



2024 VET COURSES HANDBOOK

INTRODUCTION

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

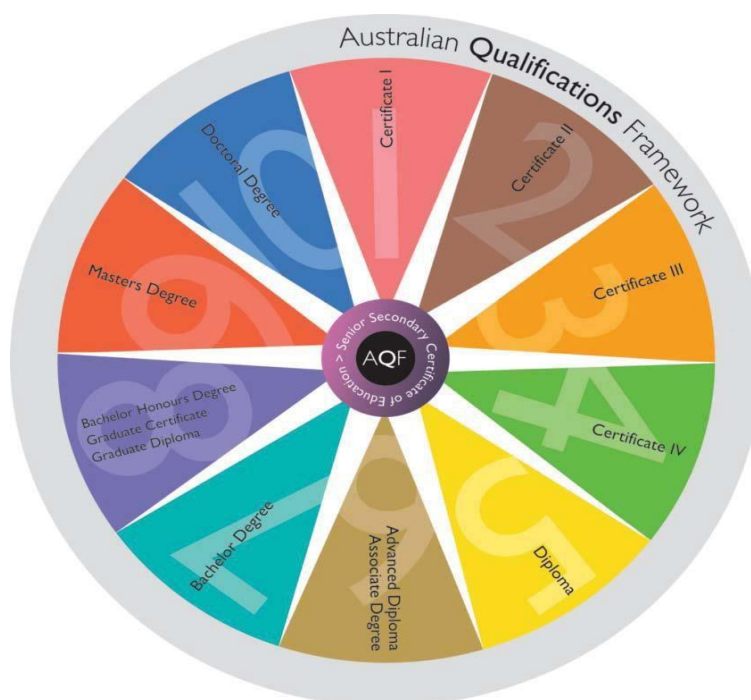
At St Mary's College, our students have an extensive range of options to pursue with the training and courses available to them.

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 III in Sport and Recreation** (Certificate II Course embedded into program)
- **Certificate IV in Justice Studies**
- **Certificate II in Creative Industries**
- **Certificate II in Sampling & Measurement / Certificate III in Laboratory Skills**
- **Certificate III in Business (FisherOne)**

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 Engineering Pathways
- Certificate II in Automotive Vocational Preparation
- Certificate II in Plumbing Services

VET COURSES AT Maryborough TAFE Hub

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

MSHS 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-to-study/tafe-at-school>

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 III in Sport and Recreation (Certificate II course embedded into program)
Certificate IV in Justice Studies (online)
Certificate II in Creative Industries*
Certificate II in Sampling & Measurement / Certificate III in Laboratory Skills
Certificate III in Business (FisherOne)

** 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 Engineering Pathways
Certificate II in Automotive Vocational Preparation
Certificate II in Plumbing Services

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

2024 COURSE COSTS

Course Name	Cost
Certificate III in Hospitality (Cert II embedded)	VETIS (Cert II) + unit fees
Certificate III in Sport and Recreation (Cert II embedded)	\$450
Certificate IV in Justice Studies	\$750
Certificate II in Creative Industries (Cert II embedded)	\$280
Certificate III Business (Fisher One)	TBD
Certificate I in Construction	VETIS
Certificate II in Electrotechnology	VETIS
Certificate II in Engineering Pathways	VETIS
Certificate II in Automotive Vocational Preparation	VETIS
Certificate II in Plumbing Services	VETIS
Certificate II in Health Support	VETIS
Certificate III in Health Services Assistant (2024) *	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.**



VET in Schools

SIT30622 Certificate III in Hospitality



Outline

A total of 15 units are required for this qualification.

Core Units

BSBTWK201	Work effectively with others
SITHIND006	Source and use information on the hospitality industry
SITHIND008	Work effectively in hospitality service
SITXCCS014	Provide service to customers
SITXCOM007	Show social and cultural sensitivity
SITXHRM007	Coach others in job skills
SITXWHS005	Participate in safe work practices

Group A Elective

SITXFSA005	Use hygienic practices for food safety
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Plus Electives

7 electives from the list below or as discussed with the trainer

SITHGAM022	Provide responsible gambling services
SITHFAB021	Provide responsible service of alcohol
HLTAID011	Provide first aid
SITHCCC024	Prepare and present simple dishes
SITHCCC025	Prepare and present sandwiches
SITHFAB024	Prepare and serve non-alcoholic beverages
SITHFAB025	Prepare and serve espresso coffee
SITHFAB027	Serve food and beverage
SITXFIN007	Process financial transactions

Qualification details:

<https://training.gov.au/Training/Details/SIT30622>

This program is designed for people who are looking to further their skills and knowledge of the hospitality industry with the aim of gaining employment.

Delivery and assessment

- Student assessment marked by qualified Blueprint Career Development Assessors
- Qualified industry trainers come to your school on days to suit you
- Delivery plans provided, including templates and resources

Compliance and reporting

- Assessment validations and moderation conducted by Blueprint Career Development
- Resulting and reporting performed by Blueprint Career Development



Cost and Funding

No fees are applicable for this course for eligible students undertaking VETiS training in a school environment.



Step into your future

CONTACT US

07 3806 1543

student.support@blueprintcd.com.au

www.blueprintcd.com.au

Blueprint Career
Development
RTO # 30978

VET in Schools SIT20322 Certificate II in Hospitality

Step into your future

CONTACT US

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student.support@blueprintcd.com.au

www.blueprintcd.com.au

Blueprint Career
Development
RTO # 30978



Outline

A total of 12 units are required for this qualification.

Core Units

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

Elective Units

- SITHGAM022 Provide responsible gambling services
- SITHFAB021 Provide responsible service of alcohol
- SITHFAB024 Prepare and serve non-alcoholic beverages
- SITHFAB025 Prepare and serve espresso coffee
- SITHCCC024 Prepare and present simple dishes
- SITXFSA005 Use hygienic practices for food safety

Skill Set details:

<https://training.gov.au/Training/Details/SIT20322>

Blueprint Career Development has a long history of working with Queensland schools. We understand the complexities and unique needs of both students and teachers.

Delivery and assessment

- Student assessment marked by qualified Blueprint Career Development Assessors
- Qualified industry trainers come to your school on days to suit you
- Delivery plans provided, including templates and resources

Compliance and reporting

- Assessment validations and moderation conducted by Blueprint Career Development
- Resulting and reporting performed by Blueprint Career Development



Cost and Funding

No fees are applicable for this course for eligible students undertaking VETIS training in a school environment.



Hospitality Experience Program

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. The program allows students with different strengths and areas of interest to experience a range of departments and positions so they can make informed decision about future aspirations.

Whilst immersed in the program, students will enjoy the professional and fast paced work environment and also experience 4 and 5 star properties from the perspective of a guest. Our partner hotels are committed to community involvement and "growing" the next generation of hospitality professionals.

Prices for a 1 night stay, twin share start from \$185 per person,
2 night stay, twin share \$285 per person. (Subject to change and regional price dependant).

Benefits of the Program

- Putting classroom knowledge into practice in a variety of different hospitality roles and positions
- Insight into the world of work and the responsibilities of being an employee
- Experience company cultures, systems and work practices
- An insight into a range of career paths
Personal growth and independence

The Day Program includes:

- Accommodation (twin share)
- Buffet breakfasts
- Lunches in the staff cafeteria
- Dinner in the hotel restaurants
- Hotel tour, welcome and induction
- 2 or more shifts of 3.5 hours in selected departments
- Guest access to hotel facilities (not licensed bars)



Interested?

Phone 07 3806 1543 or email at student.support@blueprintcd.com.au



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Blueprint Career
Development
RTO # 30978

2023 EDITION

SPORT IN SCHOOLS

SIS30115 CERTIFICATE III IN SPORT AND RECREATION +
SIS20115 CERTIFICATE II IN SPORT AND RECREATION



HOW DOES IT WORK

Students facilitate sport and recreation programs within their school community.

Programs include:

- ▶ Officiating games
- ▶ Conducting coaching activities
- ▶ Community sport, fitness and recreation program

Includes entry qualification:

SIS20115 Certificate II in Sport and Recreation (only in Dual Qualification)

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



WHAT DO STUDENTS ACHIEVE?

- SIS30115 Certificate III in Sport and Recreation (maximum 7 OCE Credits). Completing the 'Term 7 Add-On' as well can result in a maximum 8 OCE Credits
- Entry qualification: SIS20115 Certificate II in Sport and Recreation (only in Dual Qualification)
- The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- Community Coaching - Essential Skills Course (non-accredited), issued by Sport Australia
- Successful completion of the Certificate III in Sport and Recreation may contribute towards a student's Australian Tertiary Admission Rank (ATAR)



SKILLS ACQUIRED

- Officiating games or competitions
- Coaching beginner participants to develop fundamental skills
- Effective communication skills
- Using digital technologies in sport environments



CAREER PATHWAYS



FLEXIBLE PROGRAMS

PRACTICAL SUBJECTS

RESOURCES PROVIDED



Binnacle
Training

RTO CODE 31319



1300 303 715

admin@binnacletraining.com.au

binnacletraining.com.au



SIS30115 CERTIFICATE III IN SPORT AND RECREATION + SIS20115 CERTIFICATE II IN SPORT AND RECREATION

(or as Standalone Qualification: SIS30115 Certificate III in Sport and Recreation)

COURSE OVERVIEW & OUTLINE

Registered Training Organisation:
Binnacle Training (RTO 31319)

This qualification reflects the multiskilled role of individuals in operational and customer support positions in the sport or community recreation industry. Students assist with facilitation of sport and recreation programs within their school community including:

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

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

This program also includes the following:

- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by Sport Australia
- › Community Officiating General Principles Course (non-accredited), issued by Sport Australia
- › A range of career pathway options including Club Level Official and/or Coach

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.

Delivery Format:

2-Year Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

Standalone Qualification - 15 Units
Dual Qualification - Additional 6 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):

\$335.00 per person
(Cert II entry qualification
= \$265.00 + Cert III Gap Fee = \$70.00)
+ \$55 First Aid

QCE Outcome:

Maximum 7 QCE Credits.
› Completing the Term 7 Add-on as well can result in a maximum 8 QCE Credits

TERM 1		TERM 2	
	TOPICS <ul style="list-style-type: none"> › Binnacle Lounge Induction › Sport, Fitness and Recreation (SFR) Industry Knowledge › SFR Laws and Legislation › Workplace Health and Safety › Maintaining SFR Equipment › Beginning Coaching Principles PROGRAMS <ul style="list-style-type: none"> › Coaching Program (Teacher Facilitated) › Coaching Program (Student Delivery) › Additional Task: Respond to an Emergency Situation › Self-Directed Learning: Community Coaching Essential Skills (Online Course) 		TOPICS <ul style="list-style-type: none"> › Respond to Emergencies › Provide First Aid › Risk Analysis › Organise Work › Community SFR Programs PROGRAMS <ul style="list-style-type: none"> › Community SFR Program › Short Course: Provide First Aid (HLTAID011)
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION			
HLTAID011	Provide First Aid		
	TOPICS <ul style="list-style-type: none"> › Emergency Response › Working in SFR Environments › SFR Industry Knowledge › Work-Related Learning › Handling Complaints PROGRAMS <ul style="list-style-type: none"> › Sport-Specific Conditioning Program 		TOPICS <ul style="list-style-type: none"> › SFR Industry Knowledge › Work-Related Learning › Internet Research › Conducting SFR Sessions PROGRAMS <ul style="list-style-type: none"> › Assist with Delivering Coaching Sessions › Deliver Coaching Sessions
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION			
HLTWHS001	Participate in workplace health and safety		
SISXEMR001	Respond to emergency situations		
SISXIND001	Work effectively in sport, fitness and recreation environments		
SISXCAI002	Assist with activity sessions		
SISXIND002	Maintain sport, fitness and recreation industry knowledge		
SISXCCS001	Provide quality service		
BSBWOR202	Organise and complete daily work activities		
BSBTEC201	Use business software applications		
BSBTEC202	Use digital technologies to communicate in a work environment		
BSBTEC203	Research using the internet		
ICTICT203	Operate application software packages		
BSBSUS201	Participate in environmentally sustainable work practices		
	TOPICS <ul style="list-style-type: none"> › Knowledge of Coaching Practices › Conducting SFR Session PROGRAMS <ul style="list-style-type: none"> › Group Sports Program › Online Course: Community Officiating General Principles 		TOPICS <ul style="list-style-type: none"> › Plan and Conduct Sport Programs › Group Facilitation › Prioritising Work › Organising Schedules › Personal Development › Social Media Tools PROGRAMS <ul style="list-style-type: none"> › Sport Activity Sessions › Community SFR Program
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION			
BSBWOR204	Use business technology		
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control		
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions		
ICTWEB201	Use social media tools for collaboration and engagement		
SISXCAI006	Facilitate groups		
BSBWOR301	Organise personal work priorities and development		
BSBADM307	Organise schedules		
SISXCAI004	Plan and conduct programs		
	TOPICS <ul style="list-style-type: none"> › Sport-Specific Coaching Sessions › Personal Development › Workplace Performance PROGRAMS <ul style="list-style-type: none"> › Sport-Specific Coaching Program 	TERM 7 ADD-ON UNITS OF COMPETENCY SCHEDULED FOR COMPLETION	
		SISSCO001	Conduct sport coaching sessions with foundation level participants
		BSBPEF302	Develop self-awareness
		BSBTWK201	Work effectively with others
		HLTAID009	Provide cardiopulmonary resuscitation (Completed as part of Provide First Aid - HLTAID011)

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 <ul style="list-style-type: none"> • 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:	<ol style="list-style-type: none"> 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 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.		
Course Costs:	\$750 up-front fee (current at July 2023)		
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.		



Certificate II in Creative Industries (CUA20220)

This certificate allows students to explore a variety of areas in the arts and creative industries field.

This program can be specialised or broad depending upon the needs of the students and structures of the school and offers alternative vocational pathways to students within the school setting.

The school may link the program to an event like a school production.



Learning Areas

- Working with others
- Communication
- Critical thinking
- Social & cultural sensitivity
- Personal management & self-awareness
- Multimedia skills



Pathways



Course Structure – 2024

UNITS		TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBPEF101	Plan and prepare for work readiness	Elective	20	2
BSBCRT201	Develop and apply thinking and problem-solving skills	Elective	30	3
CUAIND211	Develop and apply creative arts industry knowledge	Core	20	2
CUAWHS312	Apply work health and safety practices	Core	30	3
BSBTWK201	Work effectively with others	Core	40	4
CUADES201	Follow a design process	Elective	50	5
BSBCRT311	Apply critical thinking skills in a team environment	Elective	40	4
ICTWEB201	Use social media tools for collaboration and engagement	Elective	20	2
CUAACD201	Develop drawing skills to communicate ideas	Elective	60	6
BSBSTR301	Contribute to continuous improvement	Elective	40	4
TOTAL			350	35

All units are shown in IVET's standard (suggested) sequence of delivery.
The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled*)

In-class

8 hrs

Homework

2 hrs



*Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways - this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools. These elective units can only be substituted/swapped with other elective units, but not added - i.e. the total number of units cannot be increased. The core units (see above) cannot be substituted and must be retained.

UNITS		TYPE	NOMINAL HOURS
BSBCM211	Apply communication skills	Elective	40
BSBPEF202	Plan and apply time management	Elective	20
BSBTEC201	Use business software applications	Elective	60
CUAFOH211	Undertake routine front of house duties	Elective	60
CUAFOH212	Usher patrons	Elective	30
CUASOU211	Develop basic audio skills and knowledge	Elective	40
CUASOU212	Perform basic sound editing	Elective	30
CUASOU213	Assist with sound recordings	Elective	35
CUADIG211	Maintain interactive content	Elective	30
ICTICT215	Operate digital media technology packages	Elective	40
BSBSUS211	Participate in sustainable work practices	Elective	20
BSBTWK301	Use inclusive work practices	Elective	30
CHCDIV001	Work with diverse people	Elective	40

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.

MSL20122 | Certificate II in Sampling & Measurement

MSL30122 | Certificate III in Laboratory Skills



QUALIFICATION DETAILS

MSL20122 Certificate II in Sampling and Measurement covers 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, resources, and environmental industry sectors.

Entry requirements

- Students require a USI and must be in Year 10, 11 or 12
- Have a sound achievement result in Year 10 Maths and English
- Australian Citizen or permanent resident or New Zealand Citizen
- Successful completion of Cert II is required to continue into the Cert III coursework

Duration and location

This is a one year course delivered through online learning and face-to-face practicals onsite at your school. The Certificate II Sampling and Measurement runs over 6 months with an additional 6 months to complete the Certificate III Laboratory Skills.

Learning Outcomes & Experiences

- Manipulation of common lab equipment
- Opportunities to present and interpret data
- Critical thinking and knowledge recall
- Scientific Interpretation
- Industry ready skills
- Learn to use and calibrate common measurement instruments

COURSE UNITS

To attain a **MSL20122 Certificate II in Sampling & Measurement** 8 units of competency must be achieved:

Unit code	Title
MSL912001	Work within a laboratory or field workplace (induction)
MSL943004	Participate in laboratory or field workplace safety
MSL952001	Collect routine site samples
MSL972001	Conduct routine site measurements
MSL922001	Record and present data
MSL973013	Perform basic tests
MSL933008	Perform calibrations checks on equipment and assist with its maintenance
MSMENV272	Participate in environmentally sustainable work practices
MSL30122 Certificate III in Laboratory Skills	
MSL913003	Communicate with other people
MSL913004	Plan and conduct laboratory/ field work
MSL933006	Contribute to the achievement of quality objectives
MSL973014	Prepare working solutions
MSL933005	Maintain the laboratory/field workplace fit for purpose

RTO Obligation

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

FEES

Certificate II

This program is fully funded* by the Old VET Investment Budget for eligible students.

*Pending eligibility check. If a student is not eligible for VETIS funding a Fee for Service charge of \$1900 is available which includes the enrolment fee.

Certificate III

This program under a fee for service agreement and charged at a minimum of \$100/unit which includes the enrolment fee.

DELIVERY MODES

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

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

Materials, Equipment

Laptop, closed in shoes, access to laboratory coat and safety glasses.

Assessment

Students will complete an online module for each competency as well as a checklist report demonstrating their skills to perform workplace tasks.

Assessment techniques include:

- observation
- questioning
- written and practical tasks.

Students must complete projects to be given competency completion.

Pathways

Completing this course will help students build important foundational skills for further studies in fields such as Health, Medicine, Pharmaceuticals, Engineering, Environmental and Earth Science, Food Technology, and more. Moreover, students can apply this knowledge to support their understanding of future STEM concepts.

BSB30120 Certificate III in Business**

Registered Training Organisation – 30022 – St John Fisher College, Bracken Ridge

VET

DETAILS		
Subject type:	VET Qualification	
Duration:	2 years	
Qualification description:	<p>This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team. This course will give you practical skills that are used in a range of office and business environments.</p> <p>Refer to training.gov.au for specific information about the qualification.</p>	
Entry requirements:	Entry-level course. There are no entry requirements for this qualification. It is recommended that students have a satisfactory completion of Year 10 English.	
Qualification packaging rules:	<p>Qualification packaging rules: 13 units must be completed:</p> <ul style="list-style-type: none"> • 6 core units of competency • 7 elective units of competency 	
CORE AND ELECTIVES		
Core:	BSBCRT311	Apply critical thinking skills in a team environment
	BSBPEF201	Support personal wellbeing in the workplace
	BSBSUS211	Participate in sustainable work practices
	BSBTWK301	Use inclusive work practices
	BSBWHS311	Assist with maintaining workplace safety
	BSBXCM301	Engage in workplace communication
Elective:	BSBDAT201	Collect and record data
	BSBTEC301	Design and produce business documents
	BSBTEC302	Design and produce spreadsheets
	BSBTEC202	Use digital technologies to communicate in a work environment
	BSBPMG430	Undertake Project Work
	BSBOPS304	Deliver and monitor a service to customers
	BSBPEF301	Organise personal work priorities
Delivery Modes:	<p>A range of delivery modes will be used during the teaching and learning of this qualification. These include:</p> <ul style="list-style-type: none"> • face-to-face instruction • work-based learning • guided learning 	
QCE Points	Maximum of 8 QCE Points	
Assessment:	<p>Assessment is competency based and therefore no levels of achievement are awarded. Assessment will be completed in a simulated business environment. Evidence gathering methods for this qualification is continuous and units of competency have been clustered into projects to replicate what occurs in a business office as closely as possible. Assessment techniques include:</p> <ul style="list-style-type: none"> • observation • folios of work • questioning 	

Pathways:	<p>This qualification may articulate into:</p> <ul style="list-style-type: none"> • BSB40120 Certificate IV in Business • work within a business/office administration area. <p>See other financial qualifications at training.gov.au.</p>
Work Placement:	<p>Students are provided with the opportunity to do structured workplace learning, where they could work in a real office environment. They may be required to</p>
RTO Obligation:	<p>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.</p> <p>Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a record of results.</p> <p>Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.</p> <p>These details are correct as at 12/05/2023</p>

CERTIFICATE I IN CONSTRUCTION

COURSE CODE: CPC10120

VETiS FUNDED*

CORE UNITS	
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCWH2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCWH1001	Prepare to work safely in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM2005	Use construction tools and equipment
CPCCVE1011	Undertake a basic construction project
CPCCOM1011	Undertake basic estimation and costing
CPCCOM2004	Handle construction materials
ELECTIVE UNITS	
CPCCOM2006	Apply basic levelling procedures
CPCCOM1014	Conduct workplace communication
CPCCOM2001	Read and interpret plans and specifications



CAMPUS

Bundaberg, Hervey Bay,
Maryborough Trade Training
Centre, Nambour

DURATION

4 terms

STUDY MODE

Face-to-face

WORKLOAD

1 day per week

YEAR LEVEL

10, 11 & 12

QCE CREDITS

3 credits¹

BUILDING AND CONSTRUCTION

PATHWAY OPTIONS

CPC10120 Certificate I in Construction

Apprenticeship only

CPCC3020 Certificate III in Carpentry
 CPCC1020 Certificate III in Joinery
 CPCC1020 Certificate III in Shopfitting
 CPCC1011 Certificate III in Bricklaying and Blocklaying
 CPCC3020 Certificate III in Painting and Decorating
 CPCC1020 Certificate III in Solid Plastering
 CPCC3020 Certificate III in Roof Tiling
 CPCC3020 Certificate III in Stonemasonry
 CPCC1020 Certificate III in Wall and Ceiling Lining
 MSP3020 Certificate III in Flooring Technology
 CPCC1020 Certificate III in Wall and Floor Tiling

CAREER OUTCOMES

Trade assistant/worker in carpentry, joinery, or cabinetmaking

Carpenter, joiner, shopfitter, broklayer, 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

CPCC4010 Certificate IV in Building and Construction
 CPCC4020 Certificate IV in Building Project Support

CPCC6020 Advanced Diploma of Building and Construction (Management)

UNIVERSITY PATHWAYS



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

Gain basic skills and increase your prospects for a career in a huge range of construction occupations with this entry-level course.

¹Students who have previously undertaken the Trade Taster program may only be eligible for 2 credits.

CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

COURSE CODE: UEE22020

 VETIS FUNDED*

CORE UNITS

CPCO001001	Prepare to work safely in the construction industry
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace
UEECD0009	Carry out routine work activities in an energy sector environment
UEECD0046	Solve problems in single path circuits
UEERE0021	Provide basic sustainable energy solutions for energy reduction in residential premises
UEECD0038	Provide solutions and report on routine electrotechnology problems
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment
UEECD0021	Identify and select components, accessories and materials for energy sector work activities

ELECTIVE UNITS

UEECD0035	Provide basic instruction in the use of electrotechnology apparatus
HLTAID009	Provide cardiopulmonary resuscitation
UEERE0001	Apply environmentally and sustainable procedures in the energy sector
UEECD0019	Fabricate, assemble and dismantle utilities industry components
UEECD0033	Produce products for carrying out energy sector work activities
UEECD0020	Fix and secure electrotechnology equipment

PATHWAY OPTIONS

UEE22020 Certificate II in Electrotechnology (Career Start)
 Apprenticeship only
UEE30520 Certificate III in Electrotechnology (Electrician)
UEE31250 Certificate III in Instrumentation and Control
UEE32020 Certificate III in Air-conditioning and Refrigeration
UEE32120 Certificate III in Appliance Service
UEE40520 Certificate IV in Electrotechnology - Systems Electrician
UEE40522 Certificate IV in Hazardous Areas - Electrical
UEE40520 Certificate IV in Industrial Automation and Control
UEE50520 Diploma of Electronics and Communications Engineering
UEE51020 Diploma of Instrumentation and Control Engineering
UEE51220 Diploma of Air-conditioning and Refrigeration Engineering
UEE52220 Advanced Diploma of Electrical - Engineering
UEE60220 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 tradesperson
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



CAMPUS

Bundaberg, Gympie, Hervey Bay, Maryborough Trade Training Centre, Nambour

DURATION

4 terms

STUDY MODE

Face-to-face

WORKLOAD

1 day per week

YEAR LEVEL

10, 11 & 12

OCE CREDITS

4 credits

Get your career in electrotechnology started with this entry-level course. Build the skills and confidence you need to seek an apprenticeship in a range of electrical trade areas.

CERTIFICATE II IN ENGINEERING PATHWAYS

COURSE CODE: MEM20413



VETiS FUNDED*

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
MEMPE006A	Undertake a basic engineering project
MSAENV272B	Participate in environmentally sustainable work practices

ELECTIVE UNITS

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

PATHWAY OPTIONS

MEM20413 **Certificate II** in Engineering Pathways
MEM20105 **Certificate II** in Engineering (Traineeship)

Apprenticeship only

MEM30305 **Certificate III** in Engineering – Fabrication Trade
MEM30205 **Certificate III** in Engineering – Mechanical Trade
MEM30205 **Certificate III** in Engineering – Production Systems
MEM30819 **Certificate III** in Locksmithing
MEM30705 **Certificate III** in Marine Craft Construction

MEM30505 **Certificate III** in Engineering – Technical (CAD)

MEM40105 **Certificate IV** in Engineering
MEM40412 **Certificate IV** in Engineering Drafting

MEM50212 **Diploma** of Engineering – Technical
MEM50105 **Diploma** of Engineering – Advanced Trade

MEM60112 **Advanced Diploma** of Engineering

UNIVERSITY PATHWAYS

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



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

DURATION

4 terms

STUDY MODE

Face-to-face

WORKLOAD

1 day per week

YEAR LEVEL

10, 11 & 12

QCE CREDITS

4 credits

Maximum QCE Credit Points 4

Explore your options and gain practical skills and knowledge with this entry-level engineering course. Increase your prospects of gaining an engineering apprenticeship.

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

COURSE CODE: AUR20720

 VETiS FUNDED*



CORE UNITS

AURASA102	Follow safe working practices in an automotive workplace
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURAF104	Resolve routine problems in an automotive workplace
AURAF103	Communicate effectively in an automotive workplace
AURLTA101	Identify automotive mechanical systems and components
AURETR103	Identify automotive electrical systems and components

ELECTIVE UNITS

AURTTA127	Carry out basic vehicle servicing operations
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTJ011	Balance wheels and tyres
AURTTF101	Inspect and service petrol fuel systems
AURETR115	Inspect, test and service batteries

STUDY MODE

Face-to-face

WORKLOAD

1 day per week

YEAR LEVEL

10, 11 & 12

QCE CREDITS

4 credits

**Maximum QCE
Credit Points 4**

PATHWAY OPTIONS

AUR20720 **Certificate II** in Automotive Vocational Preparation

AUR30620 **Certificate III** in Light Vehicle Mechanical Technology

AUR30820 **Certificate III** in Motorcycle Mechanical Technology

AUR31220 **Certificate III** in Mobile Plant Technology

AUR31120 **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, hydro and electrical vehicles

Prepare for your career in the light and heavy automotive and marine industries with this entry-level course. This qualification will give you the basic skills and knowledge needed to pursue an automotive apprenticeship.



CERTIFICATE II IN PLUMBING SERVICES

COURSE CODE: 11054NAT

Maximum QCE
Credit Points 4

VETiS FUNDED*

CORE UNITS	
CPCCOM1013	Plan and organise work
CPCCCM2012	Work safely at heights
CPCCCM2008	Erect and dismantle restricted height scaffolding
CPCPCM2055	Work safely on roofs
CPCCWHS1001	Prepare to work safely in the construction industry
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCPCM2043	Carry out WHS requirements
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCPCM2041	Work effectively in the plumbing services sector
CPCPCM2045	Handle and store plumbing materials
CPCPCM2039	Carry out interactive workplace communication
CPCPCM2046	Use plumbing hand and power tools
CPCPCM2047	Carry out levelling
CPCPCM2048	Cut and join sheet metal
HLTAID011	Provide First Aid
ELECTIVE UNITS	
CPCPCM2054	Carry out simple concreting and rendering
CPCCOM1015	Carry out measurements and calculations

CAMPUS

Bundaberg, Gympie, Hervey Bay, Maryborough Trade Training Centre, 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[†]

Kick-start your career in plumbing. This entry-level course will set you up with the foundation skills you need to gain a plumbing apprenticeship.

[†]Students who have previously undertaken the Trade Taster program may only be eligible for 3 credits.





CERTIFICATE II IN HEALTH SUPPORT SERVICES

COURSE CODE: HLT23221

VETIS FUNDED*

CORE UNITS	
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS001	Participate in workplace health and safety
ELECTIVE UNITS	
BSBPEF202	Plan and apply time management
BSBMED301	Interpret and apply medical terminology appropriately
CHCCCS010	Maintain a high standard of service
CHCCCS012	Prepare and maintain beds
CHCCCS020	Respond effectively to behaviours of concern
CHCCCS026	Transport individuals
HLTWHS005	Conduct manual tasks safely
HLTAD011	Provide First Aid

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[†]

PATHWAY OPTIONS

HLT23215 **Certificate II** in Health Support Services

HLT33115 **Certificate III** in Health Services Assistance

HLT54115 **Diploma** of Nursing

UNIVERSITY PATHWAYS

CAREER OUTCOMES

Hospital laundry worker, food services 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



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

Start your career in the health care sector with this entry-level course and develop the basic skills needed to work within a variety of health environments in support roles.

Maximum QCE
Credit Points 4



NATIONALLY RECOGNISED
TRAINING

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE (UPGRADE)

COURSE CODE: HLT33115

CORE UNITS

HLTAAP001	Recognise healthy body systems
BSBWOR301	Organise personal work priorities and development

ELECTIVE UNITS

CHCCCS002	Assist with movement
CHCCCS015	Provide individualised support
CHCCCS009	Facilitate responsible behaviour

Set yourself on the path to a career in the sport and recreation industry with this entry-level qualification. Gain the skills and knowledge to effectively provide support in sport and recreation programs.

PATHWAY OPTIONS

HLT23215 Certificate II in Health Support Services

HLT33115 Certificate III in Health Services Assistance

HLT54121 Diploma of Nursing

UNIVERSITY PATHWAYS

CAREER OUTCOMES

Hospital laundry worker, food services 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



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

CAMPUS

Hervey Bay, Mooloolaba.

DURATION

4 terms

STUDY MODE

Face-to-Face

WORKLOAD

1 day per week

YEAR LEVEL

10, 11 & 12

QCE CREDITS

4 credits

Maximum QCE
Credit Points 2

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
CORE UNITS	
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
ELECTIVE UNITS	
SHBHBAS002	Provide head, neck and shoulder massages for relaxation
SHBHCLS001	Apply hair colour products
SHBHDES002	Braid hair
SIRXSL001	Sell to the retail customer
SHBHIND0D02	Research and use hairdressing industry information
SIRRINV001	Receive and handle retail stock

To provide flexibility and to cater to student interest and participation, 6 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 6 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 – Mr Simeon Burt

**Maximum
QCE Credit
Points – 4**

SHB30215 CERTIFICATE III in MAKE-UP

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.

A Nationally Recognised Qualification (National Provider No. 30078)

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 (full cost is \$350 and the \$150 difference is subsidised by MSHS provided the student completes the course). 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 –
8 Core units plus 7 Elective Units

CODE	UNIT TITLE
CORE UNITS	
SHBXWHS003	Apply safe hygiene, health and work practices
SHBBMUP009	Design and apply make-up
SHBBMUP010	Design and apply make-up for photography
SHBBMUP013	Design and apply creative make-up
SHBBRES003	Research and apply beauty industry information
SHBXCCS008	Provide salon services to clients
SHBXIND003	Comply with organisational requirements within a personal services environment
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
ELECTIVE UNITS	
SHBBINF002	Maintain infection control standards
*SHBBCCS005	*Advise on beauty products and services
SHBBMUP011	Design and apply remedial camouflage make-up
SHBBMUP012	Apply airbrushed make- up
SHBBNLS007	Provide manicure and pedicure services
SHBXCCS007	Conduct salon financial services
SHBBNLS010	Apply nail art
SHBBNLS011	Use electric file equipment for nail services
*Optional additional competency which students may complete as part of the course.	

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 – Mr Simeon Burt

NOTES: