The Certificate I is a stand-alone qualification that allows individuals to develop basic business skills and knowledge to prepare for work. Students will participate in a scenario based project completing a range of tasks under close supervision.

DURATION

One term

COURSE UNITS

To attain a Certificate I in Business, 6 units must be achieved:

UNIT CODE	UNIT NAME
BSBWHS201	Contribute to health and safety of self and others
BSBITU101	Operate a personal computer
BSBITU201	Produce simple word processed documents
BSBITU102	Develop keyboard skills
BSBITU202	Create and use spreadsheets
BSBSUS201	Participate in environmentally sustainable work practices

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

Project
Practical Activities
Computing Tasks
Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

Nil

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

BSB20115 Certificate II in Business
BSB30115 Certificate III in Business

Other specific financial qualifications available at <http://training.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate II in Business should be undertaken.

Disclaimer: “The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements.”

CERTIFICATE II IN BUSINESS

Vocational Education & Training CODE: VBI

QUALIFICATION: BSB20115 CERTIFICATE II IN BUSINESS

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification. The Certificate II is a stand-alone qualification that allows individuals to develop basic business skills and knowledge to prepare for work. This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a business context, working under direct supervision.

DURATION

One or two years depending upon student timetable.

COURSE UNITS

To attain a Certificate II in Business, 12 units must be achieved:

UNIT CODE	UNIT NAME
BSBWHS201	Contribute to health and safety of self and others
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
BSBCMM201	Communicate in the workplace
BSBITU101	Operate a personal computer
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBITU302	Create electronic presentations
BSBITU203	Communicate electronically
BSBSUS201	Participate in environmentally sustainable work practices
BSBIND201	Work effectively in a business environment

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

Projects

Written and Practical Tasks

Teacher Observation

Computing Tasks

Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

Nil

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

BSB30115 Certificate III in Business

BSB40215 Certificate IV in Business

Other specific financial qualifications available at <http://training.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate III in Business should be undertaken.

Disclaimer: “The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements.”

CERTIFICATE III IN BUSINESS

Vocational Education & Training CODE: YBA

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH BINNACLE TRAINING, RTO 31319

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY BINNACLE TRAINING

QUALIFICATION: BSB30115 CERTIFICATE III IN BUSINESS

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification.

The Certificate III is a stand-alone qualification that allows individuals to develop basic business skills and knowledge to prepare for work. This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a business context, working under direct supervision.

DURATION

One or two years depending upon student timetable.

COURSE UNITS

To attain a Certificate III in Business, 12 units must be achieved:

UNIT CODE	UNIT NAME
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBCUS301	Deliver and monitor a service to customers
BSBINN301	Promote innovation in a team environment
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBFLM312	Contribute to team effectiveness
BSBWRT301	Write simple documents
BSBCRT301	Develop and extend critical and creative thinking skills
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
BSBLED301A	Undertake e-learning
BSBSMB201	Identify suitability for micro business
BSBMB302	Develop a micro business proposal
FNSFLT301	Be MoneySmart

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

- Projects
- Written and Practical Tasks
- Teacher Observation
- Computing Tasks
- Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

Students must have successfully completed Certificate II in Business.

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

BSB40215 Certificate IV in Business

Other specific financial qualifications available at <http://training.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate IV in Business should be undertaken.

Subject fees for students who undertake a VET Certificate in partnership with an external provider will not be refunded once the transfer of funds has occurred from the College to the external provider, and are subject to each organisation's refund policy and procedure.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

DIPLOMA IN BUSINESS

Vocational Education & Training CODE: DBA

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH PRESTIGE SERVICE TRAINING, RTO 31981

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY PRESTIGE SERVICE TRAINING

QUALIFICATION: BSB50215 DIPLOMA IN BUSINESS

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification. The Diploma is a stand-alone qualification that allows individuals to develop business skills and knowledge to prepare for work. This qualification reflects the role of individuals who perform a range of mainly routine tasks using practical skills and fundamental operational knowledge in a business context, working under some supervision.

DURATION

One or two years depending upon student timetable.

COURSE UNITS

To attain a Diploma in Business, 8 units must be achieved:

UNIT CODE	UNIT NAME
BSBWOR501	Manage personal work priorities and professional development
BSBADM502	Manage meetings
BSBMKG501	Identify & evaluate marketing opportunities
BSBMGT516	Facilitate continuous improvement
BSBHRM506	Manage recruitment, selection and induction processes
BSBFIM501	Manage budgets & financial plans
BSBADM506	Manage business document design & development
BSBPMG522	Undertake project work

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

- Projects
- Written and Practical Tasks
- Teacher Observation
- Computing Tasks

Students must achieve competency for each unit in order to be issued with a full diploma at the completion of this qualification.

SPECIAL REQUIREMENTS

Assessment will be conducted on-line.

CAREER OPPORTUNITIES & PATHWAYS

Successful completion of this qualification widens tertiary options including degree pathways.

Subject fees for students who undertake a VET Certificate in partnership with an external provider will not be refunded once the transfer of funds has occurred from the College to the external provider and are subject to each organisation's refund policy and procedure.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

CERTIFICATE III IN DANCE

Vocational Education & Training CODE: VDX

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH AUSTRALIAN DANCE VISION / AUSTRALIAN DANCE INSTITUTE, RTO 91600

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY AUSTRALIAN DANCE INSTITUTE

QUALIFICATION: CUA30113 CERTIFICATE III IN DANCE

DURATION

Two year course

COURSE OVERVIEW

As well as exploring a range of dance genres, this course provides students with the skills and knowledge to be competent in a defined range of Jazz Dance technical skills. Individuals enrolled within this course will study the Australian Dance Vision/Australian Dance Institute (ADV/ADi) Jazz Syllabus. These syllabi are designed to provide competencies for dance education and a basis for assessment. Students will be formally assessed under the ADV/ADi Jazz syllabus at the Major 1 / Major 2 level. To coincide with the practical requirements of this subject, students will also study theoretical concepts including Safe Dance, Solo Performance, Dance History, Body Science and Alignment, Musical Knowledge and Creative Components. Additionally students will have the opportunity during the scope of the course to participate in Communication/Career Sessions with industry professionals where they can gain an insight into pathways in this area of the Arts.

COURSE UNITS

This course is broken into two key areas, both practical and theoretical. This includes formal exams assessed by examiners for the ADV/ADi Institute as well as completion of written modules.

To successfully complete this Certificate, students must complete and be successfully assessed at the Major 1/Major 2 Level of the Jazz Syllabus, as well as completing the theoretical competency units. These units include Body Science and Alignment, Safe Dance, Dance History, Musical Knowledge and Solo Performance, Career Preparation and Communication Sessions, Structured Improvisation and Choreography. Additionally, students will explore contemporary commercial Jazz, lyrical musical theatre, hip hop, through teacher-directed classes and guest teacher workshops. Students will also have the opportunity to develop choreography and improvisation skills.

To attain a Certificate III in Dance 13 units of competency must be achieved:

UNIT CODE	UNIT NAME
CUADAN305	Increase depth of Jazz dance technique
CUADAN202	Incorporate artistic expression into basic dance performance
BSBWOR203	Work effectively with others
CUADLT301	Develop basic dance analysis skills
CUAPRF307	Develop performance technique
CUACHR301	Develop basic dance composition skills
CUACOS304	Develop and apply knowledge of costume
CUAMUP301	Prepare personal appearance for performance
CUAIND301	Work effectively in the Creative Arts industry
CUAWHS301	Condition the body for dance performance
CUADTM301	Assist with dance teaching
CUARES301	Apply knowledge and history and theory of own arts practice
CUADAN301	Integrate rhythm in dance or movement technique

ASSESSMENT TECHNIQUES

Assessment will be delivered using a variety of techniques, including:

- Practical assessment
- Written tasks
- Exams
- Teacher observation
- Teacher questioning

CAREER OPPORTUNITIES & PATHWAYS

The Certificate III in Dance is an entry-level program that leads to a variety of industry outcomes, including the gateway to qualification frameworks used in Australia's leading performance arts and dance companies such as Danceworld 301 and BrentStreet.

This course also provides a pathway to further study and careers in specific dance industry sectors, for example:

CUA40211 Certificate IV in Dance Teaching and Management

CUA50111 Diploma of Dance/Elite Performance

Tertiary Preparation (QUT) and Audition Preparation

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CERTIFICATE III IN CHILD CARE

Vocational Education & Training CODE: ZCA

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH AUSTRALIAN CHILD CARE CAREER OPTIONS, RTO 5404

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY ACCCO

QUALIFICATION: CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

COURSE OVERVIEW

This subject allows students to explore Early Childhood careers while opening the doors and giving direction in Early Childhood career pathways. Successful completion of this qualification enables students to work as an Assistant in any childcare centre in Australia, as a Nanny or Teacher-Aide.

Students are required to undertake work placements throughout the course in an approved Early Childhood Service. This allows them to sample the industry first hand, whilst giving them the opportunity to gain the knowledge and skills required at this level of competency.

Assessment is undertaken throughout the course both in practical and theory exercises. Assessment is competency based and requires the completion of all projects and assignments written and/or practical as set out within the Unit Study Guides and Workbooks.

DURATION

Two years

COURSE UNITS

To attain a Certificate III in Child Care 17 units of competency must be achieved:

UNIT CODE	UNIT NAME
CHCECE007	Develop positive and respectful relationships with children
CHCECE003	Provide care for children
CHCECE005	Provide care for babies and toddlers
CHCECE010	Support the holistic development of children in early childhood
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drinks
CHCLEG001	Work legally and ethically
HLTWHS001	Participate in workplace health and safety
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCECE009	Use an approved learning framework to guide practice
CHCDIV002	Promote Aboriginal and / or Torres Strait Islander cultural safety
CHCECE001	Develop cultural competence
CHCECE006	Support behaviour of children and young people
CHCECE018	Nurture creativity in children
BSBWOR301	Organise personal work priorities and development
CHCPRT001	Identify and respond to children and young people at risk

CAREER OPPORTUNITIES & PATHWAYS

Successful completion of this qualification widens tertiary options including degree pathways. This course is industry recognised and industry supported. Students will have the opportunity to gain employment as an assistant in all childcare centres Australia-wide (provided they are 17 years of age), teacher aide to Year 3, nanny and children's clubs.

VET PATHWAY: After completing the certificate III the student may consider completing the Diploma which opens the doors to employment as a Lead Educator or **Director**.

UNIVERSITY PATHWAY: Bachelor of Early Childhood, Bachelor of Education

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CERTIFICATE I IN EMPLOYMENT PATHWAYS

Vocational Education & Training CODE: VWP

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH IVET INSTITUTE, RTO 40548

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY IVET INSTITUTE

QUALIFICATION: 22280VIC CERTIFICATE I IN EMPLOYMENT PATHWAYS

COURSE OVERVIEW

This course is designed to provide you with the information, knowledge and skills to prepare you for employment in whatever field sparks your interests, whether it be a trade, finance, nursing, teaching, retail etc. Through this course you will conduct study relating to employment expectations, preparing to work, examining your strengths and limitations, career planning as well as participate in job seeking activities.

DURATION

One year

COURSE UNITS

To attain a Certificate I in Employment Pathways, 7 units must be achieved.

UNIT CODE	UNIT NAME
VU21663	Develop personal effectiveness
VU21664	Prepare for employment
VU21665	Develop an action plan for career planning
BSBWHS201	Contribute to health and safety of self and others
BSBWOR202	Organise and complete daily work activities
BSBCMM201	Communicate in the workplace
FSKWTG09	Write routine workplace texts

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CERTIFICATE II IN ENGINEERING PATHWAYS

Vocational Education & Training CODE: VEP

QUALIFICATION: MEM20413 CERTIFICATE II IN ENGINEERING PATHWAYS

COURSE OVERVIEW

This qualification delivers broad-based underpinning skills and knowledge in a range of engineering and manufacturing tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships or general employment in an engineering-related workplace.

DURATION

Two years

COURSE UNITS

To attain a Certificate II in Engineering Pathways, 12 units must be achieved.

UNIT CODE	UNIT NAME
MEM13014A	Apply principles of occupational health and safety in the work environment
MEMPE005A	Develop a career plan for the engineering and manufacturing industry
MEMPE006A	Undertake a basic engineering project
MSMENV272	Participate in environmentally sustainable work practices
MEM16006A	Organise and communicate information
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
MEMPE001A	Use engineering workshop machines
MEMPE002A	Use electric welding machines
MEMPE003A	Use oxy-acetylene and soldering equipment
MEMPE004A	Use fabrication equipment
MSMSUP106	Work in a team

CAREER OPPORTUNITIES & PATHWAYS

Achievement of competence in units: MEM13014A Apply principles of occupational health and safety in a work environment; MSAPMSUP106A Work in a team; MEM16006A Organise and communicate information; MEM16008A Interact with computing technology; MSAENV272B Participate in environmentally sustainable work practices; MEM18001C Use hand tools; and MEM18002B Use power tools/hand held operations, will provide credit towards a range of manufacturing and engineering trade and production qualifications.

Achievement of competence in all of the other units will provide advanced progress towards reaching competence in units contained in other metal and engineering qualifications.

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CERTIFICATE I IN FINANCIAL SERVICES

Vocational Education & Training CODE: VFS

QUALIFICATION: FNS10115 CERTIFICATE I IN FINANCIAL SERVICES

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification.

The Certificate I is a stand-alone qualification and is designed to facilitate an understanding of the Australian financial services marketplace and personal financial situations. The purpose of this qualification is to meet the needs of identified gaps in nationwide financial literacy.

DURATION

One term

COURSE UNITS

To attain a Certificate I in Financial Services, 6 units must be achieved.

UNIT CODE	UNIT NAME
FNSFLT201	Develop and use a personal budget
FNSFLT202	Develop and use a savings plan
FNSFLT203	Develop knowledge of debt and consumer credit
FNSFLT204	Develop knowledge of superannuation
FNSFLT205	Develop knowledge of the Australian financial system and markets
FNSFLT206	Develop knowledge of taxation

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

Written and Practical tasks

Computing Tasks

Demonstrations observed by the teacher

Web based activities

Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

Nil

CAREER OPPORTUNITIES & PATHWAYS

Articulation into: FNS20115 Certificate II in Financial Services and FNS30111 Certificate III in Financial Services

Other specific financial qualifications available at <http://training.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate III in Financial Services should be undertaken.

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CERTIFICATE III IN FITNESS

Vocational Education & Training CODE: ZFA

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH FIT EDUCATION, RTO 32155

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY FIT EDUCATION

QUALIFICATION: SIS30315 CERTIFICATE III IN FITNESS

COURSE OVERVIEW

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring autonomous work within a defined range of exercise instruction situations and activities. Students are expected to successfully complete all units of competency listed below during the one year course of study to be awarded the Certificate III in Fitness. Upon successful completion of this course, students 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 in community and commercial fitness settings.

DURATION

One year

COURSE UNITS

To attain a Certificate III in Fitness, 16 units of competency must be achieved.

UNIT CODE	UNIT NAME
SISXFAC001	Maintain equipment for activities
HLTWHS001	Participate in workplace health and safety
SISFFIT004	Incorporating anatomy and physiology principles into fitness programming
SISFFIT001	Provide health screening and fitness orientation
SISFFIT006	Conduct fitness appraisals
SISXIND001	Work effectively in sport, fitness and recreation environments
SISXCCS001	Provide quality service
SISFFIT005	Provide healthy eating information
SISFFIT003	Instruct fitness programs
SISSTC301A	Instruct strength and conditioning techniques
SISFFIT002	Recognise and apply exercise considerations for specific populations
SISFFIT014	Instruct exercise to older clients
SISFFIT007	Instruct group exercise sessions
SISFFIT011	Instruct approved community fitness programs
BSBRK401	Identify risk and apply risk management programs
HLTAID003	Provide first aid

ASSESSMENT TECHNIQUES

Assessment will be delivered using a variety of techniques, including:

- Practical assessment
- Written tasks
- Exams
- Teacher observation
- Teacher questioning

SPECIAL REQUIREMENTS

Students should have a high level of knowledge of sport and a high level of ability in playing sport and/or a significant interest in playing or administration of sport.

CAREER OPPORTUNITIES & PATHWAYS

The Certificate III in Fitness is an entry-level program that leads to expertise in sport and recreation. Graduates would be highly suited to entry-level positions such as Fitness Instructor, Fitness Trainer, Fitness Specialist, PCYC/Gym Instructors and Coaching & Sports Trainees. This course also provides a pathway to careers in sport and health science at University by establishing a track record in tertiary education.

TAFE: Certificate IV and Diploma in related industry areas including Sport and Recreation, Community Recreation, Fitness, Sport Development, Sport Coaching, Sport Trainer.

Universities: Degrees: Exercise Science, Science, Physiotherapy.

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CERTIFICATE IV IN FITNESS

Vocational Education & Training CODE: YFA

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH FIT EDUCATION, RTO 32155

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY FIT EDUCATION

QUALIFICATION: SIS40215 CERTIFICATE IV IN FITNESS

COURSE OVERVIEW

This qualification reflects the role of personal trainers who have specialist skills to train individual clients, or groups of clients, on a one-on-one or group basis, to improve health-related components of fitness in relatively low risk situations. This may include training of older clients and children. They have a substantial depth of knowledge to plan, conduct and evaluate exercise training; provide leadership and guidance to clients and other staff; and deal with unpredictable situations applying defined guidelines and procedures from the fitness industry and the organisation. They work independently or with limited guidance from others and use discretion to solve non-routine problems, including monitoring and managing business activities to operate efficiently and profitably. The qualification does not provide the skills and knowledge for an individual to provide advice or exercise instruction to high risk clients, other than to refer the client to an appropriate medical or allied health professional.

This qualification provides a pathway to work in a diversity of fitness industry businesses including fitness centres, gyms, aquatic facilities, community facilities and in open spaces, where risk management (through risk assessment and hazard control processes) does not already exist.

DURATION

One year

COURSE UNITS

To attain a Certificate IV in Fitness, 20 units of competency must be achieved.

UNIT CODE	UNIT NAME		
SISFFIT013	Instruct exercise to young people aged 13 to 17 years	BSBSMB401	Establish legal and risk management requirements
SISFFIT015	Collaborate with medical and allied health professionals in a fitness context	BSBSMB403	Market the small business
SISFFIT016	Provide motivation to positively influence exercise behaviour	BSBSMB404	Undertake small business planning
SISFFIT017	Instruct long-term exercise programs	BSBSMB405	Monitor and manage small business operations
SISFFIT018	Promote functional movement capacity	BSBSMB406	Manage small business finances
SISFFIT019	Incorporate exercise science principles into fitness programming	SISSSTC402A	Develop strength and conditioning programs
SISFFIT020	Instruct exercise programs for body composition goals	SISXCAI005	Conduct individualised long-term training programs
SISFFIT021	Instruct personal training programs	SISXCCS003	Address client needs
SISFFIT023	Instruct group personal training programs	SISFFIT023	Instruct group personal training programs
SISFFIT025	Plan and deliver personal training	SISFFIT025	Plan and deliver personal training
SISFFIT026	Support healthy eating through the Eat for Health Program	SISFFIT026	Support healthy eating through the Eat for Health Program
SISXRES001	Conduct sustainable work practices in open spaces	SISXRES001	Conduct sustainable work practices in open spaces

ASSESSMENT TECHNIQUES

Assessment will be delivered using a variety of techniques, including:

- Practical assessment
- Written tasks
- Exams
- Teacher observation
- Teacher questioning

SPECIAL REQUIREMENTS

Students need to have completed the Certificate III in Fitness in order to be accepted into this course.

CAREER OPPORTUNITIES & PATHWAYS

The Certificate IV in Fitness is an industry standard qualification to gain employment within the fitness industry. Graduates are able to become personal trainers or gain employment as a fitness leader within a variety of fitness contexts such as gyms, corporate fitness training, cruise ships, aquatic centres, sporting teams etc. This course also provides a pathway to careers in sport and health science at University by establishing a track record in tertiary education.

TAFE: Certificate IV and Diploma in related industry areas including Sport and Recreation, Community Recreation, Fitness, Sport Development, Sport Coaching, Sport Trainer.

Universities: Degrees: Exercise Science, Science, Physiotherapy.

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CERTIFICATE I IN HOSPITALITY

Vocational Education & Training CODE: VHZ

QUALIFICATION: SIT10216 CERTIFICATE I IN HOSPITALITY

COURSE OVERVIEW

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context within the hospitality industry. Work will be undertaken in the classroom, the college kitchens and various college campus functions. Individuals may work with some autonomy or in a team but usually under close supervision.

DURATION

One year

COURSE UNITS

To attain a Certificate I in Hospitality, 6 units of competency must be completed.

UNIT CODE	UNIT NAME
BSBWOR203	Work effectively with others
SITXCCS001	Provide customer information and assistance
SITXWHS001	Participate in safe work practices
BSBITU201	Produce simple word processed documents
TLIE1005	Carry out basic workplace calculations
SITXFSA001	Use hygienic practices for food safety

ASSESSMENT TECHNIQUES

Assessment will include practical demonstrations, team tasks, observation checklists, knowledge tests, internet research, oral presentations and work place simulations.

SPECIAL REQUIREMENTS

All units of competency must be achieved to receive the full certificate.

CAREER OPPORTUNITIES & PATHWAYS

Possible career opportunities include:

Bar attendant	Housekeeping attendant
Bottle shop attendant	Porter
Catering assistant	Receptionist or front office assistant
Food and beverage attendant	Gaming attendant

Successful completion of this Certificate will allow articulation into a range of other Certificate II level qualifications in this Vocational Training Area.

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CERTIFICATE II IN HOSPITALITY

Vocational Education & Training CODE: VHY

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH EAST COAST TAFE, RTO 0275

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY SUNSHINE COAST TAFE

QUALIFICATION: SIT20316 CERTIFICATE II IN HOSPITALITY

COURSE OVERVIEW

This qualification will be delivered in partnership with the Sunshine Coast Institute of TAFE. An asterisk (*) indicates which units will be delivered by TAFE. This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic operational knowledge and limited practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

DURATION

One year

COURSE UNITS

To attain a Certificate II in Hospitality, 12 units of competency must be completed.

UNIT CODE	UNIT NAME
BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITXCCS003	Interact with customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
SITHIND003	Use hospitality skills effectively* (with our industry partner)
SITHGAM001	Provide responsible gambling services
TLIE1005	Carry out basic workplace calculations
SITHFAB002	Provide responsible service of alcohol*
SITHFAB004	Prepare and serve non-alcoholic beverages
SITHFAB005	Prepare and serve espresso coffee
SITXFSA001	Use hygienic practices for food safety

ASSESSMENT TECHNIQUES

Assessment will include practical demonstrations, team tasks, observation checklists, knowledge tests, internet research, oral presentations, work place simulations, work experience and café work.

SPECIAL REQUIREMENTS

All units of competency must be achieved to receive the full certificate. This certificate will require students to participate in Structured Work Placement and this may involve attending a industry related work site out of normal school hours. Split shifts may be required as part of this Structured Work Placement. Transport to and from work site may incur additional costs.

CAREER OPPORTUNITIES & PATHWAYS

Possible career opportunities include:

Bar attendant	Housekeeping attendant
Bottle shop attendant	Porter
Catering assistant	Receptionist or front office assistant
Food and beverage attendant	Gaming attendant

Successful completion of this Certificate will allow articulation into a range of other Certificate III level qualifications in this Vocational Training Area.

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CERTIFICATE III IN HOSPITALITY

Vocational Education & Training CODE: EHP

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH EAST COAST TAFE, RTO 0275

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY EAST COAST TAFE

QUALIFICATION: SIT30616 CERTIFICATE III IN HOSPITALITY

COURSE OVERVIEW

This qualification will be delivered in partnership with the East Coast TAFE. All classes will be held off campus at the Mooloolaba campus. All work placements will be held off campus with some placements operating after hours at TAFE and local restaurants. This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring operational knowledge and practical skills in a defined context. Work would be undertaken in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

PREREQUISITE

Students must have completed Certificate II in Hospitality

DURATION

One year

COURSE UNITS

To attain a Certificate III in Hospitality; 12 units of competency from Certificate II must be completed plus 6 units of competency from Certificate III in Hospitality must be completed.

UNIT CODE	UNIT NAME
SITXCCS006	Provide service to customers
SITXHRM001	Coach others in job skills
SITHIND004	Work effectively in hospitality service
SITHFAB001	Clean and tidy bar areas
SITHFAB007	Serve food and beverage
SITXFIN001	Process financial transactions

ASSESSMENT TECHNIQUES

Assessment will include practical demonstrations, team tasks, observation checklists, knowledge tests, internet research, oral presentations, work place simulations, work experience and café work.

SPECIAL REQUIREMENTS

All units of competency must be achieved to receive the full certificate. This certificate will require students to participate in Structured Work Placement and this may involve attending an industry related work site out of normal school hours. Split shifts may be required as part of this Structured Work Placement. Transport to and from work site may incur additional costs.

CAREER OPPORTUNITIES & PATHWAYS

Possible career opportunities include:

Bar attendant	Housekeeping attendant
Bottle shop attendant	Porter
Catering assistant	Receptionist or front office assistant
Food and beverage attendant	Gaming attendant

Successful completion of this Certificate will allow articulation into a range of other Certificate III and IV level qualifications in this Vocational Training Area.

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CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

Vocational Education & Training CODE: VIT

QUALIFICATION: ICT10115 CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification. The Certificate I is a standalone qualification that allows individuals to develop basic ICT skills and knowledge to prepare for work. Students work through a range of tasks in a project based scenario.

DURATION

One term

COURSE UNITS

To attain a Certificate I in Information, Digital Media and Technology, 6 units must be achieved:

4 Core units

2 Elective units

UNIT CODE	UNIT NAME
ICTICT101	Operate a personal computer
ICTICT102	Operate word processing applications
ICTICT103	Use, communicate and search securely on the internet
ICTICT104	Use digital devices
ICTICT105	Operate spreadsheet applications
ICTICT106	Operate presentation packages

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

Project

Computing Tasks

Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

Nil

CAREER OPPORTUNITIES AND PATHWAYS

Articulation into:

Certificate II in Information, Digital Media and Technology

Certificate III in Information, Digital Media and Technology

Other specific children's services qualifications available at <http://training.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate II in Information, Digital Media and Technology should be undertaken.

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CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

Vocational Education & Training CODE: ZBI

QUALIFICATION: ICT20115 CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification.

The Certificate II in Information, Digital Media and Technology qualification provides the foundation ICT skills and knowledge for an individual to be an effective ICT user or employee. This qualification has a fundamental ICT knowledge and skills base which is pivotal for all other qualifications in the ICT field.

DURATION

One – two years depending upon student timetable.

COURSE UNITS

To attain a Certificate II in Information, Digital Media and Technology, 14 units must be achieved:

UNIT CODE	UNIT NAME
BSBWHS201	Contribute to health and safety of self and others
BSBSUS201	Participate in environmentally sustainable work practices
ICTICT201	Use computer operating systems and hardware
ICTICT202	Work and communicate effectively in an ICT environment
ICTICT203	Operate application software packages
ICTICT204	Operate a digital media technology package
ICTWEB201	Use social media tools for collaboration and engagement
ICTICT205	Design basic organisational documents using computing packages
ICTICT207	Integrate commercial computing packages
ICTICT210	Operate database applications
ICPDMT321	Capture a digital image
BSBITU201	Produce simple word processed documents
ICPDMT263	Access and use the Internet
BSBITU202	Create and use spreadsheets

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

- Projects
- Computing Tasks
- Written and Practical Activities
- Teacher Observation
- Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

Nil

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

ICT30115 Certificate III in Information, Digital Media and Technology

ICT40115 Certificate IV in Information, Digital Media and Technology

Other specific qualifications available at <http://training.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate III in Information, Digital Media and Technology should be undertaken.

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CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

Vocational Education & Training CODE: YIA

QUALIFICATION: ICT30115 CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

COURSE OVERVIEW

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user.

DURATION

One – two years depending on timetable.

COURSE UNITS

To attain a Certificate III in Information, Digital Media and Technology, 17 units of competency must be achieved.

UNIT CODE	UNIT NAME
BSBWHS304	Participate effectively in WHS communication and consultation processes
BSBSUS401	Implement and monitor environmentally sustainable work practices
ICTICT202	Work and communicate effectively in an ICT environment
ICTICT301	Create user documentation
ICTICT302	Install and optimise operating system software
ICTSAS301	Run standard diagnostic tests
ICTNWK301	Provide network systems administration
ICTNWK302	Determine and action network problems
ICTNWK304	Administer network peripherals
ICTNWK305	Install and manage network protocols
ICTSAS307	Install, configure and secure a small office or home office network
ICTWEB201	Use social media tools for collaboration and engagement
ICTWEB301	Create a simple markup language document
ICTICT203	Operate application software packages
ICTICT308	Use advanced features of computer applications
ICTWEB303	Produce digital images for the web
CUAANM301	Create 2D digital animation

CAREER OPPORTUNITIES & PATHWAYS

Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

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CERTIFICATE II IN MANUFACTURING TECHNOLOGY

Vocational Education & Training CODE: VMY

QUALIFICATION: MSM20216 CERTIFICATE II IN MANUFACTURING TECHNOLOGY

COURSE OVERVIEW

This course draws upon the fundamental principles of Occupational Health and Safety, Work Planning, Timber Industries, Metal Industries, Plastic/Composite Industries and Drawing Interpretation. This course consists mainly of practical skill development with some written related to practical experience.

DURATION

Two years

COURSE UNITS

To attain a Certificate II in Manufacturing Technology, 10 units of competency must be achieved.

5 core units

5 elective units

UNIT CODE	UNIT NAME
MSAENV272	Participate in environmentally sustainable work practices
MSMWHS200	Work safely
MSS402001	Apply competitive systems and practices
MSS402051	Apply quality standards
MSS402080	Undertake root cause analysis
MSS402002	Sustain process improvements
MSMPCII295	Operate manufacturing equipment
MSMPCII296	Make a small furniture item from timber
MSMOPS101	Make measurements
MSFFM2006	Hand make timber joints

ASSESSMENT TECHNIQUES

Assessment will be delivered using a variety of techniques, including:

- Practical assessment
- Written tasks
- Exams
- Teacher observation
- Teacher questioning

CAREER OPPORTUNITIES & PATHWAYS

The Certificate II in Manufacturing Technology is an entry-level program that leads to a variety of industry outcomes. Graduates would be highly suited to entry-level positions in various timber and metal manufacturing industries.

SPECIAL REQUIREMENTS

Students must have access to their own computer at home or school and have basic to intermediate knowledge of Microsoft Office. Keyboarding skills required, together with the ability to produce text documents and emails.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

CERTIFICATE III IN SPORT AND RECREATION

Vocational Education & Training CODE: YSA

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH IVET INSTITUTE, RTO 40548

UPON COMPLETION OF THIS COURSE, CERTIFICATION WILL BE ISSUED BY IVET INSTITUTE

QUALIFICATION: SIS30115 CERTIFICATE III IN SPORT AND RECREATION

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification.

This qualification provides the skills and knowledge for an individual wishing to work in the sport and recreation industry in a generalist capacity. Likely functions for someone with this qualification can include providing support in the provision of sport and recreation programs, grounds and facilities maintenance, routine housekeeping, retail and customer service assistance, administrative assistance or bar and café service in a location such as fitness centre, outdoor sporting grounds or complexes or aquatic centres. All job roles are performed under supervision.

DURATION

One or two years depending on student timetable.

COURSE UNITS

To attain a Certificate III in Sport and Recreation, 15 units of competency must be achieved.

UNITS CODE	UNIT NAME
BSBWOR301	Organise personal work priorities and development
HLTAID003	Provide first aid
HLTWHS001	Participate in workplace health and safety
ICTWEB201	Use social media tools for collaboration and engagement
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
SISXCCS001	Provide quality service
SISXEMR001	Respond to emergency situations
SISSSOF101	Develop and update officiating knowledge
SISXIND006	Conduct sport, fitness or recreation events
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
SISSSCO101	Develop and update knowledge of coaching practices
SISSSPT303A	Conduct basic warm-up and cool down programs
SISXCAI004	Plan and conduct programs
SISXCAI006	Facilitate groups
SISXRES002	Educate user groups

Elective units are subject to change prior to the commencement of the 2018 school year. This is to ensure a) school delivery and b) alignment to current industry practices, is at its optimum.

ASSESSMENT TECHNIQUES

Assessment will be delivered using a variety of techniques, including:

- Practical assessment
- Written tasks
- Exams
- Teacher observation
- Teacher questioning

SPECIAL REQUIREMENTS

Students should have some knowledge of sport and a reasonable ability in playing sport and/or a significant interest in playing or administration of sport. Students wishing to be a part of the Football/Futsal or Touch Football Academy class will need to apply and trial.

**If a student has an appropriate First Aid qualification that is current at the time of completion of the course the cost of this course will be deducted from their fees.*

CAREER OPPORTUNITIES & PATHWAYS

The Certificate III in Sport and Recreation is an entry-level program that leads to expertise in sport and recreation. Graduates would be highly suited to entry-level positions such as recreation assistant, administration assistant, grounds assistant, retail assistant. This course also provides a pathway to careers in sport and health science at University by establishing a track record in tertiary education.

TAFE: Certificate IV and Diploma in related industry areas including Sport and Recreation, Community Recreation, Fitness, Sport Development, Sport Coaching, Sport Trainer.

Subject fees for students who undertake a VET Certificate in partnership with an external provider will not be refunded once the transfer of funds has occurred from the College to the external provider, and are subject to each organisation's refund policy and procedure.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

CERTIFICATE II IN TOURISM

Vocational Education & Training CODE: ZHA

QUALIFICATION: SIT20116 CERTIFICATE II IN TOURISM

COURSE OVERVIEW

This qualification provides students with the skills and knowledge to be competent in a defined range of basic tourism technical skills. Individuals with this qualification are able to work in many tourism industry sectors and enterprise types including retail travel agencies, tour wholesalers, tour operators, attractions and cultural and heritage sites as well as the many small tourism business requiring multi-skilled employees.

The qualification recognises the diversity of tourism operations and the increasing industry trend for operators to provide specialised tourism products.

DURATION

One or two years depending upon student timetable.

COURSE UNITS

To attain a Certificate II in Tourism, 11 units of competency must be achieved.

UNIT CODE	UNIT NAME
SITXCOM002	Show social and cultural sensitivity
SITXCCS003	Interact with customers
SITXWHS001	Participate in safe work practices
SITTIND001	Source and use information on the tourism and travel industry
SITTTSL001	Operate an online information system
SITTTSL002	Access and interpret product information
SITTTSL004	Provide advice on Australian destinations
SITXCCS002	Provide visitor information
SITXCOM001	Source and present information
SITXCOM003	Provide a briefing or scripted commentary
SITTTSL005	Sell tourism products and services*

*May be used subject to availability of work placement and resources

This course is completed in one year and can be completed in either Year 11 or 12.

ASSESSMENT TECHNIQUES

Assessment will be delivered using a variety of techniques, including:

- Practical assessment
- Written tasks
- Exams
- Teacher observation
- Teacher questioning
- Work placement

SPECIAL REQUIREMENTS

Students should have a high level of interest in the industry area of Tourism.

Work placement is a compulsory component of this course

CAREER OPPORTUNITIES & PATHWAYS

The Certificate II in Tourism is an entry-level program that leads to a variety of industry outcomes. Graduates would be highly suited to entry-level positions such as office assistant for a small tour operator, documentation clerk for a tour wholesaler, receptionist and office assistant in a professional conference organiser, receptionist and office assistant in a retail travel agency, retail sales assistant in an attraction, museum attendant, ride attendant in an attraction.

This course also provides a pathway to further study and careers in specific tourism industry sectors. Specialist certificate III tourist qualifications should be selected for the appropriate job outcome, e.g. guiding, travel consultancy or tour coordination.

TAFE: Certificate III in Tourism, Diploma of Tourism

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

CERTIFICATE III IN TOURISM

Vocational Education & Training CODE: VTP

QUALIFICATION: SIT30116 CERTIFICATE III IN TOURISM

COURSE OVERVIEW

This qualification reflects the role of individuals who use a range of well-developed tourism service, sales or operational skills. They use discretion and judgement and have a sound knowledge of industry operations. They work with some independence and under limited supervision and may provide operational advice and support to team members.

DURATION

One – Two years depending on timetable

COURSE UNITS

To attain a Certificate III in Tourism, 15 units of competency must be achieved.

UNIT CODE	UNIT NAME
SITTIND001	Source and use information in the tourism and travel industry
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
SITXCCS006	Provide service to customers
SITTTSL003	Provide advice on international destinations
SITTTSL009	Process travel-related documentation
SITXMPR002	Create a promotional display or stand
SITTTSL001	Operate an online information system
SITXCOM003	Provide a briefing or scripted commentary
SITTTSL005	Sell tourism products and services
SITTTSL002	Access and interpret product information
SITXCCS002	Provide visitor information
SITXFIN001	Process financial transactions
SITTTSL004	Provide advice on Australian destinations
SITXCOM001	Source and present information

CAREER OPPORTUNITIES & PATHWAYS

After achieving the Certificate III in Tourism, individuals could progress to Certificate IV in Travel and Tourism, or to Certificate IV qualifications in any service industry field.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

CERTIFICATE II IN VISUAL ARTS

Vocational Education & Training CODE: VVT

QUALIFICATION: CUA20715 CERTIFICATE II IN VISUAL ARTS

DURATION

One or two years depending upon student timetable.

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification.

This unit provides students with the opportunity to develop the necessary skills in a range of Fine Art disciplines such as painting, drawing, printmaking, sculpture, fibre arts, ceramics, installation, jewellery smithing and performance. This unit could focus on one or more of the disciplines.

COURSE UNITS

To attain a Certificate II in Visual Arts, 9 units of competency must be achieved.

UNIT CODE	UNIT NAME
BSBWHS201	Contribute to health and safety of self and others
CUAACD101	Use basic drawing techniques
CUAPPR201	Make simple creative work
CUARES202	Source and use information relevant to own Arts practice
CUACER201	Develop ceramic skills
CUADIG202	Develop digital imaging skills
CUADRA201	Develop drawing skills
CUAPAI201	Develop painting skills
CUAPRI201	Develop printmaking skills

ASSESSMENT TECHNIQUES

An assessment technique is a strategy for assessing student work and forms part of an assessment instrument. Techniques include: teacher observation, checklist, peer assessment and self-assessment, student-teacher consultation, improvisation, short responses (written or oral), demonstrations, performances, presentations.

SPECIAL REQUIREMENTS

VET programs, whether delivered by schools or other institutions, should include quality work placement for a number of reasons. Therefore, it is strongly recommended that students are given the opportunity for work placement: the equivalent of 10 days for Certificate I level and 20 days for Certificate II level. This could include part-time, paid or unpaid work.

CAREER OPPORTUNITIES & PATHWAYS

Certificate III in Visual Arts
Certificate IV in Visual Arts
Diploma of Visual Arts

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

CERTIFICATE III IN VISUAL ARTS

Vocational Education & Training CODE: VAC

QUALIFICATION: CUA31115 CERTIFICATE III IN VISUAL ARTS

DURATION

One or two years depending upon student timetable.

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification.

This unit provides students with the opportunity to develop the necessary skills in a range of Fine Art disciplines such as painting, drawing, printmaking, sculpture, fibre arts, ceramics, installation, jewellery smithing, and performance. This unit could focus on one or more of the disciplines.

COURSE UNITS

UNIT CODE	UNIT NAME
BSBWHS201	Contribute to health and safety of self and others
CUAACD201	Develop drawing skills to communicate ideas
CUAPPR301	Produce creative work
CUARES301	Apply knowledge of history and theory to own arts practice
BSBDES201	Follow a design process
CUACER301	Produce ceramics
CUADRA201	Develop drawing skills
CUAPAI201	Develop painting skills
CUAPRI301	Produce prints
CUAPAI301	Produce paintings
CUAPPR407	Select and prepare creative work for exhibition
CUAPHI302	Capture photographic images

ASSESSMENT TECHNIQUES

An assessment technique is a strategy for assessing student work and forms part of an assessment instrument. Techniques include: teacher observation, checklist, peer assessment and self-assessment, student-teacher consultation, improvisation, short responses (written or oral), demonstrations, performances, presentations.

SPECIAL REQUIREMENTS

VET programs, whether delivered by schools or other institutions, should include quality work placement for a number of reasons. Therefore, it is strongly recommended that students are given the opportunity for work placement: the equivalent of 10 days for Certificate I level and 20 days for Certificate II level. This could include part-time, paid or unpaid work.

CAREER OPPORTUNITIES & PATHWAYS

Certificate IV in Visual Arts
Diploma of Visual Arts

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

Brisbane School of Distance Education

The following course options are available in 2018

Certificate I in Access to Vocational Pathways	\$145 per student
Certificate II in Skills for Work & Vocational Pathways	\$250 per student
Certificate I in Information, Digital Media & Technology	\$145 per student
Certificate II in Information, Digital Media & Technology	\$250 per student
Certificate I in Business	\$145 per student
Certificate II in Business	\$250 per student
Certificate III in Business	\$295 per student
Certificate II in Financial Services	\$195 per student
Certificate III in Accounts Administration	\$295 per student

A non-refundable administration fee of \$30.00 is also charged on enrolment.
Prices subject to change.

BENEFITS TO STUDENTS

- Timetabled online lessons
- Delivered by Qualified Teachers specialising in the field they deliver
- Points towards QCE
- Pathways for transition to work and further study
- Practical applications of training via simulated environment and work placement

BENEFITS TO SCHOOLS

- Data management and tracking plus banking of results held by BSDE
- RTO compliance held by BSDE
- Points towards QCE
- Run through your schools timetable
- Your school holds the HR which is compliant through BSDE

For more detailed information, please email VET@brisbanesde.eq.edu.au

TAFE AT SCHOOL COURSES

Year 11 and 12 students are eligible to participate in a TAFE at School program. You can choose to study from more than 50 exciting and varied certificate level Vocational Education and Training (VET) courses. A TAFE at School certificate can be achieved in conjunction with your senior studies and counts towards your Queensland Certificate of Education (QCE).

A full list of offerings can be found at the following links:

TAFE Queensland Brisbane – Schools Program Guide

<http://tafeskillstech.edu.au/resources/pdf/study-with-us/TQ-2018-TAFE-at-school-guide-web.pdf>

TAFE Queensland East Coast – Schools Program Guide

http://tafeeastcoast.edu.au/resources/pdf/study-with-us/TAFE_at_Schools_Guide_2018_ISSUU.pdf

MOOLOOLABA

CODE	PROGRAM NAME	QCE CREDITS
MST20616	Certificate II in Applied Fashion Design	4
CHC22015	Certificate II in Community Services	4
HLT23215	Certificate II in Health Support Services	4
SIT20316	Certificate II in Hospitality	4
SIT20416	Certificate II in Kitchen Operations	4
SHB20116	Certificate II in Retail Cosmetics	4
SHB20216	Certificate II in Salon Assistant	4
SIS20115	Certificate II in Sport and Recreation	4
SIT20116	Certificate II in Tourism	4
CHC30113	Certificate III in Early Childhood Education and Care	8
SIS30315/SIS20115	Certificate III Fitness (incorporating Certificate II in Sport and Recreation)	12
CUA31015	Certificate III in Screen and Media	6

NAMBOUR

CODE	PROGRAM NAME	QCE CREDITS
CPC10111	Certificate I in Construction	3
AUR20516	Certificate II in Automotive Servicing	4
UEE22011	Certificate II in Electrotechnology	4
MEM20413	Certificate II in Engineering Pathways	4
52700WA	Certificate II in Plumbing Services	4
CUA30915	Certificate III in Music Industry (Performance)	7
CUA30915	Certificate III in Music Industry (Sound Production)	7
CUA31115	Certificate III in Visual Arts (Photography)	8
CUA40915	Certificate IV in Music Industry	8

ONLINE

CODE	PROGRAM NAME	QCE CREDITS
BSB30415	Certificate III in Business Administration	8
BSB31115	Certificate III in Business Administration (Medical)	8
SIR30116	Certificate III in Community Pharmacy	8
CHC30113	Certificate III in Early Childhood Education and Care	8
ICT30115	Certificate III in Information, Digital Media and Technology (Network)	8
ICT30115	Certificate III in Information, Digital Media and Technology (Support)	8
ICT30115	Certificate III in Information, Digital Media and Technology (Web)	8
BSB31215	Certificate III in Library and Information Services	7
SIR30216	Certificate III in Retail	7

CABOOLTURE

CODE	PROGRAM NAME	QCE CREDITS
HLT23215	Certificate II in Health Support Services	4
SHB20116	Certificate II in Retail Cosmetics	4
SHB20216	Certificate II in Salon Assistant	4
AHC21216 / TL21815	Certificate II in Rural Operations and Certificate II in Logistics (Dual Qualification)	8
SIS20115	Certificate II in Sport and Recreation	4
BSB30415	Certificate III in Business Administration	8
CHC30113	Certificate III in Early Childhood Education and Care	8
SIS30315 / SIS20115	Certificate III In Fitness (incorporating Certificate II In Sport And Recreation)	12
ICT30115	Certificate III in Information, Digital Media and Technology	8
ICT30115	Certificate III in Information, Digital Media and Technology (Network Administration)	8
SIT20116	Certificate II in Tourism	4
10283NAT	Certificate IV in Crime and Justice Studies	8

SOUTH BANK

CODE	PROGRAM NAME	QCE CREDITS
MST20616	Certificate II in Applied Fashion Design and Technology	4
22075VIC	Certificate II in Auslan	4
HLT23215	Certificate II in Health Support Services	4
SIT20316	Certificate II in Hospitality (Café and Barista)	4
SIT20316	Certificate II in Hospitality (Food and Beverage)	4
MSM20216	Certificate II in Manufacturing Technology (Fashion Production)	4
MSM20216	Certificate II in Manufacturing Technology (Soft Furnishing)	4
FD20510	Certificate II in Retail Baking Assistance	4
MSL20116	Certificate II in Sampling and Measurement	4
SIS20115	Certificate II in Sport and Recreation	4
ICT20315	Certificate II in Telecommunications Technology (Networking)	4
SIT20116	Certificate II in Tourism	4
SIS30115 / SIS20115	Certificate II in Sport and Recreation and Certificate III in Sport and Recreation (Coaching) (Dual Qualification)	12
FNS30315	Certificate III in Accounts Administration	6
MST30816	Certificate III in Applied Fashion Design and Technology	8
SHB30115	Certificate III in Beauty Services	8
BSB30115 / SIT20116	Certificate III in Business (incorporating Certificate II in Tourism)	12
CUA30715	Certificate III in Design Fundamentals (Graphics)	8
CUA30715	Certificate III in Design Fundamentals (Photo Imaging)	8
CHC30113	Certificate III in Early Childhood Education and Care	8
SIT30516 / SIT20116	Certificate III in Events (incorporating Certificate II in Tourism)	12
SIS30315 / SIS20115	Certificate III in Fitness (incorporating Certificate II in Sport and Recreation)	12
SIT30616 / SIT20316	Certificate III in Hospitality (Hotel Reception) (incorporating Certificate II in Hospitality)	12
ICT30115	Certificate III in Information, Digital Media and Technology	8
ICT30115	Certificate III in Information, Digital Media and Technology (Network Administration)	8
ICT30115	Certificate III in Information, Digital Media and Technology (Website Technology)	8
SHB30215	Certificate III in Make-up	8
CUA31015	Certificate III in Screen and Media (Multimedia)	8
BSB30315	Certificate III in Micro Business Operations	8
CUA30915	Certificate III in Music Industry (Music Business)	8
CUA30915	Certificate III in Music Industry (Music Performance)	8
CUA31115	Certificate III in Visual Arts	8
10283NAT	Certificate IV in Crime and Justice Studies	8

Programs are subject to change and commencement is subject to sufficient student numbers.

Date Published: 11/08/2017

Correct at time of publication but subject to change.

CARE COURTESY COOPERATION CHALLENGE COMMITMENT

‘SKILLED TRAINING PATHWAYS’

The **Sunshine Coast Technical Trade Training Centre (SCTTTC)** aims to be the Sunshine Coast’s lead training facility for future focused secondary students. It provides vocational qualifications and tertiary pathways, preparing students for the workplace or further education and training.

SCTTTC students are a step ahead – 84% of 2015 Year 12 graduates are employed or engaged in **Full Time Employment**.

At the SCTTTC students don’t just do a ‘course’ – our training goes beyond basic delivery and training, having students further develop a range of industry focused skills. Teachers are industry professionals who deliver excellent quality training for our students.

Our Partners in Education and Training Pathways:

- Beerwah State High School
- Caloundra State High School
- Kawana Waters State College
- Meridan State College
- TAFE Queensland East Coast
- University of the Sunshine Coast
- Canberra Institute of TAFE
- Careers Australia

SCTTTC offers pathways in a range of trade and technical training areas for students in Years 11 and 12. The programs are designed to provide students with practical training in their chosen field as well as providing valuable employability skills and opportunities to link with industry.

NB: ALL SCTTTC CERTIFICATE COURSES ARE FUNDED UNDER VETiS (Vet in Schools) funding by the Qld Government. As such, students can only enrol in ONE VETiS funded course in Year 11 & 12.

Benefits to Students:

By including a pathway at the Sunshine Coast Technical Trade Training Centre in your Senior Phase program, you will have the opportunity to:

- Be a part of our personal development program supporting students with preparation and entry to the workforce
- Access a wider range of learning options through school
- Gain credit points towards their Queensland Certificate of Education (QCE)
- Participate in articulated programs of study with direct entry to additional fields of study
- Gain real vocational skills and qualifications while completing their QCE
- Gain a competitive edge in the employment market
- Gain credit towards further TAFE and University study
- Learn from qualified industry professionals
- Structured Workplace Learning on-the-job

Structured Workplace Learning:

Structured Workplace Learning (SWL) is a valuable part of each students learning at the SCTTTC. It is mandatory that students engaged in Vocational Education and Training (VET) ie: Certificate courses; undertake 2–5 weeks SWL throughout their program at the SCTTTC. SWL is used as a tool for students to engage with employers in a meaningful way – **with many employers directly recruiting students who have proven themselves as potential employees whilst on an SWL placement.**

Extension Learning Program:

All students at the SCTTTC undertake a personal development program that is part of their preparation for the workplace. Activities included in this program:

- Development of Personal Skills Portfolio
- Resume & interview preparation
- Introduction to the world of work – guest speakers on topics such as: finding a job, qualities employers are looking for, on the job behaviour, communication in the workplace, WH&S, apprentice information etc.
- SCTTTC Activities e.g. Explore Your Options Days, Site Tours and Excursions if available

Industry Liaison Officer:

The SCTTTC Industry Liaison Officer supports the students through mentoring and preparation for the workplace. The Industry Liaison Officer will work closely with students to support them with locating placements for SWL and in preparation for the workplace, coordinate SATS and engage with employers full time.

EXPRESSION OF INTEREST

Expressions of Interest are now being accepted for SCTTTC proposed courses for 2018.

Students interested in SCTTTC courses for 2018 are asked to complete the Expression of Interest and return to their school coordinator. Once course details are finalised information will be forwarded to all schools and to those who have expressed interest.

“Expression of Interest” forms are available at Subject Selection Night, from the Trade Training Centre (EOI form attached) or the Administration Office. First round applications close Friday, 1 September 2017. Interviews will be conducted in October, 2017.

SCTTTC expectations of students applying:

- Strong and keen interest in industry
- Commitment to meeting Structured Workplace Learning requirements
- Self-motivated and able to work independently
- Able to demonstrate maturity and a positive work ethic

Enrolment to the SCTTTC will be based on:

- Written application
- Face to face interview
- Student results and recommendations from schools – behaviour and effort results on reports will be taken into consideration

Enrolment to the SCTTTC for Year 10 Students will be based on:

- The Trade Training Centre is designed to cater for students in their post compulsory stage of schooling (Year 11/12 or over 16).
- Year 10 students will only be considered after considerable consultation and negotiation with the student, school, parent and TTC and only if the student is at risk of disengaging.
- Entry into the TTC for a year 10 student requires that an individual learning plan be constructed and approved by the Principal.
- Entry into courses for a year 10 student at the TTC is provided only if the above is met and there exists a vacancy that will not be needed for a post compulsory student.

Enrolment to the SCTTTC for Students who are non-Australian Residents:

- VETiS funding will not be provided for any student that does not hold Australian Residency.
- Interested non-Australian Resident Citizens will need to explore full fee for service costs.

EXPRESSION OF INTEREST (EOI) SCTTTC PROGRAMS 2018



STUDENT NAME	
SCHOOL ATTENDING	
YEAR LEVEL IN 2018 and DATE OF BIRTH	
SCTTTC CONTINUING STUDENT FROM 2018	YES / NO
STUDENT EMAIL	
PARENT/CAREGIVER NAME	
HOME ADDRESS	
PARENT CONTACT EMAIL <i>(Preferred method of contact – Please provide)</i>	
PARENT HOME PHONE	
PARENT MOBILE PHONE <i>(Please provide)</i>	
EXPRESSION OF INTEREST <i>(All programs are one year duration and available to students in Year 11 or 12)</i>	<input type="checkbox"/> Cert II Automotive Servicing Technology (AUR20516) – TAFE <input type="checkbox"/> Cert I Construction (CPC10111) – TAFE <input type="checkbox"/> Cert II Electrotechnology (Career Start) (UEE22011) – TAFE <input type="checkbox"/> Cert II Health Support Services (HLT23215) – TAFE <input type="checkbox"/> Cert II Plumbing (52700WA) - TAFE <input type="checkbox"/> Cert II Surveying & Spatial Information Services (CPP20116) – CIT (TBC) <input type="checkbox"/> Aviation Start University Now (SUN) Studies – CQU University <input type="checkbox"/> Integrated Learning in Engineering (ILEs) – USC (TBC)
SIGNATURES	_____ (Student) _____ (Parent/Caregiver) _____ (School Contact) Date:/...../..... (Please email this form to email address below)

Address: 40 Bower Street, Caloundra 4551 Tel 07 5438 1037
Website: sunshinecoastttc.eq.edu.au

Email ttcadmin@caloundrashs.eq.edu.au



“Skilled Training Pathways”

NEW STUDENT APPLICATION 2018

Complete all attached documentation to ensure your application proceeds.

This includes:

1. Applicant’s Questionnaire – student **MUST** complete this for themselves
2. Supporting Documentation as per Checklist for Enrolment

Checklist for New Student Enrolment

____ Complete New Student Application Form 2018

____ Provide photocopies of the following:

- SET Plan** – if available at time of submission
- Resume**
- Report Card** – most recent i.e. Mid-year 2017
- References** from Work Experience or any other position of responsibility
eg. Sporting Coach, Part-time Employment, Volunteer Organisation

Student Application for Enrolment in 2018

Personal Details

Student Details

Family Name: _____ Given Name/s: _____

Current School Attending: _____

LUI (Learning Unique Identifier) Number: _____

USI (Unique Student Identifier) Number: _____

Date of Birth (day/month/year): ____/____/____ Male Female

Indigenous or Torres Strait Islander Background: Yes / No

Non-English Speaking Background: Yes / No

Daytime Telephone: _____ Mobile _____

Mailing Address / Number and Street _____

Suburb/Town _____ Postcode _____

Email: _____

Parent/Guardian Details

Parent 1: _____ (Primary Contact Person)

Home Tel _____ Work Tel: _____

Mobile: _____

Mailing Address / Number and Street _____

Suburb/Town _____ Postcode _____

Email: _____

Applicant Questionnaire

(Student to complete)

Career Goal:

The course I am applying to study at the Sunshine Coast Technical Trade Training Centre is:

School History

Current School: _____

Year Level 2018: _____

Latest Results (Semester 1 or 2 – 2017):

Subject _____ Result _____

Subject _____ Result _____

Subject _____ Result _____

Subject _____ Result _____

Subject _____ Result _____

Subject _____ Result _____

Proposed subjects for Year 11 and 12:

Industry

Why do you want to work in your chosen industry?

- When did you make the decision to work in this industry?
- What do you know about the industry?
- What are your long term objectives as a person working in this industry?

Personal

What interests do you have out of school?

- Sport
- Hobbies
- Social activities
- Community work

A place in the course

Why do you think you are the best person for a place in this course?

Declaration

By submitting this application I agree to obey the code of conduct of the Sunshine Coast Technical Trade Training Centre as applied to me. I further agree to comply with any procedures of the Centre governing my conduct as a student and requirements affecting my studies.

I declare that information supplied by me is true, correct and complete in every respect.

I understand that following this application I may be required for a formal interview to ascertain my commitment to the course of study and that this process does not guarantee acceptance into my chosen course.

Applicant Signature: _____ Date: ____/____/____

Parent/Guardian:

I agree to my son/daughter's application to the Sunshine Coast Technical Trade Training Centre.

Parent/Guardian Signature: _____ Date: ____/____/____

School Referee Statement

(to be completed by school teacher, HOD, Guidance Officer, Deputy Principal, Principal)

On behalf of _____(school) I hereby recommend that:

_____ (student's name) be accepted into the Sunshine Coast Technical Trade Training Centre in the course:

Comments:

Position: _____ Signature _____ Date ____/____/____

School Authorisation

Position: ___ Principal
 ___ Deputy Principal

Signature _____ Date ____/____/____