ST MARY'S
Catholic College

Vocational Education and Training

Expression of Interest and Information Package
2023/2024

Contents

YEAR 10 2024

VOCATIONAL EDUCATION AND TRAINING (VET)

Vocational Education and Training (VET) is offered primarily to Yr 11 and 12 students at St Mary's Catholic College. However, if students are looking to get a head start in developing their vocational skills and knowledge, there are some options available to Yr 10 students.

Engineering studies and Furnishing studies are not VET certificates; rather they could be considered as 'Pre-VET'. They are intended to give students an introduction to the workshop environment, how to work safely in these environments and a chance to begin developing the skills and knowledge required in the certificates available the following year.

The Certificate I in Hospitality is the only certificate course available at St Mary's that Yr 10 students can enrol in. As it is a VET certificate, successful completion may see a student awarded up to 2 QCE points. This certificate gives students an introduction to the hospitality industry, how to work safely in these environments and a chance to begin developing the skills and knowledge that would assist in the Certificate II and III in Hospitality Qualifications available the following year.

Please note: these subjects are not prerequisites for VET offerings in Yr 11. Whilst it is strongly suggested you enrol in a relevant Yr 10 course/s if you are considering enrolling in a VET certificate in Yr 11, it is not compulsory.

VET READY - PREP COURSES – YEAR 10 ONLY

Engineering Studies

Department	Vocational Education and Training (VET)	Contact	Mr Justin Brennan
Duration	One year	Prerequisites	N/A

In Engineering Studies, students will gain the core skills required for Engineering which may lead to Certificate II in Engineering Pathways in Years 11 & 12. This subject covers general workshop safety and some of the core skills related to working in the Engineering and Fabrication industries.

Unit 1	Unit 2	Unit 3	Unit 4
Engineering Workshop Skills and Safety	**Sheet Metal Toolbox Development**	**Welding Skills Acquisition**	**Art Metal Project**
ASSESSMENT Project & folio	**ASSESSMENT** Project & folio	**ASSESSMENT** Project & folio	**ASSESSMENT** Project & folio

Furnishing Studies

Department	Vocational Education and Training (VET)	Contact	Mr Justin Brennan
Duration	One year	Prerequisites	N/A

In Furnishing Studies, students will gain the core skills required for Furnishing which may lead to Certificate II in Furniture Making Pathways in Years 11 & 12. This subject covers general workshop safety and some of the core skills related to working in the Cabinetmaking and Furnishing industries.

Unit 1	Unit 2	Unit 3	Unit 4
Picture Frame	**Letter Rack**	**Turned Bowl**	**Timber Stool**
ASSESSMENT Project & folio	**ASSESSMENT** Project & folio	**ASSESSMENT** Project & folio	**ASSESSMENT** Project & folio

NATIONALLY RECOGNISED TRAINING

SIT10222 Certificate I in Hospitality

Qualification description

This qualification reflects the role of individuals who participate in a range of routine and predictable hospitality work activities. They work under close supervision and are given clear directions to complete tasks.

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

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian Standards and industry Codes of Practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication. Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements for this qualification. Students must create a USI number and provide to VED Administration.

Duration and location

This is a one year course delivered in Year 10 on site at the Green Leaf Cafe, St Mary's Catholic College.

Uniform

Closed in black leather shoes. Further PPE supplied (apron and cap/hair net). When working at functions, students are to wear black pants (not tights) and a black polo.

Course units

To attain a SIT10222 Certificate I in Hospitality, 6 units of competency must be achieved:

Unit code	Title
BSBTWK201	Work effectively with others CORE
SITXCCS009	Provide customer information and assistance CORE
SITXWHS005	Participate in safe work practices CORE
SITHCCC101	Use food preparation equipment ELECTIVE
SITXFSA101	Use hygienic practices for food safety ELECTIVE
SITXCOM101	Source and present information ELECTIVE

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete this qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 6 units of competency will be awarded a Qualification and a Record of Results.

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:
- face-to-face instruction
- work-based learning
- guided learning
- online training.

Support Services

Reasonable adjustments can be made to assessment tools. Please discuss with the TTC Director.

Assessment

Assessment is competency based and completed in a simulated commercial kitchen environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a commercial kitchen as closely as possible. Assessment techniques include:
- observation
- folios of work
- questioning
- projects
- written and practical tasks.

Work placement

Work Placement is NOT a requirement of this course.

Disclaimer

Subject to numbers and qualified trainer.

YEAR 11 AND 12 2024

VOCATIONAL EDUCATION AND TRAINING (VET)

Vocational Education and Training (VET) is offered to senior students in one of two ways at St Mary's Catholic College. Students may either elect to study a VET certificate on a subject line or as part of the full VET pathway.

VET SUBJECT LINE PATHWAY

In 2024, the following qualifications may be offered to all Year 11 students on a subject line for student selection. Those indicated will be offered through Third Party Agreements. All course offerings are dependent on numbers of students and ability to access qualified trainers.

MSF20522	Certificate II in Furniture Making Pathways (St Mary's) RTO #30362
SIT20322	Certificate II in Hospitality (St Mary's) RTO #30362
MEM20422	Certificate II in Engineering Pathways (Bluedog Training) RTO #31193 – Third Party
UEE22020	Certificate II in Electrotechnology (Major Training) RTO #6139 – Third Party
SIS30321	Certificate III in Fitness – with embedded SIS20122 - Cert II in Sport and Recreation (Binnacle Training) RTO # 31319 – Third Party
BSB30120	Certificate III in Business (Binnacle Training) RTO #31319 – Third Party
External Courses	See suggested providers at the end of this document.

FULL VET PATHWAY

Students attend college three days a week (Monday, Tuesday and Wednesday), train for one day (Thursday or Friday) and complete structured work placement one day a week (Thursday or Friday).

Three days attendance at school means that subject choice is limited to five subjects on certain lines. At the end of Year 12, students may receive a QCE and an ATAR if they meet the requirements.

Subjects for 2024 are: (all subject information can be found on the College website).
- *Essential English OR General English*
- *Essential Mathematics OR General Mathematics*
- *Religion and Ethics*
- ***2 Electives^** – Student Choice (see below)*

*Students **elect** to study two of the following Applied or Certificate Subjects:*
- *Visual Arts in Practice*
- *Science in Practice*
- *Sport and Recreation*
- *MSF20522 – Certificate II in Furniture Making Pathways (St Mary's) RTO #30362*
- *SIT20322 – Certificate II in Hospitality (St Mary's) RTO #30362*
- *MEM20422 - Certificate II in Engineering Pathways (Bluedog Training) RTO#31193*
- *UEE22020 – Certificate II in Electrotechnology (Career Start) (Major Training) RTO#6139*
- *SIS30321 - Certificate III in Fitness – with embedded SIS20122 - Cert II in Sport and Recreation (Binnacle Training) RTO#31319*
- *BSB30120 Certificate III in Business (Binnacle Training) RTO #31319*

*Please note: All electives are offered based on class numbers and qualified trainers. If a student wants to choose a **general** subject on the given line, this needs to be negotiated with the Careers Advisor.*

TRAINING

St Mary's Catholic College Trade Training Centre may offer the following Certificate courses for one day per week from 8.00am to 4.00pm. Thursday or Friday training days will be allocated at the beginning of 2024.

- CPC10120 - Certificate I in Construction/CPC20220 Certificate II in Construction *(Bluedog Training) RTO*#31193
- MEM20422 - Certificate II in Engineering Pathways *(Bluedog Training) RTO*#31193
- AUR20720 - Certificate II in Automotive Vocational Preparation (St Mary's) RTO#30362
- SIT30622 – Certificate III in Hospitality (St Mary's) RTO#30362

St Mary's Catholic College ensures students will be given reasonable opportunity to complete certificates in line with the certificate's packaging rules. Course offerings are dependent on numbers of students and qualified trainers' availability.

Alternatives to the above courses and training providers will be considered by the College on an interview basis and must be approved by the Trade Training Centre Director prior to enrolling.

QLD CERTIFICATE OF EDUCATION

If a student meets all requirements of the QCE, he/she will be issued the Queensland Certificate of Education at the completion of Year 12.

With less time at school, considerable effort is given to including the students in as many activities as possible to enable them to feel part of the College. However, in some instances, this is not feasible and students may miss the occasional activity.

STRUCTURED WORK PLACEMENT

Throughout the year, Full VET students must complete work placement each Thursday or Friday. **This is a requirement of enrolment in the VET pathway.** Structured work placement ideally relates to the Certificate course/s being studied.

Students who have obtained a school-based apprenticeship or traineeship (SAT) with an employer are paid for the time they work and have time taken off their apprenticeship.

Students are not able to complete Structured Work Placement with a business owned or managed by a direct relative.

Initially, in year 11, VPG may be contracted to organise Structured Work Placement for students for the first 12 months on behalf of St Mary's. If a placement is cancelled in year 11, depending on the circumstances, a new placement will be sourced by the student. **In year 12, students will be responsible for sourcing their own placement** as this assists the student in getting ready for the workforce. Students struggling to secure a work placement are to notify the Trade Training Centre Director promptly for assistance. Work Placement Agreements are current for a 12 month period. Placement is term time only.

UNIFORM REQUIREMENTS AND EXPECTATIONS

Uniform requirements for all certificate courses at St Mary's in 2024:

Automotive (full day) – Students must always wear correct uniform including PPE on the full training day and Industry placement day. Uniform consists of steel capped boots, cotton drill pants (short or long) and cotton drill shirt. St Mary's will supply one shirt at the start of the VET year. Additional shirts will incur a cost.

Construction (full day) - Students must always wear correct uniform including PPE on the full training day and Industry placement day. Uniform consists of steel capped boots, construction work shorts, hi visibility work shirt – long sleeved preferred for sun protection. St Mary's will supply one shirt at the start of the VET year. Additional shirts will incur a cost.

Engineering (full day) – Students must wear correct uniform including PPE. Uniform consists of steel capped boots, cotton drill pants (short or long) and cotton drill shirt (short or long). St Mary's will supply one shirt at the start of the VET year. Additional shirts will incur a cost.

Hospitality (full day) – Students must wear correct uniform including PPE. Uniform consists of black pants (loose fitting black slacks, no tights) black, Green Leaf Café t-shirt and black leather closed in shoes. St Mary's will supply one shirt at the start of the VET year. Additional shirts will incur a cost.

Furnishing (subject line only) – Normal school uniform. Shoes must be enclosed leather uppers (no sports shoes). Apron provided. PPE provided.

Electrotechnology (subject line only) – Normal school uniform. Shoes must be enclosed leather uppers (no sports shoes). PPE provided.

Engineering (subject line) - Normal school uniform. Students are to bring a cotton work shirt to change into. Shoes must be enclosed leather uppers (no sports shoes). PPE provided.

Hospitality (subject line) – Normal school uniform. Shoes must be enclosed leather uppers (no sports shoes). PPE provided.

Business (subject line only) – There are no specialised uniform requirements for this certificate. Uniform is to be worn according to St Mary's uniform expectations.

Fitness (subject line only) – Students will be required to wear St Mary's sports uniform when practical tasks are to be completed.

ALL STUDENTS ARE RESPONSIBLE FOR REGULARLY WASHING THEIR UNIFORM.

Uniforms can be stored in students' lockers for safe keeping. There is a change room in the Trade Training Centre.

Note that if you do not bring the required uniform, you will not be able to complete practical activities and will be required to do theory (first incident). Repeat incidents will result in Student Support Office referrals and possible family meetings to review your position in the VET programme.

Students should purchase additional work wear for their work placement and should enquire with their host employer to confirm the requirements of the workplace.

USI

A **USI (Unique Student Identifier)** must be obtained to be enrolled in any certificate course. If students do not hold a USI, they can obtain one by visiting https://www.usi.gov.au.

ISSUES TO CONSIDER

Undertaking a VET certificate or embarking on the full VET pathway should be considered carefully. Students must think about the following questions if they wish to succeed in the St Mary's VET program.

- Am I prepared to work hard?
- Can I organise transport to and from training and work placement?
- Do I want to receive an ATAR?
- Am I committed to successfully combining work placement, training and school?
- Can I act responsibly in the workplace?
- Can I act responsibly in the Trade Training Centre and/or Green Leaf Café?
- Am I aware that the VET pathway does not guarantee employment?

FEES

Students undertaking Vocational Education and Training Studies in Years 10, 11 & 12 will pay full school fees. Where the vocational studies subjects are conducted at St Mary's and a certificate is undertaken, additional levies may be applicable. Please refer to 'College Fees and Charges' on the St Mary's Catholic College website for the most up to date fee structure.

VETiS FUNDING

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

This means that if a student is eligible, the course is provided to them fee-free. To be eligible to enrol in a VETiS program, students must:
- be currently enrolled in secondary school
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not already completing or have already completed a funded VETiS course with another registered training organisation.

In situations where a student is not eligible for VETiS funding, under the DESBT funding arrangements, fee for service arrangements is available for students. Please see the TTC Director for further information.

FEES – EXTERNAL RTO'S

Where students undertake Vocational Studies courses at other Registered Training Organisations (eg TAFE), and VETiS (Vocational Education and Training in Schools) funding may not be an option, parents are responsible for the payment of fees directly to the RTO. The College will reimburse a portion of the tuition fees (not material costs) billed by that RTO. Proof of payment (receipt) is to be provided to the College for the rebate to be paid. Please refer to 'College Fees and Charges' on the St Mary's Catholic College website for the most up to date reimbursement policy.

Please note that Certificate courses with other RTOs can range between $0 - $20,000, depending on accessible government funding. Please seek clarification/guidance with the Trade Training Centre Director or Coordinator before engaging an external RTO in a certificate course.

Should students sign up for a School-based Traineeship or Apprenticeship, the government department, DESBT, may pay the full tuition fees directly to the Registered Training Organisation if funded under User Choice. In these cases, there is no parent payment of tuition fees, nor any refund from the college.

FULL VET PATHWAY SELECTION

To be considered for the full VET pathway, students must complete the EXPRESSION OF INTEREST form. These will be distributed after all students complete the SETPlan interview. This will need to be completed by the date indicated and submitted in person to Trade Training Centre reception.

This is not a subject selection form. An interview with the Trade Training Centre Director will be organised with Parents/Guardians along with the student. A certificate course for the full day of training (Thursday or Friday) will be selected at this interview.

Students who do not meet all requirements at any stage throughout the course will be interviewed by the Principal and the Trade Training Centre Director and may find their enrolment in the VET program terminated.

Justin Brennan
Trade Training Centre Director

St Mary's Catholic College

RTO number: 30362

FULL VET PATHWAY – OVER 2 YEARS – YR 11 & 12

AUR20720 Certificate II in Automotive Vocational Preparation

Qualification description

This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles. This qualification also covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited.

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

Entry requirements

There are no entry requirements for this qualification. Students must create a USI number and provide to VED Administration.

Duration and location

This is a two-year course delivered in Years 11 and 12 (covering 7 projects) on site at the Trade Training Centre, St Mary's Catholic College.

Uniform

Students must always wear correct uniform including PPE on the full training day and Industry work placement day. Uniform consists of steel capped boots, cotton drill pants (short or long). One shirt is provided – students may need to purchase an additional shirt.

Course units

To attain a AUR20720 Certificate II in Automotive Vocational Preparation, 12 units of competency must be achieved:

Unit code	Unit Name
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace CORE
AURAFA103	Communicate effectively in an automotive workplace CORE
AURAFA104	Resolve routine problems in an automotive workplace CORE
AURASA102	Follow safe working practices in an automotive workplace CORE
AURETR103	Identify automotive electrical systems and components CORE
AURLTA101	Identify automotive mechanical systems and components CORE
AURTTK102	Use and maintain tools and equipment in an automotive workplace CORE
AURETR006	Solder electrical wiring and circuits ELECTIVE
AURJTA001	Carry out minor adjustments to motorcycles ELECTIVE
AURPTE102	Inspect and service outdoor power equipment engines ELECTIVE
AURTTA003	Use and maintain basic mechanical measuring devices ELECTIVE
AURETK001	Identify, select and use low voltage electrical test equipment ELECTIVE

Delivery modes

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

- face-to-face instruction
- work-based learning
- guided learning
- online training.

Support Services

Reasonable adjustments can be made to assessment tools. Please discuss with the TTC Director.

Assessment

Assessment is competency based and completed in a simulated workshop environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a workshop as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks
- completion of logbooks

Work placement

Students are required to attend work placement one day per week (term time) in industry. This is a requirement of the St Mary's Catholic College full day VET program and not reflective of package requirements.

Pathways

This Certificate prepares prospective employees to undertake work in the broader Automotive industry. Job roles related to this Certificate include: Trades Assistant, Vehicle Service Assistant etc. See other similar qualifications at training.gov.au.

QCE Points

Successful completion of this Certificate can provide up to four credits in the Core Courses component of the QCE.

Disclaimer

Subject to numbers and qualified trainer.

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a Record of Results.

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

St Mary's Catholic College

RTO number: 30362

ELECTIVE SUBJECT LINE COURSE –OVER 2 YEARS – YR 11 & 12

NATIONALLY RECOGNISED TRAINING

MSF20522 Certificate II in Furniture Making Pathways

Qualification description

This qualification is intended for a learning and assessment environment, such as a school-based pre-employment training program, where access to structured on-the-job learning in a workplace may not be available.

It delivers broad skills and knowledge in furniture making tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships or general employment in a furniture manufacturing environment or related workplace.

No licencing, legislative, regulatory or certificate requirements apply to this qualification at the time of publication.

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

Entry requirements

There are no entry requirements for this qualification. Students must create a USI number and provide to VED Administration.

Duration and location

This is a two-year course delivered in Years 11 and 12 on site at the Trade Training Centre, St Mary's Catholic College.

Uniform

Normal school uniform. Shoes must be enclosed leather uppers (no sports shoes). Aprons provided. PPE provided.

Course units

To attain a MSF20522 Certificate II in Furniture Making Pathways, 12 units of competency must be achieved:

Unit code	Unit Name
MSFFP2020	Undertake a basic furniture making project CORE
MSFFP2017	Develop a career plan for the furnishing industry CORE
MSFGN2001	Make measurements and calculations CORE
MSMENV272	Participate in environmentally sustainable work practices CORE
MEMPCI103	Demonstrate care and apply safe practices at work CORE
MSFFM2013	Use furniture making sector hand and power tools ELECTIVE
MSFFM2019	Assemble furnishing products ELECTIVE
MSFFM2014	Select and apply hardware ELECTIVE
MSSFP2011	Use timber furnishing construction techniques ELECTIVE
MSFFP2012	Join furnishing materials ELECTIVE
MSFFP2019	Source and review information about kitchen, bathroom and laundry design ELECTIVE
MSMPCI101	Adapt to work in industry ELECTIVE

Delivery modes

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

- face-to-face instruction
- work-based learning
- guided learning
- online training.

Support Services

Reasonable adjustments can be made to assessment tools. Please discuss with the TTC Director.

Assessment

Assessment is competency based and completed in a simulated workshop environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a workshop as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

Work placement

Work Placement is NOT a requirement of this course.

QCE Points

Successful completion of this Certificate can provide up to four credits in the Core Courses component of the QCE.

Disclaimer

Subject to numbers and qualified trainer.

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a Record of Results.

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

St Mary's Catholic College

RTO number: 30362

ELECTIVE SUBJECT LINE COURSE – OVER 2 YEARS – YR 11 & 12

SIT20322 Certificate II in Hospitality

Qualification description

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

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

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

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

Entry requirements

There are no entry requirements for this qualification. Students must create a USI number and provide to the VED Administration.

Duration and location

This is a two year course delivered in Years 11 and 12 on site at the Green Leaf Cafe, St Mary's Catholic College.

Uniform

Black pants (not tights), closed in black shoes. Polo provided. Further PPE supplied (apron and cap/hair net).

Course units

To attain a SIT20322 Certificate II in Hospitality, 12 units of competency must be achieved:

Unit code	Unit Name
BSBTWK201	Work effectively with others CORE
SITHIND006	Source and use information on the hospitality industry CORE
SITHIND007	Use hospitality skills effectively CORE
SITXCCS011	Interact with others CORE
SITXCOM007	Show social and cultural sensitivity CORE
SITXWHS005	Participate in safe work practices CORE
SITXFSA101	Use hygienic practices for food safety ELECTIVE
SITHCCC102	Prepare simple dishes ELECTIVE
SITHFAB203	Prepare and serve non-alcoholic beverages ELECTIVE
SITHFAB204	Prepare and serve espresso coffee ELECTIVE
SITHFAB206	Serve food and beverage ELECTIVE
TLIE0009	Carry out basic workplace calculations ELECTIVE

Delivery modes

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

- face-to-face instruction
- work-based learning
- guided learning
- online training.

Support Services

Reasonable adjustments can be made to assessment tools. Please discuss with the TTC Director.

Assessment

Assessment is competency based and completed in a simulated commercial kitchen environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a commercial kitchen as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

Work placement

Work Placement is NOT a requirement of this course.

QCE Points

Successful completion of this Certificate can provide up to four credits in the Core Courses component of the QCE.

Disclaimer

Subject to numbers and qualified trainer.

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a Record of Results.

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

St Mary's Catholic College

RTO number: 30362

FULL VET PATHWAY – OVER 2 YEARS – YR 11 & 12

NATIONALLY RECOGNISED TRAINING

SIT30622 Certificate III in Hospitality

Qualification description

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under supervision using plans, policies and procedures to guide work activities.

This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. This qualification allows for multitasking and for specialisation in accommodation services, food and beverage and gaming.

The skills in this qualification must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

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

Entry requirements

There are no entry requirements for this qualification. Students must create a USI number and provide to the VED Administration.

Duration and location

This is a two year course delivered in Years 11 and 12 on site at the Green Leaf Cafe, St Mary's Catholic College.

Uniform

Black pants (not tights), closed in black shoes. Polo provided. Further PPE supplied (apron and cap/hair net).

Course units

To attain a SIT30622 Certificate III in Hospitality, 15 units of competency must be achieved:

Unit code	Unit Name
SITHIND006	Source and use information on the hospitality industry CORE
SITHIND008	Work effectively in hospitality service CORE
SITXCCS014	Provide service to customers CORE
SITXCOM007	Show social and cultural sensitivity CORE
SITXHRM007	Coach others in job skills CORE
SITXWHS005	Participate in safe work practices CORE
SITXFSA005	Use hygienic practices for food safety ELECTIVE
SITHCCC024	Prepare and present simple dishes ELECTIVE
SITHCCC028	Prepare appetisers and salads ELECTIVE
SITHFAB021	Provide responsible service of alcohol ELECTIVE
SITHFAB024	Prepare and serve non-alcoholic beverages ELECTIVE
SITHFAB025	Prepare and serve espresso coffee ELECTIVE
SITHKOP009	Clean kitchen premises and equipment ELECTIVE
HLTAID011	Provide first aid ELECTIVE
SITXINV006	Receive, store and maintain stock ELECTIVE

Delivery modes

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

- face-to-face instruction
- work-based learning
- guided learning
- online training.

Support Services

Reasonable adjustments can be made to assessment tools. Please discuss with the TTC Director.

Assessment

Assessment is competency based and completed in a simulated commercial kitchen environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a commercial kitchen as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

Course Requirements

Students must complete hospitality service to customers for a minimum of 36 complete service periods (shifts). These shifts are incorporated into this course through catering for functions and/or events as well as through the student's structured work placement. Students are to maintain a logbook as evidence of these shifts.

Work placement

Work Placement is a requirement of this course.

QCE Points

Successful completion of this Certificate can provide between five to eight credits in the Core Courses component of the QCE.

ATAR Contribution

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

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

Disclaimer

Subject to numbers and qualified trainer.

Third party arrangement

The unit HLTAID003 Provide first aid will be delivered and assessed by Category 5 Emergency Care. Category 5 Emergency Care will issue a Statement of Attainment upon successful completion of this unit. This will be recorded as a credit transfer on the student's record for Certificate III in Hospitality.

Third party arrangement

The unit SITHFAB021 Provide responsible service of alcohol will be delivered and assessed by Careers Training Centre. Careers Training Centre will issue a Statement of Attainment upon successful completion of this unit. This will be recorded as a credit transfer on the student's record for Certificate III in Hospitality

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.
Students who are deemed competent in all 16 units of competency will be awarded a Qualification and a Record of Results.
Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

UEE22020 Certificate II in Electrotechnology (Career Start)
Major Training Group RTO 6139
www.major.com.au
1300 790 822
Description
Want to get a head start on your future while you finish high school? If you're in year 10, 11 or 12, Vocational Education and Training in Schools (VETiS) is a great way to start pursuing your career goals while you get your senior certificate.

If you are looking to become a qualified electrician, this pathway course UEE22020 Certificate II in Electrotechnology (Career Start) is a positive step forward before going on to complete your UEE30820 Certificate III in Electrotechnology which upon completion will qualify you as an Electrician.

Major Training's VET in Schools programs (VETiS) are delivered face-to-face, within the school timetable over four semesters.

QCE Points
Completion of this course will accrue students 4 QCE points.

Benefits
- A nationally recognised qualification upon successful completion of the course.
- Foundational skillsets required for future employment.
- Practical learning opportunities through work experience.
- Credit toward a high-school certificate and vocational studies, or university qualifications.
- Assistance with transitioning from high school to paid employment.

Eligibility/Cost
To be eligible to undertake this certificate, students must meet the below criteria:
- Be an Australian citizen, an Australian permanent resident, a New Zealand citizen or a temporary resident on the pathway to obtaining permanent residency with the necessary VISA work permits.
- Be a Queensland resident and enrolled and actively attending a Queensland secondary (High School).

For eligible students, Queensland's VETiS is funded by the VET investment budget. This delivers funding to any RTO approved by the Department of Youth Justice, Employment, Small Business and Training as a pre-qualified supplier (PQS). This means that the tuition fees of this program are covered for eligible students. For any students who do not meet the requirements for funding, a service cost of this course can be provided for you upon request.

Delivery
This course has been created to be dynamic and flexible with its delivery. We endeavor to make this training as user friendly as possible and tailor made to suit each individual student with a blend of face to face teaching and online resources.

Course Units

UEECD0007	Apply work health and safety regulations, codes and practices in the workplace.
CPCWHS1001	Prepare to work safely in the construction industry
UEECD0019	Fabricate, assemble and dismantle industrial components
UEECD0020	Fix and secure electrotechnology equipment
UEECD0038	Provide solutions and report on routine electrotechnology problems
UEECD0046	Solve problems in single path circuits
UEECD0009	Carry out routine work activities in an energy sector environment
UEECD0021	Identify and select components, accessories and materials for energy sector work activities
UEECO0002	Maintain documentation
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment
UEERE0021	Provide basic sustainable energy solutions for energy reduction in residential premises
UEEAS0001	Assemble electronic components
UEEAS0004	Select electronic components for assembly

For more information or to speak with one of our helpful course advisors, please contact us today on 1300 790 822 or www.major.com

MEM20422 Certificate II in Engineering Pathways

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

QCE Points: 4

Description

The qualification MEM20422 provides students with an introduction to an engineering or related working environment. Students gain skills and knowledge in a range of engineering and manufacturing tasks which will enhance their entry-level employment prospects for apprenticeships, traineeships or general employment in an engineering-related workplace. Typically commencing in Year 11 and delivered in the school workshops, during normal school hours as a part of the student's regular school timetable, the course is completed over a period of two (2) years. A student can only participate in a Blue Dog Training VETiS program with the permission of their school.

Application

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

Eligibility - Cost

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

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

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

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

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

Training and Assessment Delivery

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

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

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

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

Core

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

Elective

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

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

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

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

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

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

QCE Points: 4

Description

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

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

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

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

Application

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

Eligibility - Cost

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

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

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

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

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

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

Training and Assessment Delivery

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

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

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

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

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

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

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

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

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

2024 EDITION

SIS30321 CERTIFICATE III IN FITNESS +
SIS20115 CERTIFICATE II IN SPORT AND RECREATION

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres.

Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor).
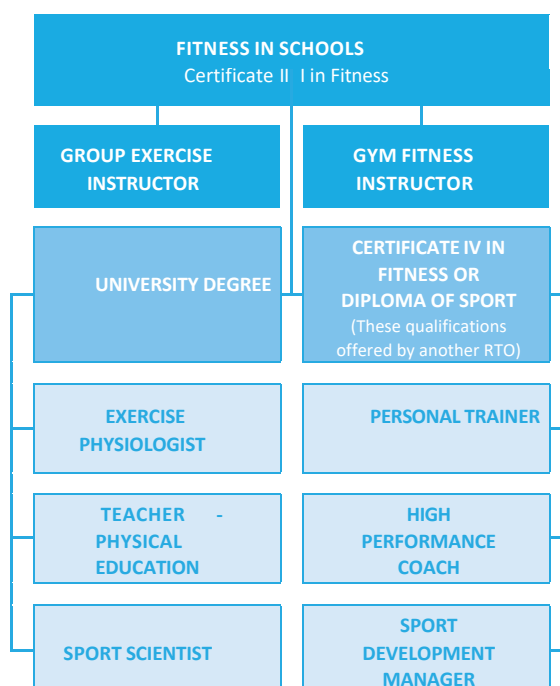
Students facilitate programs within their school community including:

› Community fitness programs

› Strength and conditioning for athletes and teams

› 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

WHAT DO STUDENTS ACHIEVE?

› SIS30321 Certificate III in Fitness (max. 8 QCE Credits)

› Entry qualification: SIS20115 Certificate II in Sport and Recreation

› The nationally recognised First Aid competency - HLTAID011 Provide First Aid

› Community Coaching - Essential Skills Course (non-accredited), issued by Australian Sports Commission

› Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

› A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness; or SIS50321 Diploma of Sport - These qualifications offered by another RTO.

CAREER PATHWAYS

FITNESS IN SCHOOLS
Certificate II I in Fitness

GROUP EXERCISE INSTRUCTOR

GYM FITNESS INSTRUCTOR

UNIVERSITY DEGREE

CERTIFICATE IV IN FITNESS OR DIPLOMA OF SPORT
(These qualifications offered by another RTO)

EXERCISE PHYSIOLOGIST

PERSONAL TRAINER

TEACHER - PHYSICAL EDUCATION

HIGH PERFORMANCE COACH

SPORT SCIENTIST

SPORT DEVELOPMENT MANAGER

SKILLS ACQUIRED

› Client screening and health assessment

› Planning and instructing fitness programs

› Deliver 1-on-1 and group fitness programs

› Exercise science and nutrition

› Anatomy and physiology

FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED

Binnacle Training
RTO CODE 31319

SIS30321 CERTIFICATE III IN FITNESS + SIS20115 CERTIFICATE II IN SPORT AND RECREATION

(or as Standalone Qualification: SIS30321 Certificate III in Fitness)

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:
2-Year Format

Timetable Requirements:
1-Timetabled Line

Units of Competency:
Standalone Qualification -15 Units
Dual Qualification - Additional 8 Units

Suitable Year Level(s):
Year 11 and 12

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

Cost (Fee-For-Service):
$365.00 per person (Cert II entry qualification = $265.00 + Cert III Gap Fee = $100.00)
(+ First Aid $55.00)

QCE Outcome:
Maximum 8 QCE Credits

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

TERM 1

TOPICS
› Binnacle Lounge Induction
› The Sport, Fitness & Recreation (SFR) Industry
› Apply Knowledge of Coaching Practices

PROGRAMS
› Coaching Program (Student Delivery): Plan and Deliver Coaching Sessions
› SFR Coaching Program (Supervisor): Assist with Delivering Coaching Sessions

TERM 2

TOPICS
› Perform Research and Create a Group Presentation
› Organise and Complete Work Tasks

PROGRAMS
› Group Nutrition Presentation: Create and Deliver a Presentation to your Peers
› Community SFR Program #1: Plan and Conduct Community SFR Sessions for Participants

TERM 3

TOPICS
› Cardio and Conditioning Programs
› Anatomy and Physiology
› The SFR Industry

PROGRAMS
› One-on-One Cardio Program
› Group Conditioning Sessions for Adolescent Participants

TERM 4

TOPICS
› Anatomy and Physiology
› First Aid Course: HLTAID011 Provide First Aid

PROGRAMS
› Bootcamp Program (Teacher Facilitated): Assist with Delivering Bootcamp Sessions
› Community SFR Program #2: Plan and Conduct Community SFR Sessions for Participants

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QUALIFICATION SCHEDULED FOR FINALISATION

SIS20115 CERTIFICATE II IN SPORT AND RECREATION

TERM 5

TOPICS
› Anatomy and Physiology
› Health and Nutrition Consultations

PROGRAMS
› One-on-One Gym Program: Adolescent Client
› Conduct Consultations with a Client (Peer)
› Plan and Conduct Sessions (Scenario Clients)

TERM 6

TOPICS
› Screening and Health Assessments
› Specific Population Clients
› Older Clients

PROGRAMS
› Fitness Orientation Program: Client Orientation
› Gentle Exercise Program: Participate in Gentle Exercise Sessions
› Mobility Program: Plan and Instruct Mobility Sessions

TERM 7

TOPICS
› Older Clients
› Specific Populations

PROGRAMS
Group Exercise and Gym-based One-on-One Sessions:
› Female and Male Adults aged 18+; and
› Older adults aged 55+

UNITS OF COMPETENCY			
HLTAID011	Provide First Aid	ICTICT203	Operate application software packages
HLTWHS001	Participate in workplace health and safety	BSBSUS201	Participate in environmentally sustainable work practices
SISXEMR001	Respond to emergency situations	BSBOPS304	Deliver and monitor a service to customers
SISXIND001	Work effectively in sport, fitness and recreation environments	BSBPEF301	Organise personal work priorities
SISXCAI002	Assist with activity session	SISFFIT035	Plan group exercise sessions
SISXIND002	Maintain sport, fitness and recreation industry knowledge	SISFFIT036	Instruct group exercise sessions
SISXCCS001	Provide quality service	SISFFIT032	Complete pre-exercise screening and service orientation
BSBSUS211	Participate in sustainable work practices	SISFFIT033	Complete client fitness assessments
BSBWOR202	Organise and complete daily work activities	SISFFIT052	Provide healthy eating information
BSBTEC201	Use business software applications	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients
BSBTEC202	Use digital technologies to communicate in a work environment	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
BSBTEC203	Research using the internet		

Please note this 2024 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products

2024 EDITION

BSB30120 CERTIFICATE III IN BUSINESS

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

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

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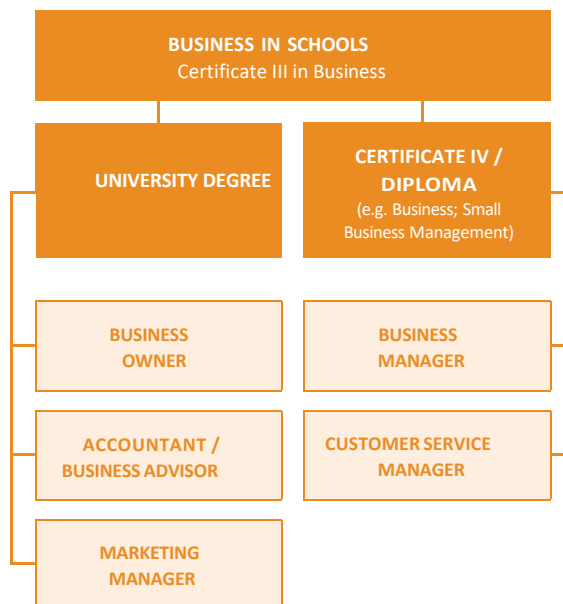
This program also includes the following:

› Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss

› Students examine business opportunities and participate in an Industry discovery

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

SKILLS ACQUIRED

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

CAREER PATHWAYS

BUSINESS IN SCHOOLS
Certificate III in Business

UNIVERSITY DEGREE

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

BUSINESS OWNER

BUSINESS MANAGER

ACCOUNTANT / BUSINESS ADVISOR

CUSTOMER SERVICE MANAGER

MARKETING MANAGER

WHAT DO STUDENTS ACHIEVE?

› BSB30120 Certificate III in Business (max. 8 QCE Credits)

› Successful completion of the Certificate III in Business may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

FLEXIBLE PROGRAMS

PROJECT-BASED LEARNING

RESOURCES PROVIDED

Binnacle Training
RTO CODE 31319

BSB30120 CERTIFICATE III IN BUSINESS

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:
2-Year Format

Timetable Requirements:
1-Timetable Line

Please consult Binnacle Training to discuss Fast-Track options.

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

Suitable Year Level(s):
Year 11 and 12

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

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

QCE Outcome:
Maximum 8 QCE Credits

TERM 1

TOPICS
› Introduction to the Business Services Industry
› Personal Wellbeing in the Workplace
› Organise Personal Work Priorities

PROJECTS
› Wellbeing in the Workplace

TERM 2

TOPICS
› Develop and Apply Knowledge of Personal Finances

PROJECTS
› Knowledge of Personal Finances

TERM 3

TOPICS
› Workplace Health and Safety
› Sustainable Work Practices

PROJECTS
› WHS Processes at the 'Go! Regional' Travel Expo

TERM 4

TOPICS
› Inclusive Work Practices
› Engage in Workplace Communication

PROJECTS
› Inclusivity and Communication in the Workplace

TERM 5

TOPICS
› Work in a Team
› Critical Thinking Skills

PROJECTS
› Critical Thinking at Go! Travel

TERM 6

TOPICS
› Create Electronic Presentations
› Creating Presentations Using PowerPoint
› Write Simple Documents

PROJECTS
› Binnacle Boss (Part 1) – Business Proposal

TERM 7

TOPICS
› Critical Thinking and Problem Solving

PROJECTS
› Binnacle Boss (Part 2) - Market Day / Entrepreneurship Expo

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VET Handbook 2023/24
J Brennan

/Users/etuinona/Downloads/Student Handbook 2023-2024 - Final Version.docx

Created: Mar 2023
Review: May 2024
Version: 1 Page 24 of 26

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

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

Please note this 2024 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products

VET Handbook 2023/24
J Brennan

/Users/etuinona/Downloads/Student Handbook 2023-2024 - Final Version.docx

Created: Mar 2023
Review: May 2024
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COURSE INFORMATION FROM EXTERNAL REGISTERED TRAINING ORGANISATIONS (RTO'S)

Please access the TAFE At Schools Guide for 2024 from the TAFE website or access from the following link -

TAFE AT SCHOOL GUIDE 2024

Please access the CQ University Course Directory for High School Students for 2024 from the CQ University website or access from the following link -

CQ UNI - COURSE DIRECTORY FOR HIGH SCHOOL STUDENTS 2024

Australian Academy of Dental Assisting
1300 022 320
info@aada.edu.au
www.aada.edu.au
RTO 41512

Interested in becoming a Dental Assistant?

Want to become a qualified Dental Assistant before leaving school?

Maybe a school based Dental Assisting traineeship is the right opportunity for you!

Did you know …? Dental Assistants were the 6th most sought after occupation across Queensland in the Health and Social Assistance sector. Dental Assistants are also ranked in the top 10 occupations in demand as part of Queensland's post COVID recovery. As an unregulated health industry, more and more Dental practices are insisting on Dental Assistants being qualified before hiring.

There has never been a better time to invest in a future career in the Dental Industry, becoming qualified before completing school will vastly improve employment opportunities for student's post-school. As a result, more and more Dental Practices are seeing the benefit of hiring school-based trainees.

What is a school-based Dental Assisting traineeship and what is involved?

School-based traineeships allow high school students, generally in Years 11 or 12, to work for an employer and train towards a recognised qualification, while completing their secondary schooling and studying for their Queensland Certificate of Education (QCE) and/or Australian Territory Admission Rant (ATAR)

The commitment … school-based trainees must complete a minimum of 7.5 hours PAID employment per week; trainees usually take one day per week off school to attend the workplace. Trainees have a requirement to complete 375 hours over the course of 12 months. *(To achieve this, it is recommended you work 2-3 days a week during the school holidays)* Working in a dental practice usually requires long days on your feet, sometimes up to 9 hours!

On top of school commitments and one day per week working in a Dental Practice, trainees must also complete their **HLT35021 Certificate III in Dental Assisting**. This qualification has 10 units of theoretical competency including a training record book to be completed in the Dental Practice as part of the practical component of the traineeship.

School-based traineeships require a lot of commitment given the amount of study that is involved, and the high-level competency required within the workplace...

AADA College strongly urges students to discuss becoming a Dental Assistant with their school and parents before approaching Dental Practices for a potential opportunity to join their team.

Why choose AADA College as your registered training provider (RTO)?

- ✓ Practical, dental practice-based learning
- ✓ Rolling enrolment intakes
- ✓ Study from home with support of industry experienced trainers
- ✓ Approved Skill Assure supplier (SAS) for traineeships

For more information, please contact us today! 1300 022 320 https://aada.edu.au

LAUNCH YOUR DENTAL CAREER TODAY

HLT35021 CERTIFICATE III in DENTAL ASSISTING

Australian Academy of Dental Assisting is a specialist in delivering QUALITY training for the dental industry. Founded by the Dental Industry for the Dental Industry, we offer a flexible and professional approach to training with REAL results!

COURSE INFORMATION AND DELIVERY.

- Rolling intakes
- No campus attendance
- Self-paced learning
- Access our interactive online assessment and tutorial platform
- Onsite practical assessments conducted in a real dental practice by fully qualified, industry current
- trainers and assessors
- Mentoring, tutoring, and support provided by passionate trainers (by phone, email, virtual and in workplace)
- 10 units of competency (see course overview)
- Completion of 350 hours vocational placement within an accredited dental practice

COURSE OUTCOME

This nationally recognised qualification reflects the role of workers who assist dental practitioners during oral health care procedures. The role includes maintaining high standards of infection control, assisting with practice administration, and supporting quality and professionalism in the dental sector.

COURSE OPTIONS

- Fee for Service
- Traineeships (full-time/part-time/school-based)
- Upskilling of existing unqualified dental workforce

QUALITY TRAINING. REAL RESULTS.

1300 022 320 | admin@aada.edu.au
www.aada.edu.au | RTO 41512

Skills **Assure**

AADA COLLEGE

HLT35021 CERTIFICATE III in DENTAL ASSISTING

COURSE DESCRIPTION

This qualification reflects the role of workers who assist dental practitioners during oral health care procedures. The role includes maintaining high standards of infection control, assisting with practice administration, and supporting quality and professionalism in the dental sector.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards, and industry codes of practice.

To achieve this qualification, the candidate must have completed at least 350 hours of work as detailed in the Assessment Requirements of the Units of Competency.

COURSE OVERVIEW

COMPETENCY CODE	COMPETENCY DESCRIPTION	CORE/ ELECTIVE	NOMINAL HOURS
HLTINF006	Apply basic principles and practices of infection prevention and control	Core	35
HLTINF002	Process Reusable Medical Devices and equipment	Core	30
HLTWHS001	Participate in workplace health and safety	Core	20
HLTSTE003	Sterilise loads	Elective	40
HLTAID011	Provide First Aid	Elective	18
HLTDEN015	Prepare for and assist with dental procedures The 350 hours in a dental practice must include: · Preparing individual patients for dental procedures chair-side · Providing chair-side support to the practitioner · Storing materials and medicaments in accordance with manufacturer instructions and practitioner requirements in the workplace during chairside assisting	Core	350
HLTDEN016	Assist with Dental Radiography	Core	35
CHCCOM005	Communicate and work in health or community services	Core	30
CHCDIV001	Work with Diverse People	Core	40
HLTDEN017	Assist with administration in dental practice	Core	40

COURSE DURATION   12 - 24 months

NOMINAL HOURS   638 hours

Nominal (supervised) hours represent the supervised structured learning and assessment activity required to sufficiently address the content of each unit (acknowledging that progress can vary between learners). Nominal (supervised) hours are assigned to learning and assessment activities that are delivered via face-to-face, online and/or structured distance education. Unsupervised hours represent activities that contribute to achieving the course outcomes that are not supervised by an RTO trainer or assessor. These may include activities such as non-supervised work experience, field placement, private study and/or assignment work.

COURSE OUTCOME   Students successfully completing this course will be issued with a Nationally Recognised Qualification

Skills Assure

NATIONALLY RECOGNISED TRAINING

HLT35021

Certificate III in
Dental Assisting

Begin your journey in oral healthcare with a nationally recognised qualification

The HLT35021 Certificate III in Dental Assisting is the ideal starting point for a successful career in the dental sector. You will gain critical experience, skills and knowledge in the field of dental assistance, with a strong focus on how to provide a high level of care for your patients and ensure they are comfortable both at front of house and while undergoing treatment.

Already working in a dental practice? This course will provide you with qualifications to increase your responsibilities and improve your employability.

Ready to begin your career? Earn a nationally recognised qualification in just 12 months that will leave you fully prepared to apply for your dream jobs.

Looking to change careers? Get certified through a flexible, online course that boasts strong employment opportunities upon graduating.

The HLT35021 Certificate III in Dental Assisting will teach you how to:

- Prepare for and assist with dental procedures
- Assist with dental radiography
- Assist with administration in dental practice
- Comply with infection prevention and control policies and procedures

Why choose Foundation Education

Flexible Online Study
Our online courses allow you to study whenever and wherever suits you.

Dedicated Student Support
Our friendly and experienced Support Officers, Assessors and Technical Advisors will be there for you from enrolment to graduation.

Industry-relevant Courses
Course material is developed in consultation with experts to equip you with the job-ready skills and up-to-date knowledge to achieve your career goals.

Career outcomes

- Dental assistant
- Dental therapy assistant
- Dental sterilisation nurse
- Dental receptionist
- Dental hygienist assistant

Course details

Qualification	HLT35021 Certificate III in Dental Assisting
Start Date	Enrol today and start your online learning at anytime
Practical Experience	For mandatory work placement (350 hours, including an initial 50 hours completed in simulation), students must have access to a dental practice and a qualified supervisor i.e. a person who holds Certificate III in Dental Assisting or a higher relevant qualification.
Study Mode	Online
Study Load	Submit 1 unit of competency every 5 weeks to graduate in 12 months
Course Duration	Up to 12 months to complete 10 units of online theory
Payment Options	Several payment options are available to suit your budget and needs

Course units

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTDEN015	Prepare for and assist with dental procedures
HLTDEN016	Assist with dental radiography
HLTDEN017	Assist with administration in dental practice
HLTINF001	Comply with infection prevention and control policies and procedures
HLTINF002	Process reusable medical devices and equipment
HLTWHS001	Participate in workplace health and safety
HLTAID011*	Provide first aid
HLTDET001	Construct models

NATIONALLY RECOGNISED TRAINING

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Course Information

HLT35021

Certificate III in
Dental Assisting

The HLT35021 Certificate III in Dental Assisting equips you with the required experience, training and expertise to work in the oral healthcare industry in a variety of dental assistant jobs. This dental assistant course reflects the role of workers who assist dental practitioners during oral healthcare procedures.

From maintaining high standards of infection control to assisting with practice administration and supporting quality in the dental sector, the responsibilities of a dental assistant are all-encompassing and varied. With a Certificate III in Dental Assisting qualification, you'll be successfully prepared to work in a clinical environment.

Entry Requirements

There are no entry requirements for this course.

Special conditions for this course

For mandatory work placement (350 hours, including an initial 50 hours completed in simulation), students must have access to a dental practice and a qualified supervisor i.e. a person who holds Certificate III in Dental Assisting or a higher relevant qualification.

Students may need to undertake a Working with Children check to meet individual work placement employer requirements.

We will assist you in organising a work placement location of your choosing.

Assessments

The below table outlines the types of assessment that may be available throughout this qualification.

Knowledge questions	Students are presented with short-answer questions relative to what they have learnt within the unit.
Project	Students are presented with a project relative to what they have learnt within the unit, leading to an in-depth exploration of a topic or field.
Case study	Students are given a scenario and asked to respond as the circumstances change. The assessor looks at how the student effectively manages a range of situations and applies their knowledge to each one.
Quiz	Quizzes may include multiple choice, matching, and true/false questions. They are designed to test the students' knowledge of a particular topic or subject.
Assignment	Students are presented with an assignment relative to what they have learnt within the unit. The tasks are designed to simulate real-life situations and scenarios within the industry.
Practical	The practical component is designed to assess the student in a real/simulated environment and may contain logbooks or observation checklists.

A career in aviation can take you around the world

Aviation is a fun and exciting career path, offering a great lifestyle with opportunities to travel.

This school pathway program is the perfect introduction for anyone with a passion for aviation. After you finish the course, you will be well prepared for any further study or vocational training, including aircraft maintenance engineering.

No aircraft leaves the ground without being checked by an engineer. Being an aircraft maintenance engineer means working on the most exciting and advanced technology in the world. It's a hands-on and extremely rewarding career path where you literally see your hard work take off.

Core Units		Unit Title
1	MEA107	Interpret and use aviation maintenance industry manuals and specifications
2	MEA117	Apply self in the aviation maintenance environment
3	MEA119	Perform administrative processes to prepare for certification of civil aircraft A level line maintenance
4	MEA154	Apply work health and safety practices in aviation maintenance
5	MEA155	Plan and organise aviation maintenance work activities
6	MEA156	Apply quality standards during aviation maintenance activities
7	MEA157	Complete aviation maintenance industry documentation
8	MEA158	Perform basic hand skills, standard trade practices and fundamentals in aviation maintenance
9	MEA264	Remove and install aircraft electrical/avionic components during line maintenance
10	MEA265	Remove and install general aircraft electrical hardware
11	MEA295	Use electrical test equipment to perform basic electrical tests on aircraft components
12	MEA344	Remove and install aircraft components
13	MEA345	Perform scheduled line maintenance activities on gas turbine engine fixed wing aircraft
14	MEA418	Perform basic repair of aircraft internal fittings during line maintenance
15	MSMENV272	Participate in environmentally sustainable work practices

KEY INFORMATION

- ☑ Available to Year 10 & 11 students
- ☑ Gain up to 4 QCE points
- ☑ 18 months duration
- ☑ Single days during the year

CAREER PROSPECTS

- ☑ Apprenticeship
- ☑ Aircraft Line Maintenance Engineer (Qualified)

LOCATIONS

- ☑ Brisbane, Sunshine Coast, Toowoomba and Cairns
- ☑ Public transport to the door

FUNDING

This course is funded by the Queensland Government under the Certificate 3 Guarantee, delivered as a VET in Schools program, in conjunction with all applicable secondary schools.

For further information, please contact your VET coordinator or Industry Liason Officer.

AXIAL™ TRAINING

Our corporate mission is to empower our partner schools through the provision of world-class vocational education and training. This is why we work hard to ensure that every successful Axial-trained student is highly skilled and job-ready

With a clear aim to provide flexible and tailored training solutions that add genuine value, we have developed an industry-leading blended vocational training model.

Our services include:

A dedicated Account Manager. Who will:
- work with your school to design programs to suit you,
- present at Parent/Student information events, and
- attend Career Expos.

Monthly student progress reporting.
End-of-term reporting.
Access to our online learning platform: To:
- gain live updates on student progress.

VETiS FUNDED

Whether it be a student's desire for further study, qualify for a trade or enter the workforce, Axial's funded VETiS courses are designed to assist students in achieving their chosen career goals.

2023 PROGRAMS ON OFFER

Certificate II in Engineering Pathways*

Certificate II in Engineering Pathways – Drone Project*

Certificate II in Automotive Vocational Preparation*

Certificate II in Hospitality*

The above courses may attribute further QCE credit points for completed study.

NON FUNDED

An extensive range of courses are available. Axial Training can customize programs to suit students at your school or via blended delivery [online and interactive MS teams sessions with dedicated Axial Trainer]. The below programs are on a student fee paying arrangement.

2023 PROGRAMS ON OFFER

Diploma of Business
- Social Media Marketing Stream
- Entrepreneurship Stream

Diploma of Project Management

Diploma of Counselling

Certificate II in Workplace Skills

Certificate II in Health Support Services

Certificate III in Business

Certificate II in Applied Digital Technologies

Certificate III in Information Technology

Certificate III in Allied Health Assistance

Certificate III in Individual Support

SHORT COURSES

Our short course programs are designed to give students an insight into possible careers in the growing areas of Hospitality and Healthcare, as well as delivering job-ready skills

2023 PROGRAMS ON OFFER

Barista / Food Safety / RSA*

First Aid*

Healthcare Career Starter

The above courses may attribute further QCE credit points for completed study.

HIGHER EDUCATION PARTNERS

Agreements [on Diploma – level courses are currently in place between Axial Training and:

JAMES COOK UNIVERSITY AUSTRALIA

Griffith UNIVERSITY

UNIVERSITY OF SOUTHERN QUEENSLAND

AXIAL 25 YEARS 1997 - 2022

AXIAL TRAINING & INTERNATIONAL COLLEGE
RTO# 2437
CRICOS# 03452C
ABN# 15 077 405 442

CONTACT PERSON
Graham Perlin
E: graham.perlin@axial.edu.au
M: 0418 153 766

CONNECT
E: schools@axial.edu.au
P: 1300 729 425
W: www.axial.edu.au

EMPOWERING LIFELONG LEARNING

MAKING LIFE EASIER FOR TEACHERS

16 YEARS OF BINNACLE
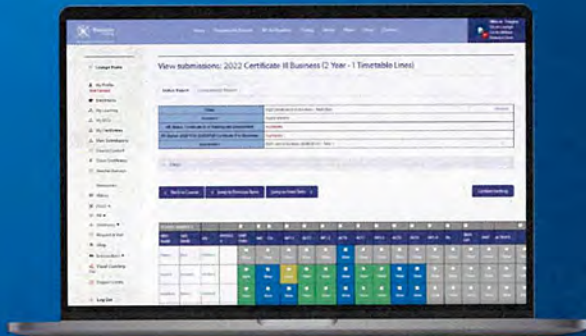
BINNACLE LOUNGE

The Binnacle Lounge is our very own Learning Management System (LMS) that has been custom-built for schools, teachers and students. With innovation at the forefront, we have enabled the quality facilitation of our programs with a technology solution without peer in VET in Schools. The Binnacle Lounge provides:

› Real-time status reporting on student outcomes specific to your program
› Certificate on completion (simply download)
› All course content in one central location
› Interactive online learning including program and tutorial videos
› Zero paperwork
› Unlimited access - anytime, anywhere
› Online Teacher Profile for streamlined management of HR requirements

Delivered mindfully, we are continually evolving and investing in the Binnacle Lounge (and our digital learning resources) to create great experiences for our students and teachers alike.

Timeline

2006
Established as the Australian Sport and Fitness College (ASFC)

2008
School Partnership Program launched + North Queensland expansion

2010
Changed name to Binnacle Training College Pty Ltd

2012
Digital assessment introduced + 50 Partner Schools

2013
Binnacle Business is launched + ViSC is launched

2014
Binnacle Lounge (Online LMS) is launched

2016
200 Partner Schools

2018
250 Partner Schools

2020
Binnacle Tourism is launched + Virtual ViSC (700+ Teachers)

2021
Hybrid ViSC is launched

2022
Semester 1 Virtual Workshops (split across 2-Days)

FLEXIBLE PROGRAMS

1, 2 and 3-Year options across Years 10, 11 and 12

PRACTICAL & PROJECT BASED LEARNING

Nationally recognised training with tertiary and employment pathways

TEACHING & ASSESSMENT RESOURCES PROVIDED

Developed by industry and education experts, specifically for schools

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Skills Assure
Proud to be a Queensland Government subsidised training provider

This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides and those services carried out by the 'Partner School' (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: binnacletraining.com.au/rto

SUPPORTING TEACHERS SINCE 2006
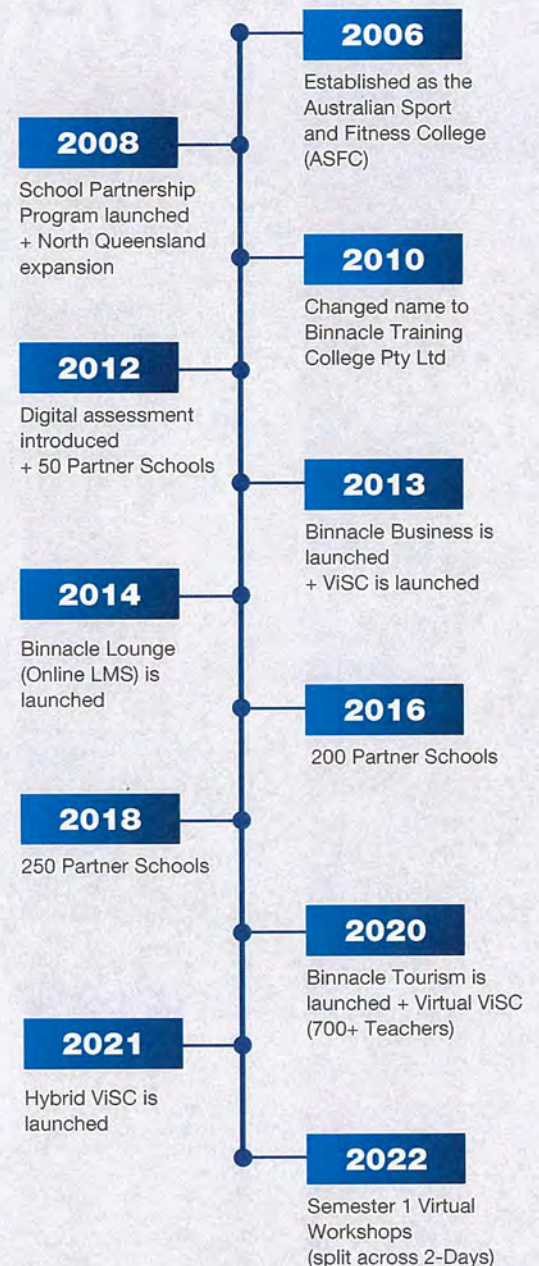
TEACHERS...
WE'RE HERE TO HELP!

SPORT AND RECREATION COURSES

Students assist with facilitation of sport and recreation programs within their school community.

Includes coaching accreditation and the nationally recognised First Aid competency - HLTAID011 Provide First Aid.

Available with a 'General' or 'Sport Specialty' Coaching and Officiating outcome - AFL, NRL, Netball, Rugby Union or Choose Your Own Sport!

Programs Include:

> Officiating games
> Conducting coaching sessions
> Community sport, fitness and recreation programs
> Using digital technologies in sports environments

Certificate II in Sport and Recreation (SIS20115)
1-Year Format
Suitable Year Level: Year 10 (or Year 11 or 12)
Maximum 4 QCE Credits (QLD Schools)
Packaged as a 4-Term Format however can be delivered over 2-Years.

$265 P/P
+ $55 First Aid

Certificate III in Sport and Recreation (SIS30115)
+ Certificate II in Sport and Recreation (SIS20115)
2-Year Format | Suitable Year Level: Year 11 and 12
Maximum 7 QCE Credits (QLD Schools)
By completing the 'Term 7 Add-On', a maximum of 8 QCE Credits can be achieved.

$335 P/P
+ $55 First Aid
Cert II $265 + Cert III Gap Fee $70

Certificate III in Sport and Recreation (SIS30115)
2-Year Format | Suitable Year Level: Year 11 and 12
Maximum 7 QCE Credits (QLD Schools)
By completing the 'Term 7 Add-On', a maximum of 8 QCE Credits can be achieved.

$335 P/P
+ $55 First Aid

FITNESS COURSES

Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor). Students facilitate fitness programs within their school community.

Includes coaching accreditation and the nationally recognised First Aid competency - HLTAID011 Provide First Aid.
Pathway into SIS40221 Certificate IV in Fitness at another RTO.

Programs Include:

> Community fitness programs
> Strength and conditioning for athletes and teams
> 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

Certificate III in Fitness (SIS30321) +
Certificate II in Sport and Recreation (SIS20115)
2-Year Format | Suitable Year Level: Year 11 and 12
Maximum 8 QCE Credits (QLD Schools)

$365 P/P
+ $55 First Aid
Cert II $265 + Cert III Gap Fee $100

Certificate III in Fitness (SIS30321)
2-Year Format | Suitable Year Level: Year 11 and 12
Maximum 8 QCE Credits (QLD Schools)

$365 P/P
+ $55 First Aid

SHORT COURSES

Introduction to Sport, Fitness and Recreation
2-Term Format (4-Unit Short Course)
Suitable Year Level: Year 10 (or Year 11 or 12)
Maximum 2 QCE Credits (QLD Schools) for 4-Unit Short Course.
A nationally recognised Statement of Attainment - 4 units of competency towards SIS30321 Certificate III in Fitness.

$80 P/P

Introduction to Sport or Introduction to Fitness
1-Term Format (2-Unit Short Course)
Suitable Year Level: Year 10 (or Year 11 or 12)
No QCE Credits for 2-Unit Short Course.
A nationally recognised Statement of Attainment - 2 units of competency.

$55 P/P

Sport Specialty Opportunities

AFL QUEENSLAND | netball QUEENSLAND | NRL | QUEENSLAND RUGBY

TEACHERS...
WE'RE HERE TO HELP!

FIRST AID COURSES

Qualifications offered by Binnacle Training that include HLTAID011 Provide First Aid as a Core unit of competency:

› SIS20115 Certificate II in Sport and Recreation
› SIS30115 Certificate III in Sport and Recreation
› SIS30321 Certificate III in Fitness

First Aid and CPR may also be delivered as a standalone short course - a nationally recognised Statement of Attainment will be awarded.

HLTAID011 Provide First Aid
First Aid including CPR

At completion, participants are also awarded with HLTAID009 Provide cardiopulmonary resuscitation.

$55 P/P

HLTAID009 Provide cardiopulmonary resuscitation
CPR Only

$40 P/P

OUR TEAM

Our Program Management Team is led by teachers who have delivered our Binnacle Programs. They have education, industry and VET experience and provide ongoing teacher and program support and advice to our Binnacle Partner Schools.
Meet the full team at: binnacletraining.com.au

ONLINE SHOP

Visit our online shop for program-related equipment including Binnacle Polos, First Aid training equipment, Fitness Testing equipment and more!

800+ TEACHERS

100% EXCLUSIVELY WORKING IN SCHOOLS

15,000+ STUDENTS

TEACHERS...
WE'RE HERE TO HELP!

BUSINESS COURSES

An excellent work readiness program where students develop a range of essential business skills including - time management, communication, using digital technologies, critical thinking, team work and participating in sustainable work practices.

Students facilitate projects and services within their school community, including:

> Personal effectiveness – self-awareness
> Problem solving in the workplace

Certificate II in Workplace Skills (BSB20120)
1-Year Format
Suitable Year Level: Year 10 (or Year 11 or 12)
Maximum 4 QCE Credits (QLD Schools)
Packaged as a 4-Term Format however can be delivered over 2-Years.

$225 P/P

Students develop key enterprise skills - including leadership and innovation, customer service, personal management, teamwork and financial literacy - through project-based learning.

Students will also participate in Binnacle Boss - an entrepreneurship program for secondary school students.

Students facilitate projects and services within their school community, including:

> Engage in a Go! Travel Customer Service Officer Role
> Design and plan for a new product or service

Certificate III in Business (BSB30120)
2-Year Format | Suitable Year Level: Year 11 and 12
Maximum 8 QCE Credits (QLD schools)
Please consult Binnacle Training to discuss Fast-Track options.

$265 P/P

TOURISM & BUSINESS COURSES

Students develop skills to thrive in the Tourism and Business Services industries including - teamwork and relationships, customer service, personal effectiveness, business technology and critical thinking - through project-based learning.

Students will participate in a Tourism industry discovery and are also exposed to Binnacle Boss - an entrepreneurship program for secondary school students.

Students facilitate projects and services within their school community, including:

> Ecotourism in Australia
> Customer service at the Go! Travel Retail Store

Certificate II in Tourism (SIT20116)
1-Year Format
Suitable Year Level: Year 10 (or Year 11 or 12)
Maximum 4 QCE Credits (QLD Schools)
Please consult Binnacle Training to discuss - subject to Expressions of Interest.

$225 P/P
Fee For Service only

Certificate III in Business (BSB30120) + Certificate II in Tourism (SIT20116)
2-Year Format | Suitable Year Level: Year 11 and 12
Maximum 8 QCE Credits (QLD Schools)

$265 P/P
Cert II $225 + Cert III Gap Fee $40

SHORT COURSES

Inclusivity and Communication in the Workplace
1-Term Format (3-Unit Short Course)
Suitable Year Level: Year 10 (or Year 11 or 12)
Maximum 1 QCE Credit (QLD Schools) for 3-Unit Short Course.
A nationally recognised Statement of Attainment - 3 units of competency towards SIT20116 Certificate II in Tourism.
This short course is for preparing senior students for customer service related employment.

$70 P/P

Develop and apply knowledge of personal finances (FNSFLT311)
1-Term Format or Flexible Delivery
(1-Unit Short Course)
Suitable Year Level: Year 10 (or Year 11 or 12)
No QCE Credits for 1-Unit Short Course.
This short course is perfect for a whole year level e.g. Year 10.

$55 P/P

BINNACLE BO$$

The Binnacle Boss – Young Entrepreneur Competition is eligible to ALL Queensland Secondary School students currently in Years 7-12.

PROFESSIONAL DEVELOPMENT

At Binnacle Training we value professional development opportunities. Our teachers can satisfy their Industry and VET Professional Development requirements by taking part in our annual teacher events - Workshops and ViSC.

Binnacle Workshops

An opportunity for teachers to discuss their practice, network with fellow Binnacle teachers and partake in a number of relevant presentations from those in the industry.

Hosted in various venues across the State, our workshops allow teachers to choose which venue suits best.

Binnacle Discovery Days

Discovery Days afford students the opportunity to undertake a real-word immersion (i.e. Discovery) in an authentic learning environment along with their class peers and teachers, thus 'Connecting Industry and the Classroom'.

This immersion occurs via observing and/or participating in the common work activities of any given workplace.

ViSC

ViSC is now delivered as a hybrid event, via our interactive 'Elevate' platform, allowing teachers from across the state to come together to experience a highly tailored professional development event.

We guarantee that our teachers will leave with actionable content from leading industry professionals addressing all Binnacle Program Areas as well as staying up-to-date with our key Binnacle Updates.

Importantly, ViSC also allows for recognition to be provided to our Program Ambassadors and long-serving Teachers throughout the State.

Binnacle Training
RTO CODE 31319

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

HLT33015 Certificate III in Allied Health Assistance

Course Details

This qualification reflects the role of allied health assistants who provide assistance to allied health professionals under predetermined guidelines. Depending on the setting, work may include following treatment plans for therapeutic interventions and/or conducting programs under the regular direct, indirect or remote supervision of an allied health professional

To achieve this qualification, the candidate must have completed at least 80 hours of work as detailed in the Assessment Requirements of the units of competency.

Student Selection	Persons with the language, literacy & numeracy skills to fulfil their job role & complete course AND meet industry vaccination mandates
Student Intake	All year (except for end of year closure)
Delivery Mode	Online with support from CTA Trainers and Assessors
Course Duration	Maximum 18 months part-time or 6 months full-time
Practical Component	Student must be either employed and working in n allied health setting OR be able to secure a Volunteer Placement for a minimum 80 hours on enrolment (confirmation from allied health centre required)

How is the Course Delivered & Assessed?

The course knowledge is delivered and assessed online, Concurrent to gaining knowledge you will either be working or volunteering in an allied health setting to learn, and practice the practical skills imbedded into the course. Evidence relating to your practical skills is gathered by the assessor and involves a mix of observations, supervisor reports and projects, depending on the unit requirements

Recognition of Prior Learning (RPL)

Have you gained knowledge and skills through your work, life experience, training or education? You may be halfway to a qualification and not realise it. Even if you have never formally studied or trained in a particular area, you may be able to have your skills formally recognised. Recognition of your current skills and knowledge can occur through credit transfer or recognition of prior learning.

What Is Involved?

As part of the recognition of prior learning process an assessor will determine if you hold the knowledge and skills relevant to the unit/course you are seeking RPL in. This involves you answering a set of questions for each unit and providing proof that your skills and experience are current within the allied health industry.

Credit Transfer (CT)

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

Fees

Certificate 3 Guarantee Student Co-contribution fees	$22 on enrolment (no refund) plus cost of HLTAID011 First-aid Certificate if student cannot provide a copy on enrolment
	$11 for concession card holders on enrolment (no refund) plus cost of HLTAID011 First-aid Certificate if student cannot provide a copy on enrolment
	Eligibility for a C3G training subsidy by the QLD State Govt. includes. • be a Queensland resident

	- be aged 15 years or over, and no - longer at school (with the exception of funded VET in Schools students) - be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency - not hold, or be enrolled in, a certificate III level or higher qualification (not including qualifications completed at school and foundations skills training) The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career. Refer to the QLD Govt. VET Investment Plan Student Factsheet for more information https://desbt.qld.gov.au/__data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf
User Choice **Traineeships** Student Co-contribution fees	**No fees if trainee or apprentice are under 25 years of age.** https://desbt.qld.gov.au/training/providers/funded/freeapprenticeships Other traineeships or apprenticeships contribution fees $684.80 non-Concession $410.88 * Concession 428 nominal hours @ $1.60 set by Qld State Govt. (Qld State Government VET investment Plan-Funded Programs
	To be eligible to receive a government contribution, the apprentice or trainee must: - have entered into a Training Contract for a qualification that is funded by the department be registered on DELTA with a commencement date or recommencement date on or after 1 July 2021 - select a training provider that holds SAS status for their nominated qualification. *(Concession) Partial exemption of tuition fees of 40% apply if the applicant falls into one of the categories below: - Was or will be under 17 at the end of February in the year in which training commences, providing the applicant is not at school and hasn't completed year 12. Dependent DESBT training initiatives i.e. https://desbt.qld.gov.au/training/providers/funded/freeapprenticeships - Holds a health care card or pensioner card, or is the partner or a dependant of a person who holds a health care card or pensioner card, and named on the card - The applicant provides an official form under Commonwealth law confirming the applicant, his or her partner or the person of whom the applicant is dependant, is entitled to concessions under a health care card. - The applicant is an Aboriginal or Torress Strait Islander person. Full exemption (short summary) from the student contribution fee where the participant falls into one or more of the following exemption categories: - Payment of the student contribution fee would cause extreme financial hardship, - Queensland Government, as represented by the departmental officer responsible for the User Choice budget, advises in writing that fees are optional. - Where credit transfer/national recognition has been applied to a unit of competency/module - The participant is a school-based apprentice or trainee
Fee for Service	$2,250.00 plus First-aid
Face to Face Classes	On application and group basis
VETiS (Schools)	As per school Partnership Agreement (SATS fully funded otherwise Fee For Service)

The Enrolment fee (if applicable) is non-refundable as are courses fees once students commence training. Fees and conditions are aligned to government funding conditions. Refer to fee policy on enrolment form for further information.

Resources

Learning resources supplied online (CTA trainers will show you how to use the online system) are included in the course cost. Additional charges will apply for printing of learning resources, if requested. Please check before enrolment.

Job Roles and Pathways

Allied Health Assistant   Certificate IV in Allied Health Assistance   Allied Health Professional

Outcome

On *successful* completion of all units within this qualification, participants may receive a Certificate III in Allied Health Assistance

Industry Placement

Students enrolling in this program will be required to complete a mandatory 80 hours in an allied health setting

Centrelink Eligibility

If you are eligible for assistance, contact Centrelink for details of study assistance for this course before enrolment.

Units (8 Core units plus 3 Elective units)

Unit Code	Unit Title	
CHCCCS010	Maintain a high standard of service	Core
CHCCOM005	Communicate and work in health or community services	Core
CHCDIV001	Work with diverse people	Core
HLTAAP001	Recognise healthy body systems	Core
HLTAHA001	Assist with an allied health program (80 hours)	Core
HLTINF001	Comply with infection prevention and control policies and procedures	Core
HLTWHS001	Participate in workplace health and safety	Core
BSBMED301	Interpret and apply medical terminology appropriately	Core
HLTAID011	Provide first aid	Elective
BSBFLM312	Contribute to team effectiveness	Elective
CHCCCS002	Assist with Client movement	Elective

CHC30121 Certificate III in Early Childhood Education and Care

Course Details

This qualification reflects the role of educators in early childhood education and care who work in regulated children's education and care services in Australia. They support children's wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge and must apply discretion and judgment to the application of these when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site. Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens. Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.auAll persons (Employees and Volunteers) will require a Blue Card https://www.bluecard.qld.gov.au/

To achieve this qualification, the individual must have completed a total of least 160 hours of work in a regulated children's education and care service in Australia as detailed in the Assessment Requirements of the units of competency. The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours.

Student Selection	Persons with the language, literacy & numeracy skills to fulfil their job role & complete course AND meet industry vaccination mandates
Student Intake	All year (except for end of year closure)
Delivery Mode	Online with support from CTA Trainers and Assessors
Course Duration	Maximum 18 months part-time or 6 months full-time
Practical Component	Student must be either employed and working in a Regulated Early Childhood Education and Care setting OR be able to secure a Volunteer Placement for a minimum 160 hours on enrolment (confirmation from centre required)

How is the Course Delivered & Assessed?

The course knowledge is delivered and assessed online, Concurrent to gaining knowledge you will either be working or volunteering in a regulated early childhood education and care setting to learn, and practice the practical skills imbedded into the course. Evidence relating to your practical skills is gathered by the assessor and involves a mix of observations, supervisor reports and projects, depending on the unit requirements

Recognition of Prior Learning (RPL)

Have you gained knowledge and skills through your work, life experience, training or education? You may be halfway to a qualification and not realise it. Even if you have never formally studied or trained in a particular area, you may be able to have your skills formally recognised. Recognition of your current skills and knowledge can occur through credit transfer or recognition of prior learning.

What Is Involved?

As part of the recognition of prior learning process an assessor will determine if you hold the knowledge and skills relevant to the unit/course you are seeking RPL in. This involves you answering a set of questions for each unit and providing proof that your skills and experience are current within the early childhood industry.

Credit Transfer (CT)

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

| Certificate 3 Guarantee
Student Co-contribution fees	**$34** on enrolment (no refund) plus cost of HLTAID012 First-aid Certificate if student cannot provide a copy on enrolment. **$17** for concession card holders on enrolment (no refund) plus cost of HLTAID012 First-aid Certificate if student cannot provide a copy on enrolment
	Eligibility for a C3G training subsidy by the QLD State Govt. includes. • be a Queensland resident • be aged 15 years or over, and no • longer at school (with the exception of funded VET in Schools students) • be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency • not hold, or be enrolled in, a certificate III level or higher qualification (not including qualifications completed at school and foundations skills training) The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career. Refer to the QLD Govt. VET Investment Plan Student Factsheet for more information https://desbt.qld.gov.au/_data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf
User Choice Traineeships
Student Co-contribution fees	**No fees if trainee is under 25 years of age.** https://desbt.qld.gov.au/training/providers/funded/freeapprenticeships **Contribution fees for trainees over 25 years of age.** $1900.80 Payment Plan available $1140.48 *Concession Payment Plan available 1188 nominal hours @$1.60 per hour
	To be eligible to receive a government contribution, the apprentice or trainee must: • have entered into a Training Contract for a qualification that is funded by the department be registered on DELTA with a commencement date or recommencement date on or after 1 July 2021 • select a training provider that holds SAS status for their nominated qualification. *(Concession) Partial exemption of tuition fees of 40% apply if the applicant falls into one of the categories below: • Was or will be under 17 at the end of February in the year in which training commences, providing the applicant is not at school and hasn't completed year 12. Dependent DESBT training initiatives i.e. https://desbt.qld.gov.au/training/providers/funded/freeapprenticeships • Holds a health care card or pensioner card, or is the partner or a dependant of a person who holds a health care card or pensioner card, and named on the card • The applicant provides an official form under Commonwealth law confirming the applicant, his or her partner or the person of whom the applicant is dependant, is entitled to concessions under a health care card. • The applicant is an Aboriginal or Torress Strait Islander person. Full exemption (short summary) from the student contribution fee where the participant falls into one or more of the following exemption categories: • Payment of the student contribution fee would cause extreme financial hardship, • Queensland Government, as represented by the departmental officer responsible for the User Choice budget, advises in writing that fees are optional. • Where credit transfer/national recognition has been applied to a unit of competency/module • The participant is a school-based apprentice or trainee
Fee for Service	$3,250.00 plus First-aid (Payment Plan -$300.00 enrolment fee followed by 59 weekly payments of $50)
Face to Face Classes	On application and group basis
VETiS (Schools)	As per school Partnership Agreement (SATS fully funded otherwise Fee For Service)

The Enrolment fee (if applicable) is non-refundable as are courses fees once students commence training. Fees and conditions are aligned to government funding conditions. Refer to fee policy on enrolment form for further information.

Resources

Learning resources supplied online (CTA trainers will show you how to use the online system) are included in the course cost. Additional charges will apply for printing of learning resources, if requested. Please check before enrolment.

Job Roles

Early Childhood Educator   School Age Education and Care Provider

Outcome

On *successful* completion of all units within this qualification, participants may receive a Certificate III in Early Childhood Education and Care.

Course Pathway

Diploma of Early Childhood Education and Care.

Industry Placement

Students enrolling in this program will be required to complete a mandatory 160 hours in a regulated early childhood education and care setting.

Centrelink Eligibility

If you are eligible for assistance, contact Centrelink for details of study assistance for this course before enrolment.

Units (15 Core units plus 2 Elective units)

Unit Code	Unit Title	
CHCECE034	Use an approved learning framework to guide practice *	C
HLTWHS001	Participate in work health and safety *	C
CHCECE055	Meet legal and ethical obligations in children's education and Care	C
HLTFSE001	Follow basic food safety practices *	E
CHCECE031	Support Children's health, safety and wellbeing * **160**	C
CHCECE030	Support inclusion and diversity *	C
CHCECE037	Support children to connect with the natural environment *	C
HLTAID012	Provide First Aid in an education and care setting	C
CHCECE033	Develop positive and respectful relationships with children * **160**	C
CHCECE032	Nurture babies and toddlers * **160**	C
CHCECE035	Support the holistic learning and development of children * **160**	C
CHCECE036	Provide experiences to support children's play and learning * **160**	C
CHCECE038	Observe children to inform practice *	C
CHCPRT001	Identify and respond to children and young people at risk	C
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander people culture*	C
CHCECE056	Work effectively in children's education and care *	C
CHCPRP003	Reflect on and improve own professional practice *	E

CHC30221 Certificate III in School Based Education Support

Course Details

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

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

Student Selection	Persons with the language, literacy & numeracy skills to fulfil their job role & complete course AND meet industry vaccination mandates
Student Intake	All year (except for end of year closure)
Delivery Mode	Online with support from CTA Trainers and Assessors
Course Duration	Maximum 18 months part-time or 6 months full-time
Practical Component	Student must be either employed and working in a classroom setting in primary or secondary schools, as defined by State/Territory legislation OR be able to secure a Volunteer Placement for a minimum 100 hours on enrolment (confirmation required)

How is the Course Delivered & Assessed?

The course knowledge is delivered and assessed online. Concurrent to gaining knowledge you will either be working or volunteering in a primary or secondary schools, as defined by State/Territory legislation to learn, and practice the practical skills imbedded into the course. Evidence relating to your practical skills is gathered by the assessor and involves a mix of observations, supervisor reports and projects, depending on the unit requirements

Recognition of Prior Learning (RPL)

Have you gained knowledge and skills through your work, life experience, training or education? You may be halfway to a qualification and not realise it. Even if you have never formally studied or trained in a particular area, you may be able to have your skills formally recognised. Recognition of your current skills and knowledge can occur through credit transfer or recognition of prior learning.

What Is Involved?

As part of the recognition of prior learning process an assessor will determine if you hold the knowledge and skills relevant to the unit/course you are seeking RPL in. This involves you answering a set of questions for each unit and providing proof that your skills and experience are current within the school community.

Credit Transfer (CT)

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

Resources

Learning resources supplied online (CTA trainers will show you how to use the online system) are included in the course cost. Additional charges will apply for printing of learning resources, if requested. Please check before enrolment.

Job Roles

Teacher aide

Outcome

On *successful* completion of all units within this qualification, participants may receive a Certificate III School Based Education Support

Course Pathway

Certificate IV in School Based Education Support

Industry Placement

Students enrolling in this program will be required to complete a mandatory 100 hours in a classroom setting in primary or secondary schools, as defined by State/Territory legislation

Centrelink Eligibility

If you are eligible for assistance, contact Centrelink for details of study assistance for this course before enrolment.

Fees

Certificate 3 Guarantee Student Co-contribution fees	**$30** on enrolment (no refund) plus cost of HLTAID011 First-aid Certificate if student cannot provide a copy on enrolment **$15** for concession card holders on enrolment (no refund) plus cost of HLTAID011 First-aid Certificate if student cannot provide a copy on enrolment
	Eligibility for a C3G training subsidy by the QLD State Govt. includes. • be a Queensland resident • be aged 15 years or over, and no • longer at school (with the exception of funded VET in Schools students) • be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits.on the pathway to permanent residency • not hold, or be enrolled in, a certificate III level or higher qualification (not including qualifications completed at school and foundations skills training) The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career. Refer to the QLD Govt. VET Investment Plan Student Factsheet for more information https://desbt.qld.gov.au/__data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf
Fee for Service	$3,100.00 plus First-aid (
Face to Face Classes	On application and group basis
VETiS (Schools)	As per school Partnership Agreement

Units (10 Core units plus 5 Elective units)

Unit Code	Unit Title	
CHCDIV001	Work with diverse people	Core
CHCEDS033	Meet legal and ethical obligations in an education support environment	Core
CHCEDS034	Contribute to the planning and implementation of educational programs	Core
CHCEDS035	Contribute to student education in all developmental domains	Core
CHCEDS036	Support the development of literacy and oral language skills	Core
CHCEDS037	Support the development of numeracy skills	Core
CHCEDS060	Work effectively with students and colleagues	Core
CHCEDS059	Contribute to the health, safety and wellbeing of students	Core
CHCEDS057	Support students with additional needs in the classroom environment	Core
CHCEDS061	Support responsible student behaviour	Core
HLTAID011	Provide Fist Aid	Elective
CHCPRT001	Identify and respond to children and young people at risk	Elective
HLTWHS001	Participate in workplace health and safety	Elective
CHCEDS048	Work with students in need of additional learning support	Elective
CHCEDS041	Set up and sustain learning areas	Elective

Study Tourism

iteco MEMBER Independent Tertiary Education Council Australia

Why Study Tourism?

Careers Training Centre offer nationally accredited Tourism courses, where students are immersed into the field and gain relevant skills and knowledge to be successful in the most important industry to Cairns.

Working in Tourism provides you with a lifestyle of luxury and adventure. Travel the world and explore its beauty, while you're working.

Careers Training Centre provide you with options for vocational work placements.

Not in the Cairns Region?

We also offer distance education! As part of distance education, we offer:

- ✓ Online tutorials
- ✓ Online access to learning resources
- ✓ Tutorials available on methods such as Skype, Hangouts, Facetime, Viber or phone
- ✓ Assessment is emailed to you, and handed in via email upon due date
- ✓ Practical evidence can be assessed through the use of video

Vocational Work Placements

Students who are training face-to-face may be given the option to participate in vocational work placement at one of the CaPTA Group parks:

- Rainforestation Nature Park
- Cairns ZOOM and Wildlife Dome
- Australian Butterfly Sanctuary
- Wildlife Habitat

To find out more, contact us today on:
T: (07) 4041 9454
E: training@careerstrainingcentre.com

Why Train with CTC?

Careers Training Centre (CTC), a Registered Training Organisation (RTO), is part of the CaPTA Group, locally owned by the Woodward family, an industry leader in Far North Queensland.

All Trainers & Assessors have many years of experience in their chosen industry. Our trainers participate regularly in ongoing training both professional and personally to deliver quality service and training

We offer:

- Flexible and supportive training
- Trainers with current industry experience
- We accommodate your learning needs/style
- Our training is nationally recognised
- We train you to be job ready

ENROL NOW

To enrol, please visit our website
www.careerstrainingcentre.com/tourismforms

Careers Training Centre

SIT20116 Certificate II in Tourism

Volume of learning	600 - 1200
Part-time Duration	9 months recommended
Course Cost	$3,100
Entry Requirements	Completed Year 10 and reaches minimum WH&S standards
Eligible Student Funding	User Choice Certificate 3 Guarantee School-based Traineeship
Method of Delivery	Cairns & Distance Education

SIT30116 Certificate III in Tourism

Volume of learning	1200 - 2400
Part-time Duration	12 months recommended
Course Cost	$3,600
Entry Requirements	Completed Year 10 and reaches minimum WH&S standards
Eligible Student Funding	User Choice Certificate 3 Guarantee School-based Traineeship
Method of Delivery	Cairns & Distance Education

SIT40116 Certificate IV in Travel and Tourism

Volume of learning	600 - 2400
Part-time Duration	18 months recommended
Course Cost	$4,500
Entry Requirements	Completed Year 10 and reaches minimum WH&S standards
Eligible Student Funding	Higher Level Skills
Method of Delivery	Cairns & Distance Education

SIT50116 Diploma of Travel and Tourism Management

Volume of learning	1200 - 2400
Part-time Duration	24 months recommended
Course Cost	$5,500
Entry Requirements	Completed Year 10 and reaches minimum WH&S standards
Eligible Student Funding	Higher Level Skills
Method of Delivery	Cairns & Distance Education

Short Courses

A full qualification not for you? Then you may consider enrolling in a short course.

A short course is customised by you and your trainer to give you relevant, accredited or non-accredited training.

You can create a short course by selecting any units within the training package (any of the tourism courses) that you are interested in studying.

A Short Course Example:

- Interact with customers
- Provide visitor information
- Communicate in the workplace

If you were to select these courses, they would

Course Funding

Are you eligible for government funding? To find out more, please visit our website
www.careerstrainingcentre.com/tourismfunding

Skills Assure

Proud to be a Queensland Government subsidised training provider

"The best thing about Careers Training Centre is the one-on-one and face-to-face training you receive. Receiving my first certificate opened my eyes and gave me the confidence to succeed".

Willie Enoch-Tranby,
Sales and Marketing Executive, CaPTA Group

Study Wildlife & Exhibited Animal Care

iteca MEMBER — Independent Tertiary Education Council Australia

ACM30321 - Certificate III in Wildlife & Exhibited Animal Care

ACM30321 - Certificate III in Wildlife and Exhibited Animal Care is intended for those interested in pursuing a career as a Zoo / wildlife keeper in the exhibited animal industry. Job roles covered by this qualification may include:

- Zookeeper/Animal carer
- Native wildlife carer
- Wildlife rehabilitator
- Animal technical officer
- Aquarist.

Vocational Work Placements

It is a requirement that students complete a minimum of 1 shift per week for 18 months as part of their training. Students will be given the option for work placement at one of the CaPTA Group parks

- Cairns ZOOM and Wildlife Dome
- Australian Butterfly Sanctuary
- Wildlife Habitat
- Rainforestation Nature Park

Options are also available for work placement at

- Hartley's Crocodile Adventures
- Birdworld
- Kuranda Koala Gardens

Students who are studying via distance may undertake work placement throughout Australia finding their own work placement within a commercial wildlife facility.

To find out more, contact us today on:
T: (07) 4041 9454
E: training@careerstrainingcentre.com

Why Train with CTC?

Careers Training Centre (CTC), a Registered Training Organisation (RTO), is part of the CaPTA Group, locally owned by the Woodward family, an industry leader in Far North Queensland.

All Wildlife Trainers & Assessors have many years of experience in their chosen industry. Our trainers participate regularly in ongoing training both professional and personally to deliver quality service and training

We offer:

- Flexible and supportive training
- Trainers with current industry experience
- We accommodate your learning needs/style
- Our training is nationally recognised
- We train you to be job ready

ENROL NOW

To enrol, please visit our website
www.careerstrainingcentre.com

Careers Training Centre

Course Details

Volume of learning	1200 – 2400 hours
Duration	18 months recommended
Entry Requirements	Completed Year 10 and reaches minimum health and safety workplace standards
Eligible Student Funding	User Choice School-based Traineeship
Method of Delivery	Cairns Distance
Cost	$7990

To achieve a ACM30321 - Certificate III in Wildlife and Exhibited Animal Care all 16 units must be completed:

ACMEXH301	Work within a zoological facility
ACMGEN301	Prepare and present information to the public
ACMEXH303	Prepare and maintain animal habitats
ACMEXH304	Assist with capturing, restraining and moving animals
ACMGEN304	Promote positive wellbeing in self and others in animal care workplaces
ACMGEN303	Assess the welfare status of an animal
ACMGEN311	Maintain and monitor animal health and wellbeing
ACMBEN302	Provide enrichment for animals
ACMGEN312	Provide nutritional requirements for animals
ACMWHS301	Contribute to workplace health and safety processes
ACMSUS401	Implement and monitor environmentally sustainable work practices
ACMGEN315	Communicate effectively with clients and team members
ACMEXH309	Contribute to exhibit design and renovation planning
ACMEXH305	Monitor animal reproduction
ACMINF301	Comply with infection control policies and procedures in animal care work
HLTAID011	Provide First Aid

Short Courses

A full qualification not for you? Then you may consider enrolling in a short course.

A short course is customised by you and your trainer to give you relevant, accredited or non-accredited training.

You can create a short course by selecting any units within the Certificate III in Captive Animals that you are interested in studying.

A Short Course Example:

- Work within a zoological facility
- Provide enrichment for animals
- Assess the welfare status of an animal

(If you were to select these units, they would create your short course.)

Course Funding

Are you eligible for government funding? To find out more, please visit our website
www.careerstrainingcentre.com

To enrol or for more information, contact us today on:
T: (07) 4041 9454
E: training@careerstrainingcentre.com

"After 10 years as a nurse/midwife, I chose to change careers and train as a wildlife keeper. Careers Training Centre have helped me transition to my new career, proving that you can teach an old dog new tricks!"

Debra Hall
Careers Training Centre Graduate

Dear Parents & Guardians,

Your son/daughter has expressed interest in undertaking the Certificate IV in Justice Studies (10971NAT) course. This qualification is a nationally recognised qualification and the course is externally assessed and run by Unity College.

This qualification is an excellent opportunity for High School students to take the first step towards a successful career in the justice industry. They will obtain a head start in the local job market and can use the qualification as a step towards further education. This course can help prepare students for the Bachelor of Criminology and Justice at the University of the Sunshine Coast or a Bachelor of Justice at other universities. The course also has close links with the Diploma of Crime and Justice at TAFE QLD, with Queensland Courts and with the Queensland Police. The course is developed alongside industry personnel.

Additionally, successful completion of the Certificate IV in Crime and Justice gains the **student 8 QCE** points and will contribute towards the ATAR.

Calculating ATARs

The course fees are substantially reduced for school students. Students are only charged a total of **$750** for the course. There are no additional costs associated with this fee. This is an up-front fee. Payment and enrolment can be made by going to the Unity College website: www.uc.qld.edu.au and clicking on the link on the home page 'Certificate IV in Crime and Justice'.

The course contains 10 of units of competency. Specialist course content is studied **online and at tutorials** (3 per year) held at your school or a school near you. Schools currently offering the course stretch the entire east coast of Qld, and as far out as Charleville and Mt Isa.

Questions and assistance can be sought from the Trainer and Assessor through the online program, via email, phone call or skype. Extra assistance will be provided from the student's class teacher or Certificate IV in Crime and Justice teacher.

Payment of $750 is required before commencement of the course.

If you have any further questions or queries, please don't hesitate to call me on **0404616650** or email **ajpaton@bne.catholic.edu.au**

Yours faithfully

Mrs Amanda Paton
Certificate IV in Crime and Justice
Trainer and Assessor
Units of Competency for Certificate IV in Justice Studies

Unit Code		Unit Name
1.	NAT10971001	Provide information and referral advice on justice-related issues
2.	NAT10971002	Prepare documentation for court proceedings
3.	NAT10971003	Analyse social justice issues
4.	BSBXCM401	Apply communication strategies in the workplace
5.	PSPREG003	Apply Regulatory Powers
6.	BSBLEG421	Apply understanding of the Australian Legal System
7.	BSBLDR414	Lead team effectiveness
8.	PSPREG010	Prepare a brief of evidence
9.	BSBLEG523	Apply legal principles in tort law matters
10.	BSBPEF402	Develop personal work priorities

unite • inspire • succeed

unitycollege

NATIONALLY RECOGNISED
TRAINING

QCE
Credit
Points - 8

CERTIFICATE IV in Justice Studies (10971NAT)

(RTO – Unity College - 32123)

Certificate IV in Justice Studies		Duration:	2 years
Qualification description:	Certificate IV in Justice Studies is an accredited course. The Certificate IV in Justice Studies is designed by justice professionals for people who would like to achieve employment in the criminal justice system and wish to develop a deeper understanding of the justice system. Aims: The Certificate IV in Justice Studies course is designed to • provide students with a broad understanding of the justice system • develop the personal skills and knowledge which underpin employment in the justice system.		
Entry requirements:	Academic - There are no formal entry requirements for this course. It is recommended that students have a pass in Year 10 English to demonstrate sufficient spoken and written comprehension to successfully complete all study and assessment requirements. Attitude – students need to demonstrate independent learning skills Students will be required to undertake an LLN test to determine suitability and any support needs.		
Qualification packaging rules:	To attain this certificate, 10 units of competency (6 core and 4 elective) must be completed.		
Units of Competency delivered:	1. NAT10971001 Provide information and referral advice on justice-related issues 2. NAT10971002 Prepare documentation for court proceedings 3. NAT10971003 Analyse social justice issues 4. BSBXCM401 Apply communication strategies in the workplace 5. PSPREG033 Apply Regulatory Powers 6. BSBLEG421 Apply understanding of the Australian Legal System 7. BSBPEF402 Develop personal work priorities 8. BSBLEG523 Apply legal principles in tort law matters 9. PSPREG010 Prepare a brief of evidence 10. BSBLDR414 Lead team effectiveness or PSPREG012 Gather Information through interviews		
Learning experiences:	Content is delivered in a classroom environment through Legal Studies/Certificate IV in Justice Studies classes or via an online plus face-to face option. Course content provided by the trainer and assessor. This can be in the format of online reading and activities, whole day workshops, 3 x compulsory workshops with industry professionals **Technology required: access to the internet**		
Assessment:	Evidence contributing towards competency will be collected throughout the program. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies. Evidence is gathered through the following; Written projects, Online quizzes, Observation of skills, Oral and written questions.		
Pathways:	The Certificate IV in Justice Studies is reccommended for students looking to gain employment or further study opportunites in justice and law related fields such as the police service, justice related occupations, corrective services, courts, legal offices, customs service, security industry and private investigations.		
Course Costs:	$750 up-front fee (current at 30th September 2022)		
Further information	Refund Policy: Refund for students exiting a certificate course is on prorate basis related to the unit/s of competency covered (less a $50.00 administration fee). Students must have evidence of the reason/s why exit from the course is being sought (e.g. a medical certificate or show extreme personal hardship). Applications for refund are made to the Unity College Principal and are at the discretion of the Principal.		

How to enrol and make payment: Certificate IV in Justice Studies

1. Go to the Unity College website (www.uc.qld.edu.au)
2. Follow the link to the course:

Enrol Online - P-12

Book a Principal's Tour

Enrol Cert IV in Justice Studies

3. Fill out the enrolment form at ENROL NOW
4. Make payment at the PAY NOW button

Note: no payment plans. The $750 is an upfront fee. Once payment has been made, students gain access to the course.

Certificate IV in Justice Studies

10971NAT Certificate IV in Justice Studies (RTO 32123)

This qualification is a nationally recognised qualification and the course is externally assessed and run t
excellent opportunity for High School students to take the first step towards a successful career in the j
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This course can help prepare students for the Bachelor of Criminology and Justice at the University of th
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Queensland Police. The course is developed alongside industry personnel. Additionally, successful com
studies gains the student 8 QCE points and will contribute towards the ATAR.

External Students

ENROL NOW

PAY NOW