



# 2022 VET COURSES HANDBOOK

## INTRODUCTION

Vocational education and training (VET) enables students to acquire workplace skills through nationally recognised training within an accredited course.

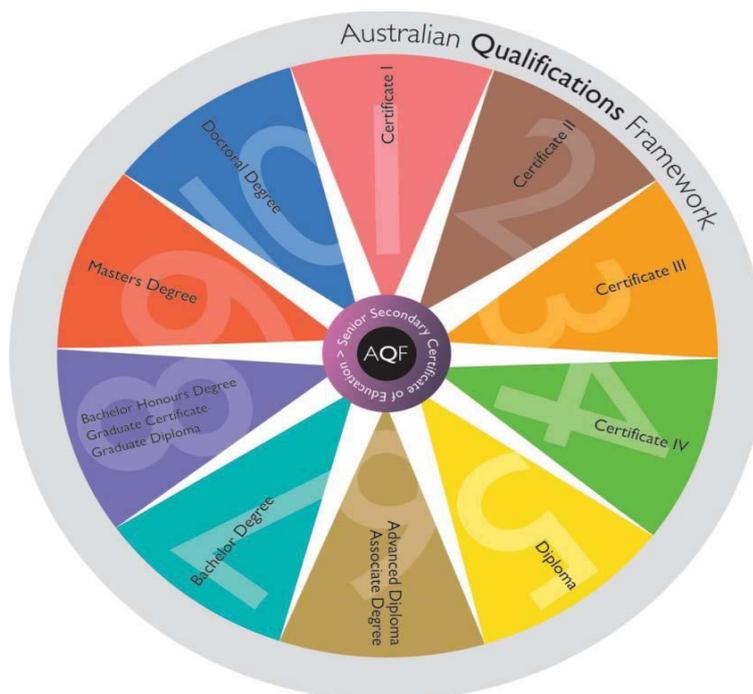
At St Mary's College, our students have an extensive range of options to pursue with the training and courses available to them.

They are available to all Year 11 and 12 students and in some cases, Year 10 students can access these pathways.

### The Australian Qualifications Framework (AQF)

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

### AQF QUALIFICATIONS



Source: Australian Qualifications Framework Second Edition January 2013

## COURSES OFFERED AT / THROUGH ST MARY'S COLLEGE

St Mary's College offers several subjects as part of its Vocational Education program. These Vocational Education & Training (VET) courses are nationally accredited courses and certificates.

Students will be eligible to receive one or more certificate qualifications. Qualifications gained are determined through competency-based assessment. The completed certificate/s and units of competency will appear on the Senior Statement.

Courses offered at St Mary's College include:

- **Certificate III in Hospitality/Tourism** (Certificate II Course embedded into program)
- **Certificate II in Manufacturing Technology**
- **Certificate III in Sport and Recreation** (Certificate II Course embedded into program)
- **Certificate III in Early Childhood Education and Care**
- **Certificate IV in Crime and Justice**
- **Certificate III in Information, Digital Media and Technology**
- **Certificate III in Visual Art**
- **Certificate III in Business**
- **Certificate II in Sampling & Measurement / Certificate III in Laboratory Skills**
- **Certificate II in Plumbing**

N.B. Some of these subjects running will be subject to meeting a minimum number of students.

\* New courses will be subject to school resources and numbers.

## COURSES OFFERED OFF SITE

### TAFE - Maryborough Trade Training Centre

Below are the current courses offered at the Maryborough Trade Training Centre

- Certificate I in Construction
- Certificate II in Electrotechnology / Certificate II in Sustainable Energy
- Certificate II in Engineering Pathways
- Certificate II in Furniture Making Pathways
- Certificate II in Automotive Vocational Preparation

### VET COURSES AT Maryborough TAFE Hub

- Certificate II in Health Support
- Certificate III in Health Services Assistant (online year 12)

### MSSH School Links

- Certificate II in Salon Assistant
- Certificate III in Makeup

### Additional TAFE Courses

Students can study a range of courses at TAFE who have campuses in Maryborough and Hervey Bay.

All TAFE course information can be found on the TAFE at Schools link below:

<https://tafeqld.edu.au/courses/ways-you-can-study/tafe-at-school.html>

## **Registered Training Organisations**

Senior students may also enrol in Certificate II, III, or IV level programs through other providers not listed above.

The student timetables may be adjusted to assist in completion of any additional study. Most of these courses also have QCE points attached to them which will help students gain their Queensland Certificate of Education (QCE).

It is encouraged that students try and combine their study of these courses with a work placement to gain practical experience in the hope of leading to a possible traineeship or apprenticeship down the track.

Students need to:

- Be committed to completing the program
- Be prepared to pay for any costs
- Arrange their own transport to and from the external training organisation if applicable

## **School-based Apprenticeships and Traineeships**

This involves attending one day of paid work per week and completing the appropriate training package, usually Certificate III level, in most areas of employment.

Students on these pathways will exit Year 12 with a Queensland Certificate of Education (QCE) that outlines both school and vocational studies.

## **Work Experience**

Students are encouraged to take part in at least one work experience placement each year in Years 11 and 12. This can be organised by seeing Mrs Angela Jones at the Senior Pathways Centre.

Work Experience allows students to gain valuable experience in the workplace in an area of interest, provides valuable work readiness skills and establish important contacts with local employers.

## **Choosing Senior Subjects**

It is important to choose senior subjects carefully as your decisions may affect the types of occupations you choose in the future, your success at school and your feelings about school.

As an overall plan, it is suggested that you choose subjects:

- you enjoy
- in which you have achieved good results
- which reflect your interests and abilities
- which help you reach your career and employment goals
- which will develop skills, knowledge and attitudes useful throughout your life
- that meet pre-requisites required for further study after school.

## **Find Out About Occupational Pathways**

It is helpful if you have a few career ideas in mind before choosing subjects. This is the focus of the career education program in Year 10. If you are uncertain about this at present, then select subjects that will keep several career options open to you.

### **Recommended Websites:**

- [Apprenticeships Info](#) is a one-stop shop for information about apprenticeships and traineeships in Queensland.
- [Australian Apprenticeships](#) provides information about Australian apprenticeships for employers, job seekers, school leavers and career advisers.
- [Australian Apprenticeships Pathways](#) helps students find available apprenticeships and provides links to job pathways charts and job descriptions.
- The [Group Training Australia](#) website is a directory of organisations offering traineeships and apprenticeships across the country.
- [My Skills](#) provides information about vocational education and training and connects students with nationally accredited training providers.
- [Queensland Skills Gateway](#) contains everything students need to know about vocational education and training in Queensland, including courses, training providers, government funding and career pathways.

## **VET in Schools Funding - What is VETIS?**

Vocational Education and Training in Schools (VETIS) is the delivery of nationally recognised qualifications to school students, providing them with the skills and knowledge required for employment and pathways in specific industries.

VETIS qualifications can be undertaken in senior years and can count towards the Queensland Certificate of Education and can be accessed **once** during their course of study.

## **VET Investment Budget**

The Queensland Government's VET Investment Budget only subsidises qualifications (Certificate I and II level) that have been identified by industry as leading to employment.

Certificate II in Hospitality along with courses at the Trade Training Centre are some examples of courses that fall under this category. Courses that are VETIS funded by the VET investment budget are fee-free for students.

## **VET in Schools Funding Eligibility**

The VET investment budget will only fund **one** employment stream qualification. With this in mind, if you have previously enrolled in a VETIS funded qualification prior to enrolling in this program, you will:

- be ineligible for this program to be offered as a VETIS-funded qualification, however
- still can enrol into the Certificate II program as a **'fee for service'** student.

**NB. Students need to be aware that they can only use VET in Schools funding once and any course commenced after will incur full course fees under a user pays model.**

## **St Mary's College - VET Course Information**

### **VET COURSES AT / THROUGH ST MARY'S**

Certificate III in Hospitality/Tourism (Certificate II Course embedded into program)

Certificate II in Manufacturing Technology

Certificate III in Sport and Recreation (Certificate II course embedded into program)

Certificate III in Early Childhood Education and Care

Certificate IV in Crime and Justice (online)

Certificate III in Information, Digital Media and Technology

Certificate III in Visual Art (Certificate II course embedded into program)

Certificate III in Business \*

Certificate II in Sampling & Measurement / Certificate III in Laboratory Skills

*\* New courses will be subject to school resources and numbers.*

### **VET COURSES at TAFE - MARYBOROUGH TRADE TRAINING CENTRE**

Certificate I in Construction

Certificate II in Electrotechnology / Certificate II in Sustainable Energy

Certificate II in Engineering Pathways

Certificate II in Furniture Making Pathways

Certificate II in Automotive Vocational Preparation

Certificate II in Plumbing

### **VET COURSES AT Maryborough TAFE Hub**

Certificate II in Health Support

Certificate III in Health Services Assistant (online year 12)

### **MSHS SCHOOL LINKS COURSES**

Certificate II in Salon Assistant

Certificate III in Make-up

### **OTHER RTO COURSES SUPPORTED BY ST MARY'S COLLEGE**

Other courses as per TAFE Handbook

## 2022 COURSE COSTS

Course Name	Cost
Certificate III in Hospitality	VETIS + extra unit fees
Certificate II in Manufacturing Technology	\$300
Certificate III in Sport and Recreation (Cert II embedded)	\$400
Certificate III in Early Childhood Education and Care	\$1 600
Certificate IV in Crime and Justice	\$700
Certificate III in Information, Digital Media and Technology	\$500
Certificate III in Visual Art (Cert II embedded)	\$300
Certificate III in Business	\$300
Certificate I in Construction	VETIS
Certificate II in Electrotechnology / Certificate II in Sustainable Energy	VETIS + upgrade fee
Certificate II in Engineering Pathways	VETIS
Certificate II in Furniture Making	VETIS
Certificate II in Automotive Vocational Preparation	VETIS
Certificate II in Plumbing	VETIS
Certificate II in Health Support	VETIS
Certificate III in Health Services Assistant (2023) *	TBD
Certificate II in Salon Assistant	\$100 in Year 11 \$100 in Year 12 uniform comprising black long pants and black shirt with Hair and Beauty logo
Certificate III in Make-up	\$100 + kit (approx \$200) uniform comprising black long pants and black shirt with Hair and Beauty logo
Certificate II Sampling and Measurement	VETIS
Certificate III Laboratory Skills *	\$500

**N.B. Students doing a VETIS funded course who have already used the funding before will have to pay the full course costs. Funding can only be used once.**

**\* To be commenced after associated Certificate II completed.**

## SIT20316 Certificate III in Hospitality

<b>RTO Details</b>	Blueprint Career Development RTO # 30978 1300 851 550 <a href="http://www.blueprintcd.com.au">www.blueprintcd.com.au</a>																	
<b>Qualification</b>	SIT30616 Certificate III in Hospitality																	
<b>Course Cost</b>	Upon successful completion of the STI20316 Certificate II in Hospitality you can enrol in the SIT30616 Certificate III in Hospitality on a Fee for Service basis @\$300 (dependant on unit selection)																	
<b>Course length</b>	18 months																	
<b>Pre-requisites</b>	There are no pre-requisites for this qualification.																	
<b>Reason to study Hospitality</b>	Hospitality is an area of study that provides students with a range of interpersonal skills with a general application in personal and working life, as well as with specific knowledge and skills related to employment within the hospitality industry. This course includes SITHFAB002 Provide responsible service of alcohol ( <b>RSA</b> ) which can help you gain employment.  <b>QCE points: Successful completion of the Certificate III in Hospitality contributes towards QCE points</b>																	
<b>Career pathways and further studies</b>	Career Pathways include: café attendant, catering assistant, food and beverage attendant, apprentice chef. Further study could occur in Certificate III in Commercial Cookery (SIT30813) or a Bachelor of Business (Hospitality & Tourism Management).																	
<b>Course Outline</b>	SIT30616 Certificate III in Hospitality: 15 units must be completed. (7 core units and 8 elective units) <i>For example</i> <table border="1" data-bbox="454 1254 1388 2130"> <tr> <td rowspan="3"><b>YEAR 11 SEMESTER 1</b></td> <td>Use hygienic practices for food safety</td> <td rowspan="3"> <b>Online theory and class work</b> – Costings and order food, workplan preparation and principles of plate selection and food positioning   <b>Practical skills</b> – Knife skills, preparing simple dishes (e.g. salads, pasta dishes, soups, preparing a cold buffet)   <b>Hygiene skills</b> - Evaluating kitchen cleanliness and creating cleaning schedules            Practical kitchen cleaning and sanitizing.   <b>Team work</b> – How to work in a team and allocation of tasks         </td> </tr> <tr> <td>Participate in safe work practices</td> </tr> <tr> <td>Prepare simple dishes</td> </tr> <tr> <td rowspan="3"><b>YEAR 11 SEMESTER 2</b></td> <td>Work effectively with others</td> <td rowspan="3"> <b>Online theory and class work</b> – Laying tables, service cycle, plate carrying and clearing. Cleaning and maintaining the espresso machine. Communicating with customers and colleagues   <b>Group practical function preparation</b> - Source recipes and develop recipe book, costing and food orders for sandwiches such as. wraps, open grills, BLT, steak sandwiches, burgers, finger sandwiches         </td> </tr> <tr> <td>Prepare and serve non-alcoholic beverages</td> </tr> <tr> <td>Prepare sandwiches</td> </tr> <tr> <td></td> <td>Interact with customers and provide customer service</td> <td></td> </tr> <tr> <td></td> <td>Prepare and serve espresso coffee</td> <td></td> </tr> </table>		<b>YEAR 11 SEMESTER 1</b>	Use hygienic practices for food safety	<b>Online theory and class work</b> – Costings and order food, workplan preparation and principles of plate selection and food positioning  <b>Practical skills</b> – Knife skills, preparing simple dishes (e.g. salads, pasta dishes, soups, preparing a cold buffet)  <b>Hygiene skills</b> - Evaluating kitchen cleanliness and creating cleaning schedules Practical kitchen cleaning and sanitizing.  <b>Team work</b> – How to work in a team and allocation of tasks	Participate in safe work practices	Prepare simple dishes	<b>YEAR 11 SEMESTER 2</b>	Work effectively with others	<b>Online theory and class work</b> – Laying tables, service cycle, plate carrying and clearing. Cleaning and maintaining the espresso machine. Communicating with customers and colleagues  <b>Group practical function preparation</b> - Source recipes and develop recipe book, costing and food orders for sandwiches such as. wraps, open grills, BLT, steak sandwiches, burgers, finger sandwiches	Prepare and serve non-alcoholic beverages	Prepare sandwiches		Interact with customers and provide customer service			Prepare and serve espresso coffee	
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		Serve food and beverage	<b>Practical skills (Coffee Shop)</b> - Set up, making coffee (e.g. black, macchiato, affogato, cappuccino, latte), presenting food, taking and serving orders and end of shift cleaning, provide a service to customers
	<b>YEAR 12 SEMESTER 3</b>	Cultural and social diversity  Hospitality knowledge, including RSA  Gain hospitality experience  Fundamentals of business	<b>Online theory and class work</b> – Cultural inclusion, anti-discrimination laws, and team work.  <b>Practical skills</b> - SITHFAB002 Provide responsible service of alcohol unit so students can gain employment in beverage service. Design and develop business tools, PowerPoint, Excel and Develop keyboarding speed and accuracy
<b>Assessments</b>	<p>Assessment will be competency based and clustered units may be part of the assessment to reflect real work scenarios and activities. Students will participate in a variety of assessment tasks which may include observation with check lists, product resulting from an activity, questioning (written, oral or portfolio), and reports from work place supervisor.</p> <p>Assessment may be conducted at the school using a simulated work environment.</p> <p>Functions will occur and at times, these may occur out of class time.</p>		
<b>Work Placement</b>	<p>Structured Work Placement must occur to complete a Certificate III in Hospitality. This involves 36 Industry Shifts that need to be done at local venues, some during school hours and some outside school hours. You may be on vocational placement during any part of this semester as approved by the school and upon the completion of VETiS Vocational Placement insurance forms (available from the school).</p>		
<b>Hospitality experience</b>	<p>OPTIONAL – delete if not applicable</p> <p>The Blueprint Hospitality Experience Program has been developed to give year 12 students the opportunity to develop a deeper understanding of the hospitality industry with real hands on exposure to front and back of house operations.</p> <p>Highlights include:</p> <ul style="list-style-type: none"> <li>• 1 nights' accommodation (twin share)</li> <li>• 1 buffet breakfasts</li> <li>• 2 Lunches in the staff cafeteria and a graduation lunch on the final day</li> <li>• 1 Dinners in the hotel restaurants</li> <li>• Hotel tour, welcome and induction</li> <li>• 2 or more shifts of 3.5 hours in selected departments</li> </ul>		
<b>Clothing requirements</b>	White shirt, black pants or skirt and black covered footwear.		
<b>School point of of contact</b>	Peta Allikas / Carlee Daniels		



# MSM20216 CERTIFICATE II in MANUFACTURING TECHNOLOGY

A Nationally Recognised Qualification (National Provider No. 30078)

Maximum  
QCE Credit  
Points - 4

Manufacturing Technology is a qualification that introduces students into the furnishing and engineering industries.

Manufacturing Technology is project based and it offers students a range of topic areas using wood, plastics and metal as the core materials. Students use static machines to dress timber along with portable power tools such as routers, jig saws, drills ecto to make a timber product. In metals, students use welders, mechanical cutting machines as well as angle grinders and nibblers to name a few power tools. In plastics, students will do basic fibreglassing and resin work.

### Possible Career Options

Entry into higher Engineering, Fibreglassing or Furnishing qualifications progressing into manufacturing, timber and orengineering industry.

### Course Fees

\$100 to cover consumables and resources.

This information is correct at time of publication but subject to change.

### Course Outline

To achieve a Certificate II in Manufacturing Technology you will need to complete 10 units in total –5 Core units plus 5 Elective Units

CODE	UNIT TITLE
<b>CORE</b>	
MSMENV272	Participate in environmentally sustainable work practices
MSMWHS200	Work safely
MSS402001	Apply competitive systems and practices
MSS402051	Apply quality standards
MSS402080	Undertake root cause analysis
<b>ELECTIVE</b>	
MSS402002	Sustain process improvements
MSMPCCI295	Operate manufacturing equipment
MSMPCCI296	Make a small furniture item from timber
MSMPCCI298	Make an object from metal
MSMPCCI299	Make an object from plastic

### Special Aspects

Students studying this subject are required to wear safety glasses and long work gear while welding in engineering room(supplied by students).

### Assessment is based on the following

Competency based assessment is the process of collecting evidence and making judgements on whether or not the student canconsistently demonstrate knowledge and skill and the application of that knowledge and skill to a performance required in the workplace. During the program of study, a variety of assessment techniques will be used.

There are no A-E results attained in this course, the student will either be deemed competent or not yet competent atcompletion of course. As a result the student will not receive a Level of Achievement.

### Service Agreement

This is a two-year course. Maryborough State High School guarantees that the student will be provided with every opportunity tocomplete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided.Students successfully achieving all qualification requirements will be provided with a Qualification and record of results. Studentswho achieve at least one unit (but not the full qualification) will receive a

Statement of Attainment. Late enrolment in the course means training and assessment is for negotiated package of units, which will lead to a Statement of Attainment.

**Head of Department** - Mr Gavin Grantz

## Certificate III in Sport and Recreation

<b>IMPORTANT PROGRAM DISCLOSURE STATEMENT (PDS)</b>	<p><i>This Subject Outline is to be read in conjunction with Binnacle Training's <u>Program Disclosure Statement (PDS)</u>. The PDS sets out the services and training products Binnacle Training provides <u>and</u> those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).</i></p> <p>To access Binnacle's PDS, visit: <a href="http://www.binnacletraining.com.au/rto">http://www.binnacletraining.com.au/rto</a> and select 'RTO Files'.</p>
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<b>REGISTERED TRAINING ORGANISATION</b>	<b>Binnacle Training (RTO Code: 31319)</b>
<b>Subject Type</b>	<b>Vocational Education and Training (VET) Qualification</b>
<b>Nationally Recognised Qualification</b>	<b>SIS30115 Certificate III in Sport and Recreation</b>
<b>Course Length</b>	<b>2 years</b>
<b>Reasons to Study the Subject</b>	<p>Binnacle's Certificate III in Sport and Recreation 'Sport in Schools' program is offered as a senior subject where students participate in the delivery of a range of sport activities and programs within the school. Graduates will be competent in a range of essential skills – including officiating games or competitions, coaching beginner participants to develop fundamental skills, effective communication skills, providing quality service to participants, and using digital technologies in sport environments.</p> <p><u>QCE Credits:</u> Successful completion of the Certificate III in Sport and Recreation contributes a maximum of seven (7) credits towards a student's QCE. This course also includes an opportunity for students to undertake an additional 4 units of competency (Term 7 Add-On). Completing this 'Term 7 Add-On' as well can result in a maximum 8 QCE credits (a maximum of 8 credits from the same training package can contribute to a QCE).</p> <p>This program also includes the following:</p> <ul style="list-style-type: none"> <li>• <u>First Aid</u> qualification and <u>CPR</u> certificate;</li> <li>• Officiating and coaching accreditations (general principles or, in certain cases, sport-specific)</li> <li>• A range of career pathway options including club level official and/or coach, or pathway into Certificate IV or Diploma (e.g. Sport or Fitness) at another RTO.</li> </ul>
<b><u>LANGUAGE, LITERACY AND NUMERACY SKILLS</u></b>	
<p>A Language, Literacy &amp; Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training's <a href="#">Student Information</a> document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.</p>	

<b>Topics of Study</b>	<b>TERM 1</b>	<b>TERM 2</b>	<b>TERM 3</b>	<b>TERM 4</b>
	<ul style="list-style-type: none"> <li>The Sport, Fitness and Recreation Industry</li> <li>Workplace Health and Safety</li> <li>Beginning Coaching Principles</li> </ul>	<ul style="list-style-type: none"> <li>Respond to Emergencies</li> <li>Delivering Community Sport Programs</li> <li>First Aid and CPR certificate</li> </ul>	<ul style="list-style-type: none"> <li>Using Technology</li> <li>Working in Sport, Fitness and Recreation Environments</li> </ul>	<ul style="list-style-type: none"> <li>Work-Related Learning</li> <li>Conducting Sport, Fitness and Recreation Sessions</li> </ul>
	<b>TERM 5</b>	<b>TERM 6</b>	<b>TERM 7</b>	<b>TERM 8</b>
	<ul style="list-style-type: none"> <li>Developing Coaching Practices</li> <li>Conducting Sport, Fitness and Recreation Sessions</li> </ul>	<ul style="list-style-type: none"> <li>Planning and Conducting Sport Programs</li> <li>Facilitating Groups</li> <li>Social Media Tools</li> </ul> <p><i>Finalisation of qualification: SIS30115 Certificate III in Sport and Recreation</i></p>	Term 7 Add-On: <ul style="list-style-type: none"> <li>Sport-Specific Coaching Sessions</li> <li>Personal Development and Workplace Performance</li> </ul> <p><i>Finalisation of additional 4 units of competency.</i></p>	
<b>Learning and Assessment</b>	<p>Program delivery will combine both class-based tasks and practical components in a real sport environment at the school. This involves the delivery of a range of sport programs to real participants within the school community (high school and primary school students). A range of teaching/learning strategies will be used to deliver the competencies. These include:</p> <ul style="list-style-type: none"> <li>Practical tasks</li> <li>Hands-on activities involving participants/clients</li> <li>Group work</li> <li>Practical experience within the school sporting programs</li> <li>Log Book of practical experience</li> </ul> <p>Evidence contributing towards competency will be collected throughout the course. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies. Practical experiences have been timetabled within class time. Students will keep a Log Book of these practical experiences (minimum 30 hours accumulated across the course).</p>			
<b>Pathways</b>	<p>The Certificate III in Sport and Recreation will predominantly be used by students seeking to enter the sport, fitness and recreation industry as a community coach, sports coach, athlete, volunteer or activity assistant.</p> <p><b>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 <a href="https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar">https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar</a></b></p>			

	Students may also choose to continue their study by completing the Certificate IV or Diploma (e.g. Sport or Fitness) at another RTO.
<b>Cost</b>	<ul style="list-style-type: none"><li>• <b>\$335.00</b> = Binnacle Training Fee</li><li>• <b>\$55.00</b> = First Aid Certificate costs</li><li>• <b>\$10}</b> = Excursions to other outside venues to participate in and to conduct sport activities. <i>Final cost and notification of these excursions will be included in the permission letter which will be distributed closer to the excursion date.</i></li><li>• All texts and reprographics are provided by the school.</li></ul>

## Certificate III in Early Childhood Education and Care

(RTO – ACCO -5404)

**Maximum  
QCE Credit  
Points - 8**

<b>Subject Type</b>	<b>Vocational Education and Training</b>
<b>Nationally Recognised Qualifications</b>	<b>CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE</b>
<b>Course Length</b>	<b>80 weeks (2 years)</b>
<b>Vocational Placement</b>	<b>Minimum 120 hours</b>
<b>Reasons to Study the Subject</b>	<p>ACCCO's Certificate III in Early Childhood Education and Care program is offered as a senior subject and prepares students interested in working with children under 5 for employment in the Early Education Sector such as in childcare, long day care, family day care, kindergartens. Students achieve skills planning and delivering educational programs that focus on supporting children's wellbeing, learning and development. It is the minimum qualification to gain employment in ACECQA approved early childhood services and often the qualification studied for those wanting to begin their career in early childhood education.</p> <p><u>QCE Credits:</u> Successful completion of the Certificate III in Early Childhood Education and Care contributes a <b>maximum of eight (8) credits</b> towards a student's QCE. A maximum of eight credits from the same training package can contribute to a QCE.</p> <p>Graduates will be able to use their Certificate III in Early Childhood Education and Care</p> <ul style="list-style-type: none"> <li>• as an entry level qualification into the Education and Care Industry (e.g. assistant educator in long day care, child care centres, Kindergarten or preschool program, occasional care, Family Day Care Educator);</li> </ul>

### ENTRY REQUIREMENTS

**Students must have a passion for and/or interest in working in the Early Education and Care industry. They must have good quality written and spoken communication skills and enthusiasm / motivation to participate in a range of projects.**

<b>Units of Study</b>	<b>18 units of competency including 15 core units and 3 elective units</b>	
	Core Units	
	<b>Code</b>	<b>Title</b>
	CHCECE007	Develop positive and respectful relationships with children
	CHCECE003	Provide care for children
	CHCECE005	Provide care for babies and toddlers
	CHCECE010	Support the holistic development of children in early childhood
	HLTAID004	Provide an emergency first aid response in an education and care setting
	CHCECE002	Ensure the health and safety of children
	CHCECE004	Promote and provide healthy food and drinks
	CHCLEG001	Work legally and ethically
	CHCPRT001	Identify and respond to children and young people at risk

	<p>HLTWHS001 Participate in work health and safety</p> <p>CHCECE011 Provide experiences to support children’s play and learning</p> <p>CHCECE013 Use information about children to inform practice</p> <p>CHCECE009 Use an approved learning framework to guide practice</p> <p>CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety</p> <p>CHCECE001 Develop cultural competence</p> <p>Elective Units</p> <p>CHCECE006 Support behaviour of children and young people</p> <p>CHCECE012 Support Children to Connect with their World</p> <p>BSBWOR301 Organise personal work priorities and development</p>
<b>Learning and Assessment</b>	<p>This qualification is delivered by an ACCO Trainer Assessor. A range of teaching and learning experiences will be used to deliver the competencies, including:</p> <ul style="list-style-type: none"> <li>• Practical tasks</li> <li>• Written Assignments</li> <li>• Activities in simulated work environments</li> <li>• Digital resources</li> <li>• Activities in real work environment (Approved Child Care Services with under 2s) min 120hrs</li> </ul> <p>Evidence contributing towards competency will be collected throughout the program. This process allows a student’s competency to be assessed in a holistic approach that integrates a range of competencies.</p>
<b>Pathways</b>	<p>This course is industry recognised and industry supported.</p> <p><b>VET PATHWAY:</b> After completing the certificate III the student may consider completing the Diploma which opens the doors to employment as a Lead Educator or Director.</p> <p><b>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 <a href="https://www.gcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar">https://www.gcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar</a></b></p>
<b>Cost</b>	<ul style="list-style-type: none"> <li>• <b>\$1,600.00</b> = ACCCO Fees (excluding HLTAID004 Provide and Emergency First aid Response in an Education and Care Setting)</li> <li>• All digital learning resources are provided by ACCCO.</li> </ul>



NATIONALLY RECOGNISED  
TRAINING

## CERTIFICATE IV in Crime and Justice) (10283NAT)

(RTO – Unity College - 32123)

**Maximum  
QCE Credit  
Points - 8**

<b>Certificate IV in Crime and Justice</b>		<b>Duration:</b>	<b>2 years</b>
<b>Qualification description:</b>	Certificate IV in Crime and Justice is an accredited course. The Certificate IV in Crime and Justice 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 Crime and Justice course is designed to <ul style="list-style-type: none"> <li>provide students with a broad understanding of the justice system</li> <li>develop the personal skills and knowledge which underpin employment in the justice system.</li> </ul>		
<b>Entry requirements:</b>	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		
<b>Qualification packaging rules:</b>	To attain this certificate, 10 units of competency (6 core and 4 elective) must be completed.		
<b>Units of Competency delivered:</b>	<b>Unit Code</b>	<b>Unit Name</b>	
	1. CJSCOM401	Provide information and referral advice on justice-related issues	
	2. CJSDCP402	Prepare documentation for court proceedings	
	3. CJSSJI403	Analyse social justice issues	
	4. BSBINS401	Analyse and present research information	
	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	
<b>Learning experiences:</b>	Content is delivered in a classroom environment through Legal Studies/Certificate IV Crime and Justice classes or via an online plus face-to face option. Course content provided by the trainer and assessor. This can be in the format of online reading and activities, whole day workshops, 3 x compulsory after school workshops with industry professionals <b>Technology required: access to the internet</b>		
<b>Assessment:</b>	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.		
<b>Pathways:</b>	The Certificate IV in Crime and Justice is recommended for students looking to gain employment or further study opportunities in justice and law related fields such as the police service, justice related occupations, corrective services, courts, legal offices, customs service, security industry and private investigations.		
<b>Course Costs:</b>	\$700 up-front fee.		
<b>Further information</b>	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.		

## Certificate III in Information, Digital Media and Technology

ICT30120

**Maximum  
QCE  
Credit  
Points - 8**

(RTO – TAFE Qld - 0275)

<b>Certificate III in Information, Digital Media and Technology</b>		<b>Duration: 2 years</b>
<b>Qualification description:</b>	<p>Certificate III in Information, Digital Media and Technology is an accredited course. Kick start your career in information and communications technology (ICT) with this entry-level qualification. Get the hands-on skills for the role you want with this specialised IT Support stream.</p> <p>The IT Support stream will teach you how to set up, diagnose and fix general ICT issues. You'll be qualified to work as an ICT technician. Individuals who work in these fields apply broad sets of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people and clients in a variety of work contexts.</p>	
<b>Entry requirements:</b>	<p>Academic - There are no formal entry requirements for this course. It is recommended that students have a pass in Year 10 English to demonstrate sufficient spoken and written comprehension to successfully complete all study and assessment requirements.</p> <p>Attitude – students need to demonstrate independent learning skills</p>	
<b>Qualification packaging rules:</b>	<p>To attain this certificate, 12 units of competency (6 cores and 6 electives) must be completed.</p>	
<b>Units of Competency delivered:</b>	<b>Unit Code</b>	<b>Unit Name</b>
	BSBCRT301	Develop and extend critical and creative thinking skills
	BSBXTW301	Work in a team
	ICTICT302	Install and optimise operating system software
	ICTSAS308	Run standard diagnostic tests
	ICTSAS305	Provide ICT advice to clients
	ICTPRG302	Apply introductory programming techniques
	BSBXCS303	Securely manage personally identifiable information and workplace information
	ICTICT313	Identify IP, ethics and privacy policies in ICT environments
	ICTICT303	Connect internal hardware components
	ICTSAS303	Care for computer hardware
	ICTSAS309	Maintain and repair ICT equipment and software
ICTSAS310	Install, configure and secure a small office or home office network	
<b>Learning experiences:</b>	<p>Content is delivered in a classroom environment. Course content accessed via 'Connect' (Internet based). Reading, activities and assessment will also need to be completed outside the classroom. It is expected that students will spend 8-10 hours (including class time) each week on the course.</p>	
<b>Technology required:</b>	<p>PC running Windows 10 (or similar) / Access to the Internet / USB drive / Microsoft Office Suite (or similar)</p>	
<b>Assessment:</b>	<p>Evidence contributing towards competency will be collected throughout the program. Evidence is gathered through the following; online quizzes, written assignments, case studies, projects and practical assessments.</p>	
<b>Pathways:</b>	<p>The Certificate III in Information, Digital Media and Technology is recommended for students looking to gain employment or further study opportunities in fields within the ICT industry. This entry level certificate can lead to job prospects such as Help desk officer or ICT technician.</p>	
<b>Course Costs:</b>	<p>\$500 per student</p>	

## CUA31115 CERTIFICATE III in VISUAL ARTS

A Nationally Recognised Qualification (National Provider No. 30078)

Year 12

This qualification reflects the role of individuals who are developing a range of visual art skills and who take responsibility for own outputs in work and learning. Practice at this level is underpinned by the application of introductory art theory and history.

To enrol in the CUA31115 Certificate III in Visual Arts students **must** have completed the CUA20715 Certificate II in Visual Arts and/or be signed off competent (complete) for the competencies listed in Credit Arrangements.

### Possible career options

- Gallery Director
- Independent artists/Small Business
- A thinking, cultural, "REAL" person
- Prepares students for higher-level learning in professional arts practice (e.g. if they were to further study arts post school).

### Course outline

To achieve a Certificate III in Visual Arts you will need to complete 12 units in total –

4 Core unit plus 8 Elective Units

CODE	UNIT TITLE
<b>CORE UNITS</b>	
*BSBWHS201	Contribute to health and safety of self and others
CUAACD201	Develop drawing skills to communicate ideas
CUAPPR301	Produce creative work
CUARES301	Apply knowledge of history and theory to own arts practice
<b>ELECTIVE UNITS</b>	
BSBDES301	Explore the use of colour
CUACER301	Produce ceramics
CUAPPR302	Document the creative work progress
CUAPPR407	Select and prepare creative work for exhibition
CUAPRI301	Produce prints
BSBDES305	Source and apply information on the history and theory of design
*PMC552020C	Operate slip casting equipment
*BSBDES201	Follow a design process
<b>*Competencies which students must complete as part of CUA20715 Certificate II in Visual Arts which forms part of the CUA31115 Certificate III in Visual Arts</b>	

### Course Fees

\$300 to cover consumables and resources.

This information is correct at time of publication but subject to change.

**Assessment is based on the following**

Competency based assessment is the process of collecting evidence and making judgements on whether or not the student can consistently demonstrate knowledge and skill and the application of that knowledge and skill to a performance required in the workplace. During the program of study, a variety of assessment techniques will be used.

There are no A-E results attained in this course, the student will either be deemed competent or not yet competent at completion of course. As a result, the student will not receive a Level of Achievement.

## Certificate III in Business

**Maximum  
QCE Credit  
Points - 8**

<p><b><u>IMPORTANT</u></b> <b>PROGRAM DISCLOSURE STATEMENT (PDS)</b></p>	<p>This Subject Outline is to be read in conjunction with Binnacle Training's <b><u>Program Disclosure Statement (PDS)</u></b>. The PDS sets out the services and training products Binnacle Training provides <u>and</u> those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).</p> <p>To access Binnacle's PDS, visit: <a href="http://www.binnacletraining.com.au/rto">www.binnacletraining.com.au/rto</a> and select 'RTO Files'.</p>
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<b>REGISTERED TRAINING ORGANISATION</b>	Binnacle Training (RTO Code: 31319)
Subject Type	<b>Vocational Education and Training</b>
Nationally Recognised Qualifications	<b>BSB30120 CERTIFICATE III IN BUSINESS</b>
Course Length	<b>2 years</b>
Reasons to Study the Subject	<p>Binnacle's Certificate III in Business 'Business in Schools' program is offered as a senior subject where students learn what it takes to become a Business Professional. Students achieve skills in leadership and organisation, customer service, personal management, teamwork and relationships, business technology and financial literacy – incorporating the delivery of a range of projects and services within their school community. Students will also investigate business opportunities.</p> <p><u>QCE Credits:</u> Successful completion of the Certificate III in Business contributes a maximum of eight (8) credits towards a student's QCE. A maximum of eight credits from the same training package can contribute to a QCE.</p> <p>Graduates will be able to use their Certificate III in Business</p> <ul style="list-style-type: none"> <li>as an entry level qualification into the Business Services Industries (e.g. customer service adviser, duty manager, administration officer);</li> <li>to pursue further tertiary pathways (e.g. Certificate IV, Diploma or Bachelor of Business); and</li> <li>to improve their chances of gaining tertiary entrance.</li> </ul>
<p><b><u>LANGUAGE, LITERACY AND NUMERACY SKILLS</u></b></p> <p>A Language, Literacy &amp; Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training's <a href="#">Student Information</a> document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.</p>	

<b>Topics of Study / Learning Experiences</b>	<b>TERM 1</b>	<b>TERM 2</b>	<b>TERM 3</b>	<b>TERM 4</b>
	<ul style="list-style-type: none"> <li>Introduction to the Business Services Industry</li> <li>Personal Wellbeing; Personal Work Priorities</li> </ul>	<ul style="list-style-type: none"> <li>Financial Literacy – Be MoneySmart</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Health and Safety</li> <li>Participate in Sustainable Work Practices</li> </ul>	<ul style="list-style-type: none"> <li>Inclusive Work Practices</li> <li>Workplace Communication</li> </ul>
	<b>TERM 5</b>	<b>TERM 6</b>	<b>TERM 7</b>	<b>TERM 8</b>
	<ul style="list-style-type: none"> <li>Work in a Team</li> <li>Apply Critical Thinking Skills</li> </ul>	<ul style="list-style-type: none"> <li>Create Electronic Presentations</li> <li>Design Business Documents</li> </ul>	<ul style="list-style-type: none"> <li>Deliver Customer Service</li> </ul>	
<b>Learning and Assessment</b>	<p>Learning experiences will be achieved by students working alongside an experienced Business Teacher (Program Deliverer) – incorporating delivery of a range of projects and services within their school community. This includes a group project where students design and plan for a new product or service (Binnacle Boss Entrepreneurship Program).</p> <p>A range of teaching/learning strategies will be used to deliver the competencies. These include:</p> <ul style="list-style-type: none"> <li>Practical tasks / experience</li> <li>Hands-on activities including customer interactions</li> <li>Group projects</li> <li>e-Learning projects</li> </ul> <p>Evidence contributing towards competency will be collected throughout the program. This process allows a student’s competency to be assessed in a holistic approach that integrates a range of competencies.</p> <p><b>NOTE: From time to time, project delivery may require a mandatory ‘outside subject’ component (e.g. before or after school).</b></p>			
<b>Pathways</b>	<p>The Certificate III in Business will predominantly be used by students seeking to enter the Business Services industries and/or pursuing further tertiary pathways (e.g. Certificate IV, Diploma and Bachelor of Business). For example:</p> <ul style="list-style-type: none"> <li>Business Owner</li> <li>Business Manager</li> <li>Customer Service Manager</li> </ul> <p><b>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 <a href="https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar">https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar</a></b></p>			
<b>Cost</b>	<ul style="list-style-type: none"> <li><b>\$265.00</b> = Binnacle Training Fees</li> </ul> <p><b>*Additional charges at the schools discretion:</b></p> <ul style="list-style-type: none"> <li>\$20.00 = Binnacle Boss Project Start Up Capital (Term 6/7 Major Project)</li> <li>\$15 = Excursions/Discovery days to other outside venues to participate in and to conduct business activities. <i>Final cost and notification of these excursions will be included in the permission letter which will be distributed closer to the excursion date.</i></li> </ul> <ul style="list-style-type: none"> <li>All texts and reprographics are provided by the school.</li> </ul>			

# CERTIFICATE I IN CONSTRUCTION

COURSE CODE: CPC10111  VETIS FUNDED\*

**Maximum  
QCE Credit  
Points - 3**

(RTO –TAFE Qld -0275)

## CORE UNITS

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCCM1014A	Conduct workplace communication
CPCCCM1013A	Plan and organise work
CPCCWHS1001	Prepare to work safely in the construction industry
CPCCCM2001A	Read and interpret plans and specifications
CPCCVE1011A	Undertake a basic construction project
CPCCCM2005B	Use construction tools and equipment
CPCCCM1012A	Work effectively and sustainably in the construction industry

## ELECTIVE UNITS

CPCCCM2006B	Apply basic levelling procedures
CPCCCM1015A	Carry out measurements and calculations
CPCCCM2004A	Handle construction materials

### PATHWAY OPTIONS

Certificate I in Construction

Apprenticeship only

Certificate III in Carpentry  
 Certificate III in Joinery  
 Certificate III in Shopfitting  
 Certificate III in Bricklaying/Blocklaying  
 Certificate III in Painting and Decorating  
 Certificate III in Solid Plastering  
 Certificate III in Roof Tiling  
 Certificate III in Stonemasonry (Monumental/Installations)  
 Certificate III in Wall and Ceiling Lining  
 Certificate III in Flooring Technology  
 Certificate III in Wall and Floor Tiling

Certificate IV in Building and Construction (Building)  
 Certificate IV in Building and Construction (Estimating)

Advanced Diploma of Building and Construction (Management)

### UNIVERSITY PATHWAYS

### CAREER OUTCOMES

Trade assistant/worker in carpentry, joinery, or cabinetmaking

Carpenter, joiner, shopfitter, bricklayer, painter, solid plasterer, roof tiler, stonemason, plasterer, flooring technician, tiler

Trade contractor, estimator, builder – low rise, site supervisor – low rise

Builder – open, site supervisor – open, senior office manager



For all pathway options, please refer to our Degree Pathways Guide

# CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

COURSE CODE: UEE22011  VETIS FUNDED\*

Maximum  
QCE Credit  
Points - 4

## CORE UNITS

UEENEEK142A	Apply environmentally and sustainable procedures in the energy sector
UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEEE148A	Carry out routine work activities in an energy sector environment
UEENEEE179A	Identify and select components, accessories and materials for energy sector work activities
UEENEEE104A	Solve problems in d.c. circuits
UEENEEE141A	Use of routine equipment/plant/technologies in an energy sector environment

(RTO –TAFE Qld -0275)

## ELECTIVE UNITS

UEENEEE137A	Document and apply measures to control OHS risks associated with electrotechnology work
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components
UEENEEE105A	Fix and secure electrotechnology equipment
HLTAID001	Provide cardiopulmonary resuscitation
UEENEEED101A	Use computer applications relevant to a workplace
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications
CPCCWHS1001	Prepare to work safely in the construction industry

### PATHWAY OPTIONS

Certificate II in Electrotechnology  
(Career Start)

Apprenticeship only

Certificate III in Electrotechnology  
(Electrician)  
Certificate III in Instrumentation  
and Control  
Certificate III in Air-conditioning  
and Refrigeration  
Certificate III in Appliance Service  
Certificate III in Electronics and  
Communication

Certificate IV in Electrotechnology –  
Systems Electrician  
Certificate IV in Hazardous Areas –  
Electrical  
Certificate IV in Industrial Automation  
and Control  
Certificate IV in Electrical –  
Instrumentation

Diploma of Electronics and  
Communications Engineering  
Diploma of Instrumentation and  
Control Engineering  
Diploma of Air-conditioning and  
Refrigeration Engineering

Advanced Diploma of Electrical –  
Engineering  
Advanced Diploma of Electronics and  
Communications Engineering

### CAREER OUTCOMES

Electrical trade assistant/worker

General electrician, electronics and  
communications tradesperson,  
electrical instrumentation  
tradesperson, air-conditioning and  
refrigeration, electrical fitter

Electrical fitter, electrician–  
special class, installation technician,  
industrial automation and control  
technician, electrical instrumentation  
tradesperson

Technical officer specialising  
in electrical, engineering,  
instrumentation and control,  
electronics and communications, or  
refrigeration and air-conditioning

Electrical engineer, senior technical  
officer specialising in electrical  
technology or electronics engineering

### UNIVERSITY PATHWAYS



For all pathway options, please refer to our Degree Pathways Guide

# CERTIFICATE II IN ENGINEERING PATHWAYS

COURSE CODE: MEM20413  VETIS FUNDED\*

(RTO –TAFE Qld -0275)

## CORE UNITS

MEM13014A	Apply principles of occupational health and safety in the work environment
MEMPE005A	Develop a career plan for the engineering and manufacturing industry
MSAENV272B	Participate in environmentally sustainable work practices
MEMPE006A	Undertake a basic engineering project

## ELECTIVE UNITS

MEM16008A	Interact with computing technology
MEM16006A	Organise and communicate information
MEMPE007A	Pull apart and re-assemble engineering mechanisms
MEMPE002A	Use electric welding machines
MEMPE001A	Use engineering workshop machines
MEMPE001A	Use engineering workshop machines
MEMPE004A	Use fabrication equipment
MEM18001C	Use hand tools
MEMPE003A	Use oxy-acetylene and soldering equipment
MEM18002B	Use power tools/hand held operations
MSAPMSUP106A	Work in a team

### PATHWAY OPTIONS

Certificate II in Engineering Pathways  
or Certificate II in Engineering  
(Traineeship)

#### Apprenticeship only

Certificate III in Engineering –  
Fabrication Trade  
Certificate III in Engineering –  
Mechanical Trade  
Certificate III in Engineering –  
Production Systems  
Certificate III in Locksmithing  
Certificate III in Marine Craft  
Construction

Certificate III in Engineering –  
Technical (CAD)

Certificate IV in Engineering  
Certificate IV in Engineering Drafting

Diploma of Engineering – Technical  
Diploma of Engineering – Advanced Trade

Advanced Diploma of Engineering

### CAREER OUTCOMES

Trade assistant/worker in  
mechanical, metal fabrication,  
machining, or fitting and turning

Fitter and turner, metal fabricator,  
welder, machinist, patternmaker,  
moulder, locksmith, boat builder

Entry level drafts person

Higher engineering trades person,  
special class trades person  
drafts person

Senior drafts person, advanced  
engineering trades person

Consultant, project manager

### UNIVERSITY PATHWAYS



For all pathway options, please  
refer to our Degree Pathways Guide



NATIONALLY RECOGNISED TRAINING



# CERTIFICATE II IN FURNITURE MAKING PATHWAYS

COURSE CODE: MSF20516 VETIS FUNDED\*

Maximum QCE Credit Points - 4

(RTO –TAFE Qld -0275)

## CORE UNITS

MSMPCI103	Demonstrate care and apply safe practices at work
MSFFP2002	Develop a career plan for the furnishing industry
MSFGN2001	Make measurements and calculations
MSMENV272	Participate in environmentally sustainable work practices
MSFFP2001	Undertake a basic furniture making project

## ELECTIVE UNITS

MSFFP2004	Apply domestic surface coatings
MSFFM2002	Assemble furnishing components
MSFFP2006	Make simple timber joints
MSFFP2003	Prepare surfaces
MSFFM2003	Select and apply hardware
MSFFM2001	Use furniture making sector hand and power tools
MSMSUP106	Work in a team

### PATHWAY OPTIONS

Certificate II in Furniture Making Pathways

Apprenticeship only

Certificate III in Cabinet Making  
Certificate III in Furniture Finishing  
Certificate III in Timber and Composites Machining  
Certificate III in Upholstery

Certificate IV in Furniture Design and Technology

### CAREER OUTCOMES

Furniture making trade assistant/worker

Cabinet maker, furniture finisher, wood machinist, upholsterer

Furniture designer, fine furniture maker

\*No cost to student or school. Fully government subsidised for eligible students.

Maximum  
QCE Credit  
Points - 4

# CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

COURSE CODE: AUR20716  VETIS FUNDED\*

(RTO –TAFE Qld -0275)

## CORE UNITS

AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURFA003	Communicate effectively in an automotive workplace
AURFA004	Resolve routine problems in an automotive workplace
AURASA002	Follow safe working practices in an automotive workplace
AURETR003	Identify automotive electrical systems and components
AURLTA001	Identify automotive mechanical systems and components
AURTTK002	Use and maintain tools and equipment in an automotive workplace

## ELECTIVE UNITS

AURETR015	Inspect, test and service batteries
AURTTA003	Use and maintain basic mechanical measuring devices
AURTTA004	Carry out servicing operations
AURTTA005	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTF001	Inspect and service petrol fuel systems

## PATHWAY OPTIONS

Certificate II in Automotive Vocational Preparation

Apprenticeship only

Certificate III in Light Vehicle Mechanical Technology  
Certificate III in Motorcycle Mechanical Technology  
Certificate III in Mobile Plant Technology  
Certificate III in Heavy Commercial Vehicle Mechanical Technology

## CAREER OUTCOMES

Mechanic's assistant, automotive mechanic, motorcycle mechanic (general), light vehicle, mechanical technician, mobile plant operators, diesel motor mechanic





NATIONALLY RECOGNISED  
TRAINING



# CERTIFICATE II IN PLUMBING

COURSE CODE: 52700WA

VETiS FUNDED\*

**Maximum  
QCE Credit  
Points - 4**

## CORE UNITS

CPCCCM1015A	Carry out measurements and calculations
CPCCCM2008B	Erect and dismantle restricted height scaffolding
CPCCCM2010B	Work safely at heights
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCWHS1001	Prepare to work safely in the construction industry
CPCPCM2040A	Read plans and calculate plumbing quantities
CPCPCM2041A	Work effectively in the plumbing and services sector
CPCPCM2043A	Carry out WHS requirements
CPCPCM2046A	Use plumbing hand and power tools
CPCPCM2047A	Carry out levelling
CPCPCM2048A	Cut and join sheet metal
CPCPCM2050A	Mark out materials
CPCPCM2052A	Weld using oxy-acetylene equipment
CPCPCM2053A	Weld using manual metal arc welding equipment
CPCPCM2055A	Work safely on roofs
HLTAID002	Provide basic emergency life support

### CAMPUS

Bundaberg, Hervey Bay,  
Gympie, Nambour, Sunshine  
Coast Technical Trade Training  
Centre (Caloundra)

### DURATION

4 terms

### STUDY MODE

Face-to-face

### WORKLOAD

1 day per week plus 80 hours  
vocational placement

### YEAR LEVEL

10, 11 & 12

### QCE CREDITS

4 credits<sup>†</sup>

### PATHWAY OPTIONS

52700WA **Certificate II** in Plumbing



Apprenticeship only

CPC32413 **Certificate III** in Plumbing  
CPC32612 **Certificate III** in Roof Plumbing  
CPC32713 **Certificate III** in Gas Fitting  
CPC32513 **Certificate III** in Plumbing  
(Mechanical Services)

CPC40912 **Certificate IV** in Plumbing  
and Services  
39275QLD **Certificate IV** in Domestic  
Waste Water and Environmental  
Plumbing  
CPC40110 **Certificate IV** in Building  
and Construction (Building)  
CPC40308 **Certificate IV** in Building  
and Construction (Estimating)

CPC50612 **Diploma** of Hydraulic  
Services Design  
CPP50911 **Diploma** of Building Design  
CPC50210 **Diploma** of Building  
and Construction (Building)  
CPC50308 **Diploma** of Building  
and Construction (Management)

CPC60212 **Advanced Diploma** of Building  
and Construction (Management)

### CAREER OUTCOMES

Plumbing trade assistant/worker

Plumber, roof plumber, gas fitter,  
plumber (mechanical)

Plumbing contractor, fire services  
supervisor, specialist hydraulic  
designer, site supervisor – low rise,  
building estimator

Builder, building designer, site  
supervisor – medium and low rise,  
construction manager, project  
manager, consultant

Builder, site supervisor,  
senior office manager

### UNIVERSITY PATHWAYS



For all pathway options, please  
refer to our Degree Pathways Guide

<sup>†</sup>Students who have previously undertaken the  
Trade Taster program may only be eligible  
for 3 credits.

# CERTIFICATE II IN SUSTAINABLE ENERGY (CAREER START) UPGRADE

COURSE CODE: UEE22111

## CORE UNITS

UEENEEK112A Provide basic sustainable energy solutions for energy reduction in residential premises

UEENEEK114A Promote sustainable energy practices in the community

## ELECTIVE UNITS

UEENEEE020B Provide basic instruction in the use of electrotechnology apparatus

### CAMPUS

Gympie, Maryborough Trade Training Centre, Nambour

### DURATION

1 term

### STUDY MODE

Face-to-face

### WORKLOAD

1 day per week

### YEAR LEVEL

11 & 12

### QCE CREDITS

1 credit

### PATHWAY OPTIONS

UEE22111 **Certificate II** in Sustainable Energy (Career Start)

UEE32020 **Certificate III** in Renewable Energy - ELV

UEE41620 **Certificate IV** in Renewable Energy  
UEE41920 **Certificate IV** in Electrical - Renewable Energy

UEE50720 **Diploma** of Renewable Energy Engineering  
UEE62020 **Advanced Diploma** of Engineering Technology - Renewable Energy

### CAREER OUTCOMES

Electrical trades assistant/worker (renewable energy)

Renewable energy tradesperson

Technical officer – renewable energy

Senior technical officer – renewable energy

Successful completion of this course will put you on the path to an apprenticeship with a huge choice in the industry. Opportunities exist in electrical cabling, equipment, instrumentation, switchgear, telecommunications, air conditioning and refrigeration, or renewable energy.

# CERTIFICATE II IN HEALTH SUPPORT SERVICES

COURSE CODE: HLT23215  VETIS FUNDED\*

(RTO –TAFE Qld -0275)

## CORE UNITS

CHCCOM005	Communicate and work in health or community services
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety
CHCDIV001	Work with diverse people

## ELECTIVE UNITS

HLTWHS005	Conduct manual tasks safely
BSBFLM312	Contribute to team effectiveness
CHCCCS010	Maintain a high standard of service
CHCCCS012	Prepare and maintain beds
HLTAAP001	Recognise healthy body systems
CHCCCS020	Respond effectively to behaviours of concern
CHCCCS026	Transport individuals
BSBWOR203	Work effectively with others

### PATHWAY OPTIONS

HLT23215 **Certificate II** in Health Support Services

HLT33115 **Certificate III** in Health Services Assistance

HLT54115 **Diploma** of Nursing

### CAREER OUTCOMES

Hospital laundry worker, food service assistant (hospital), ward assistant (hospital). Pathway to further study

Ward support, assistant in nursing (AIN), patient service attendant, operating theatre technician, nursing support worker, nursing assistant, orderly, wardsperson, patient care assistant, patient support assistant

Enrolled nurse

### UNIVERSITY PATHWAYS



For all pathway options, please refer to our Degree Pathways Guide

### CAMPUS

Bundaberg, Gympie, Hervey Bay, Maryborough, Sunshine Coast Health Institute

### DURATION

4 terms

### STUDY MODE

Face-to-face

### WORKLOAD

1 day per week plus 40 hours of vocational placement

### YEAR LEVEL

10, 11 & 12

### QCE CREDITS

4 credits†

# CERTIFICATE III IN HEALTH SERVICES ASSISTANCE (UPGRADE)

COURSE CODE: HLT33115

Maximum  
QCE Credit  
Points – 2

Upgrade has a reduced  
volume of new learning

(RTO –TAFE Qld -0275)

## CORE UNITS

BSBMED301 Interpret and apply medical terminology appropriately

BSBWOR301 Organise personal work priorities and development

## ELECTIVE UNITS

CHCCCS015 Provide individualised support

CHCCCS002 Assist with movement

HLTAID003 Provide first aid

### CAMPUS

Online

### DURATION

4 terms

### STUDY MODE

Online

### WORKLOAD

1 day per week online self  
directed study, plus 40 hours  
vocational placement

### YEAR LEVEL

11 & 12\*

### QCE CREDITS

2 credits\*  
Upgrade has a reduced  
volume of new learning

### PATHWAY OPTIONS

HLT33115 **Certificate III** in Health  
Services Assistance

### CAREER OUTCOMES

Ward support, assistant in nursing  
(AIN), patient service attendant,  
operating theatre technician, nursing  
support worker, nursing assistant,  
orderly, wardsperson, patient care  
assistant, patient support assistant

HLT54115 **Diploma** of Nursing

Enrolled nurse

### UNIVERSITY PATHWAYS



For all pathway options, please  
refer to our Degree Pathways Guide

Get a head start in the  
health care sector. This  
course is perfect for people  
looking for the foundation  
skills needed to assist in a  
diverse range of health care  
settings.

## SHB20216 CERTIFICATE II in SALON ASSISTANT

A Nationally Recognised Qualification (National Provider No. 30078)

This course has been designed for those persons providing general assistance in a hairdressing salon. Likely functions in the Hairdressing Industry for those who complete this subject include working within clearly defined contexts and, under supervision, providing assistance to other operators. Functions at this level include performing a limited range of hairdressing tasks, interacting with customers and providing customer service, following workplace safety procedures, demonstrating effective hairdressing environment work practices, providing assistance to colleagues and developing hairdressing industry knowledge.

### Possible Career Options

Students who complete this qualification may pursue higher certificates in the Hair Industry such as Hairdressing Apprenticeship, full-time Certificate III in Hairdressing.

### Course Fees

\$100 fee payable in Year 11 and \$100 fee payable in Year 12, to cover consumables and resources. Students will be required to wear "Hair and Beauty" uniform comprising black long pants and black shirt with Hair and Beauty logo, which is available from Sauer's Clothing Suppliers and this uniform needs to be worn from the first day of Term 1. This information is correct at time of publication but subject to change.

### Course Outline

To achieve a Certificate II in Salon Assistant you will need to complete 12 units in total – 8 Core units plus 4 Elective units

CODE	UNIT TITLE
<b>CORE UNITS</b>	
BSBWHS201	Contribute to health and safety of self and others
SHBHBAS001	Provide shampoo and basin services
SHBXCCS003	Greet and prepare clients for salon services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBXCCS001	Conduct salon financial transactions
<b>ELECTIVE UNITS</b>	
SHBHBAS002	Provide head, neck and shoulder massages for relaxation
SHBHCLS001	Apply hair colour products
SHBHDES002	Braid hair
SHBXCCS004	Recommend products and services
SIRXSL001	Sell to the retail customer

To provide flexibility and to cater to student interest and participation, 5 elective units of competency are offered. Students are provided with packaging rules – 8 Core and 4 Elective units, and understand they do not need to complete the 5 elective units on offer.

### Special Aspects

During the course, students will be requested, at different times, to work after school hours, as the Hair and Beauty salon operates as a working salon with paying clients. This should be taken into consideration.

### Assessment is based on the following

Competency based assessment is the process of collecting evidence and making judgements on whether or not the student can consistently demonstrate knowledge and skill and the application of that knowledge and skill to a performance required in the workplace. During the program of study, a variety of assessment techniques will be used.

There are no A-E results attained in this course, the student will either be deemed competent or not yet competent at completion of course. As a result the student will not receive a Level of Achievement.

**Service Agreement**

This is a two-year course. Maryborough State High School guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with a Qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. Late enrolment in the course means training and assessment is for negotiated package of units, which will lead to a Statement of Attainment.

**Head of Department** - Miss Petrina Lyons

This qualification reflects the role of individuals employed as make-up artists to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries.

### Course Fees

\$100 fee per year to cover consumables and resources. When students commence the course, they will be required to purchase a make-up and brush kit. The school can supply professional kits at a cost of approximately \$200. Students will be required to wear "Hair and Beauty" uniform comprising black long pants and black shirt with Hair and Beauty logo, which is available from Sauer's Clothing Suppliers and this uniform needs to be worn from the first day of Term 1. This information is correct at time of publication but subject to change.

### Course Outline

To achieve a Certificate III in Make-Up you will need to complete 15 units in total – 9 Core units plus 6 Elective Units

CODE	UNIT TITLE
<b>CORE UNITS</b>	
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBMUP002	Design and apply make-up
SHBBMUP003	Design and apply make-up for photography
SHBBMUP004	Design and apply remedial camouflage make-up
SHBBMUP005	Apply airbrushed make-up
SHBBMUP006	Design and apply creative make-up
SHBBRES001	Research and apply beauty industry information
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
<b>ELECTIVE UNITS</b>	
SHBBCCS001	Advise on beauty products and services
SHBXCCS001	Conduct salon financial services
BSBSMB304	Determine resource requirements for the micro business
SIRXIND003	Organise personal work requirements
SHBBNLS001	Provide manicure and pedicure services
SHBBNLS004	Apply nail art

### Special Aspects

During the course, students will be requested, at different times, to work after school hours, as the Hair and Beauty salon operates as a working salon with paying clients. This should be taken into consideration.

### Assessment is based on the following

Competency based assessment is the process of collecting evidence and making judgements on whether or not the student can consistently demonstrate knowledge and skill and the application of that knowledge and skill to a performance required in the workplace. During the program of study, a variety of assessment techniques will be used.

There are no A-E results attained in this course, the student will either be deemed competent or not yet competent at completion of course. As a result the student will not receive a Level of Achievement.

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**Head of Department** - Miss Petrina Lyons

# ABC Training and Consulting

RTO number #5800

St Mary's College, Maryborough

Maximum  
QCE Credit  
Points - 8

## MSL20118 Certificate II in Sample and Measurement and

## MSL30118 Certificate III in Laboratory Skills

### Qualification description

This course will teach you the skills and knowledge required to perform a range of sampling and measurement activities as part of laboratory, production or field operations in the construction, manufacturing, food processing, resources and environmental industry sectors.

The course is delivered and assessed by ABC Training and Consulting in partnership with your High School to provide industry standard training.

Successful completion of this course will provide students with a recognised qualification and provide credits towards their Queensland Certificate of Education.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

### Entry requirements

Pass in a Science and Maths subject in year 10.

### Duration and location

This is a 18 month online course delivered in Years 11 and 12 at St Mary's College, Maryborough in partnership with ABC Training and Consulting (RTO 5800).

### Delivery modes

Program delivery will combine both Online learning and practical components in a laboratory environment at school.

### Fees

This program is fully funded by the Queensland Government VET Investment Budget for eligible students.

If a student is not eligible for VETiS funding a Fee for Service charge of \$1900 is available which includes the enrolment fee.

Additional Costs for Certificate III is \$500.

### Pathways

Employment outcomes targeted by this qualification include samplers and testers, production personnel, plant operators, production operators, field assistants, drivers, sample couriers and many others.

### Assessment

Written and practical assessment are included in this course.

### Course units

Unit code	Title
MSL912001	Work within a Laboratory
MSL943002	Participate in laboratory/field workplace safety
MSL952001	Collect routine samples
MSL972001	Conduct routine site measurements
MSL922001	Record and present data
MSL973001	Perform basic tests
MSL904002	Perform standard calibrations
MSMENV272	Participate in environmentally sustainable work practices

An additional 5 units will be completed to attain the Cert III.

Unit code	Title
MSL913003	Communicate with other people
MSL913004	Plan and conduct laboratory/field work
MSL933005	Maintain the laboratory/field workplace fit for purpose
MSL933006	Contribute to the achievement of quality objectives
MSL973014	Prepare working solutions

### Work placement

Work placement is not required for this course, however, can be provided if students wish to participate.

### Obligation

The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification.

Students who are deemed competent in all 8 (and additional 5 for Cert III) units of competency will be awarded a Qualification and a Record of Results by ABC Training & Consulting. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment

## Version history

Version	Date of change	Update
3	July 2021	Formatting, logo, content change and addition.
2	July 2020	Formatting and content change and addition.
1	unknown	