



2027 VET COURSES HANDBOOK

INTRODUCTION

Vocational education and training (VET) enable 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 the VET courses offered by St Mary's College lead to nationally recognised qualifications – a certificate (if all 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:

St Mary's College Timetabled Teachers

- **Certificate II in Health Support/Certificate III in Health Services Assistance**
- **Certificate II in Rural Operations/Certificate III in Rural Operations**
- **Certificate III in Fitness** (Certificate II Sport & Rec embedded into program)
- **Certificate IV in Business**

Self-Paced (RTO supported)

- **Certificate II in Animal Care**
- **Certificate II in Applied Digital Technology**
- **Certificate III in Early Childhood Education and Care**
- **Certificate II in Workplace Skills**
- **Certificate II in Sampling & Measurement/Certificate III in Laboratory Skills**
- **Certificate III in School Based Education Support**
- **Certificate IV in Justice Studies**

N.B. Running some of these courses will be subject to meeting minimum student numbers.

This information is correct at time of publication. We will notify Parents/Guardians of any upcoming changes from the DTET.

COURSES OFFERED OFFSITE

TAFE - Maryborough Trade Training Centre

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

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

MSHS School Links

- Certificate II in Salon Assistant
- Certificate III in Makeup

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

[**TAFE OLD**](#)

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 in the Student Wellbeing 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.
- The [Group Training Australia](#) website is a directory of organisations offering traineeships and apprenticeships across the country.
- [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 and State recognised skill shortages.

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. 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 I/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.

2027 COURSE COSTS

Course Name	Cost
Certificate II in Construction	VETIS
Certificate II in Animal Care	VETIS
Certificate II in Applied Digital Technology	\$550
Certificate II in Automotive Vocational Preparation	VETIS
Certificate II in Plumbing Services	VETIS
Certificate III in Early Childhood Education and Care	\$1275
Certificate II in Electrotechnology	VETIS
Certificate II in Engineering Pathways	VETIS
Certificate II in Workplace Skills	\$550
Certificate III in Fitness (Cert II Sport & Rec embedded)	\$495 Comprehensive First Aid Certificate - TBC
Certificate II in Health Support	VETIS
Certificate III in Health Services Assistant*	\$1000 (min 10 Students)
Certificate II in Salon Assistant	\$120 in Year 11/\$120 in Year 12 Uniform comprising black long pants and black shirt with Hair and Beauty logo
Certificate III in Make-up	Kit (approx. \$220) Uniform comprising black long pants and black shirt with Hair and Beauty logo
Certificate II Sampling and Measurement	VETIS
Certificate III Laboratory Skills*	\$500
Certificate II in Rural Operations	VETIS
Certificate III in Rural Operations*	\$150 per unit
Certificate III in School Based Education Support	\$2280 (payment plan available at no extra fee)
Certificate IV in Business	\$775
Certificate IV in Justice Studies	\$750

N.B. Students doing a VETIS funded course who have already used the funding before may be required to pay the full course costs. Funding can only be used once but some exceptions apply.

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

ACM20121 – CERTIFICATE II in ANIMAL CARE

Nationally Recognised Certificate II Qualification

This course is delivered by Skills Generation (RTO 41008) and designed in line with the competencies developed by Skills Insight. The ACM20121 qualification is designed to provide students with the foundation skills and knowledge to provide basic care for animals in an entry level position in an animal care workplace or environment.



RTO	41008 Skills Generation Pty Ltd.
COST	The ACM20121 qualification is VETiS 2026 funded under the Queensland Government Department of Trade, Employment and Training (DTET). If a student is not eligible for VETiS funding, please speak with your VET Coordinator regarding fee for service pricing.
PREREQUISITES	There are no prerequisites for this qualification
DELIVERY	The ACM20121 Certificate II in Animal Care is delivered using a blended delivery mode comprised of both online and work-place based training and assessment. Students will require a computer and internet connection to complete their online theory learning and assessment through Skills Generation Learning Management System. Work-based training and assessment is organized by Skills Generation and takes place at appropriate premises (Host Organization) deemed suitable by Skills Generation.
ASSESSMENT	<u>THEORY TRAINING and ASSESSMENT:</u> Each ACM20121 Certificate II in Animal Care unit of competency has its own online theory assessments which are completed through Skills Generation Learning Management Systems <u>PRACTICAL TRAINING and ASSESSMENT:</u> Skills Generation's delivery of practical training and assessment in the ACM20121 Certificate II in Animal Care employs a clustered approach in which students must be observed satisfactorily completing all the performance evidence requirements of the qualification over the five (5) non-consecutive day duration of their work placement.
QCE	Successful completion of ACM20121 Certificate II in Animal Care awards up to 4 QCE Credits when all units of competency are completed.
ATAR	Not Applicable
APPLICATION	Through the school's VET Coordinator / Careers Counsellor. A USI number will be required for enrolment. To create or recover a student's USI number, please visit www.usi.gov.au . Students will need to use their full legal name prior to application.



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START YOUR CAREER IN ANIMAL CARE

START YOUR FUTURE TODAY

The **ACM20121 Certificate II in Animal Care** introduces students to the skills and knowledge needed to care for a variety of animals in real-world environments. This course is ideal for students who are passionate about animals and interested in pursuing a future in animal care, veterinary support, or related industries.

What You Will Learn

- Safe handling and care of a variety of animals
- Animal health, welfare, and hygiene practices
- Workplace health and safety in animal care environments
- Communication and teamwork in animal-related workplaces
- Basic understanding of animal behaviour and needs

Key Benefits

- Gain a nationally recognised Certificate II while at school
- Build hands-on experience working with animals in real environments
- Develop practical skills valued across animal care industries
- Explore a growing industry with diverse career options
- Learn in a structured, supportive school-based program
- Build confidence working responsibly with animals and people

Pathways

- Animal attendant or kennel hand roles
- Pet care services (pet sitting, grooming assistant, dog daycare)
- Entry into veterinary clinic support work
- Pathways into further study in animal care, animal science and veterinary nursing

START YOUR FUTURE TODAY

For more information, contact our team:

Andrew Bradshaw | 0432 663 456 | andrew@skillsgen.com.au

Narelle Newhouse | 0406 262 771 | narellen@skillsgen.com.au



BSB20120 CERTIFICATE II in WORKPLACE SKILLS

Nationally recognised Certificate II Qualification

The BSB20120 Certificate II in Workplace Skills is offered by Skills Generation (RTO 41008) as part of our Hybrid Flexibility (HYFLEX SKILLS) Learning Program. The BSB20120 Certificate II in Workplace Skills is a qualification that provides students with foundational workplace skills applicable across various industry sectors. This includes instruction in communication, time management, teamwork, customer service and related areas.



RTO	Skills Generation Pty Ltd (RTO 41008)
COST	The BSB20120 Certificate II Workplace Skills is offered only as a fee for service qualification at a price of \$550.00 per student.
PREREQUISITES	There are no prerequisites for this qualification
DELIVERY	All Skills Generation HYFLEX SKILLS Programs utilize a blended delivery model. The HYFLEX curriculum is comprised of: <u>LEARNING BYTES:</u> Short form pieces of interactive educational content that are completed online through the Skills Generation's Learning Management System with the intent of empowering students to complete their training and assessment as self-directed online learners <u>PRACTICAL TRAINING AND OBSERVATION:</u> Students will work with a supervising teacher to undertake practical training and assessment activities that are developed to simulate real-world scenarios.
ASSESSMENT	The BSB20120 Certificate II in Workplace Skills is comprised of: • 40 x Learning Bytes • 8 x Practical Observation Activities
QCE	Successful completion of the entire BSB20120 Certificate II in Workplace Skills can award up to 4 QCE points.
ATAR	Not applicable
APPLICATION	Through the school's VET Coordinator / Careers Counsellor. A USI number will be required for enrolment. To create or recover a student's USI number, please visit www.usi.gov.au . Students will need to use their full legal name prior to application.
CONTINUED STUDY OPPORTUNITY	Students who successfully complete BSB20120 Certificate II in Workplace Skills are eligible to enrol in Skills Generation's accelerated model of ICT20120 Certificate II in Applied Digital Technologies. Leveraging their studies in BSB20120, under the accelerated model, students only need to complete 6 units of competency to achieve their ICT20120 Certificate II in Applied Digital Technologies.



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DEVELOP ESSENTIAL WORKPLACE SKILLS

START YOUR FUTURE TODAY

The **BSB20120 Certificate II in Workplace Skills** provides students with practical skills needed to succeed in any workplace. This course is perfect for students looking to build confidence, communication skills, and a strong foundation for future employment.

What You Will Learn

- Workplace communication and teamwork skills
- How to organise tasks and manage time effectively
- Customer service fundamentals
- Digital and administrative skills used in offices
- Problem-solving in real workplace situations

Key Benefits

- Earn a nationally recognised qualification while at school
- Develop transferable skills for any career
- Build confidence in professional environments
- Gain practical, job-ready experience
- Ideal foundation for further study or employment

Pathways

- Business administration roles
- Customer service and retail positions
- Office and clerical work
- Entry-level roles across a wide range of industries
- Further study in business or leadership

START YOUR FUTURE TODAY

For more information, contact our team:

Andrew Bradshaw | 0432 663 456 | andrew@skillsgen.com.au

Narelle Newhouse | 0406 262 771 | narellen@skillsgen.com.au



ICT20120 CERTIFICATE II in APPLIED DIGITAL TECHNOLOGIES

Nationally recognised Certificate II Qualification

The ICT20120 Certificate II in Applied Digital Technologies is offered by Skills Generation (RTO 41008) as part of our Hybrid Flexibility (HYFLEX SKILLS) Learning Program. The ICT20120 Certificate II in Applied Digital Technologies is a qualification that provides students with foundational digital skills applicable across various industry sectors. This includes introductory instruction in various software packages, designing digital documents, identifying and reporting digital threats, using digital technology to communicate in a work environment and many more.



RTO	Skills Generation Pty Ltd (RTO 41008)
COST	The ICT20120 Certificate II in Applied Digital Technologies is offered only as a fee for service qualification at a price of \$550.00 per student.
PREREQUISITES	There are no prerequisites for this qualification
DELIVERY	All Skills Generation HYFLEX SKILLS Programs utilize a blended delivery model. The HYFLEX curriculum is comprised of: <u>LEARNING BYTES:</u> Short form pieces of interactive educational content that are completed online through the Skills Generation's Learning Management System with the intent of empowering students to complete their training and assessment as self-directed online learners <u>PRACTICAL TRAINING AND OBSERVATION:</u> Students will work with a supervising teacher to undertake practical training and assessment activities that are developed to simulate real-world scenarios. <u>PORTFOLIO ACTIVITIES:</u> The ICT20120 curriculum also includes a number of activities in which students will generate digital documents which are submitted through Skills Generation's Learning Management System and assessed by Skills Generation Trainers and Assessors.
ASSESSMENT	The ICT20120 Certificate II in Applied Digital Technologies is comprised of: • 37 x Learning Bytes • 9 x Practical Observation Activities
QCE	Successful completion of the entire ICT20120 Certificate II in Applied Digital Technologies can award up to 4 QCE points.
ATAR	Not applicable
APPLICATION	Through the school's VET Coordinator / Careers Counsellor. A USI number will be required for enrolment. To create or recover a student's USI number, please visit www.usi.gov.au . Students will need to use their full legal name prior to application.
CONTINUED STUDY OPPORTUNITY	Students who successfully complete ICT20120 Certificate II in Applied Digital Technologies are eligible to enrol in Skills Generation's accelerated model of BEB20120 Certificate II in Workplace Skills. Leveraging their studies in the ICT20120, under the accelerated model, students only need to complete 4 units of competency to achieve their BSB Certificate II in Workplace Skills



TURN YOUR INTEREST IN TECH INTO REAL SKILLS

START YOUR FUTURE TODAY

The ICT20120 Certificate II in Applied Digital Technologies introduces students to the fast-paced world of technology and digital skills. This course is ideal for students interested in computers, IT, and working with technology.

What You Will Learn

- Basic IT support and troubleshooting skills
- Working with digital devices, software, and systems
- Cyber safety and security fundamentals
- Creating and managing digital content
- Problem-solving using technology
- How to set up and maintain basic computer systems

Key Benefits

- Earn a nationally recognised qualification while at school
- Develop practical, hands-on technology skills
- Build a strong foundation for future IT careers
- Learn skills relevant to modern workplaces
- Study in a growing, high-demand industry
- Build digital skills that are essential in almost every industry
- Gain confidence working with technology in real-world scenarios

Pathways

- IT support and help desk roles
- Digital and technology-based careers
- Entry-level roles in business and tech environments
- Pathways into further IT study (Certificate III and beyond)

START YOUR FUTURE TODAY

For more information, contact our team:

Andrew Bradshaw | 0432 663 456 | andrew@skillsgen.com.au

Narelle Newhouse | 0406 262 771 | narellen@skillsgen.com.au



SCHOOL STUDENTS

CHC30121 - Certificate III in Early Childhood Education and Care

Course Overview

This qualification is for people who want to work as an early childhood educator in a centre-based service or family day care.

The Certificate III in Early Childhood Education and Care qualification reflects the role of workers in a range of early childhood education and childcare settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

They support the implementation of an approved learning framework, and support children's wellbeing, learning, and development. Depending on the setting, educators may work under direct supervision or autonomously.

Successful completion of this course will also provide you with the foundation skills needed to undertake further study in the childcare industry.

Course Delivery

The CHC30121 - Certificate III in Early Childhood Education and Care is delivered over 32 weeks inclusive of practicum hours.

Students can choose one of the following delivery options:

- **Classroom environment:** Face-to-face classroom sessions at our delivery locations, at school or on campus as negotiated (conditional on minimum numbers); or
- **Flexible delivery:** Self-paced learning with one-on-one contact with a trainer.

Please note: Prior to placement you will need to obtain a Blue Card for Working with Children.

AT A GLANCE:



32 Weeks



**Classroom &
Flexible Delivery**



\$1,275

CAREER OPPORTUNITIES:

- **Childcare Centre Assistant / Worker**
- **Early Childhood Educator**
- **After School Hours Care Assistant**
- **Family Day Care Provider**





Course Requirements

To achieve a CHC30121 Certificate III in Early Childhood Education and Care, 17 units must be completed including 15 core units, 2 elective units, and 160 hours of practicum as part of vocational placement.

Core Units

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

Elective Units

BSBSUS411	Implement and monitor environmentally sustainable work practices
HLTFSE001	Follow basic food safety practices

Payment Options

One payment of \$1,275 upon enrolment.

2027 EDITION

SIS30321 CERTIFICATE III IN FITNESS + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

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

Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor).

Students facilitate programs within their school community including:

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

WHAT DO STUDENTS ACHIEVE?

- › SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
- › Entry qualification: SIS20122 Certificate II in Sport and Recreation
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)
- › A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness; or SIS50321 Diploma of Sport - These qualifications offered by another RTO.

CAREER PATHWAYS



SKILLS ACQUIRED

- › Client screening and health assessment
- › Planning and instructing fitness programs
- › Deliver 1-on-1 and group fitness programs
- › Exercise science and nutrition
- › Anatomy and physiology

FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



**Binnacle
Training**
RTO CODE 31319



**Skills
Assure**
Proud to be a Queensland Government
subsidised training provider



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



SIS30321 CERTIFICATE III IN FITNESS + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

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

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:

2-Year Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

Standalone Qualification -15 Units
Dual Qualification - Additional 4 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):

\$495.00 per person (Cert II entry qualification =
\$395.00 + Cert III Gap Fee = \$100.00)
(+ **First Aid \$75.00**)

QCE Outcome:

Maximum 8 QCE Credits

The school has entered a Third Party Agreement and will be recruiting prospective VET students, providing student support services, and conducting training and assessment on behalf of Binnacle Training.

A Language, Literacy, Numeracy and Digital Literacy (LLND) screening process is undertaken as part of pre-enrolment in order to provide advice to students on the suitability of the training product.

TERM 1	TOPICS
	Introduction to the Sport, Fitness and Recreation (SFR) Industry
TERM 2	PROGRAMS
	Assist with SFR Programs (Supervisor Delivery)
TERM 3	TOPICS
	- Introduction to Community Programs - Introduction to Conditioning Programs
TERM 4	PROGRAMS
	- Community SFR Program (Student Delivery) - Participate in Conditioning Sessions (Supervisor Delivery)
TERM 5	TOPICS
	- Working in the SFR Industry - WHS and Provide Quality Service - Introduction to Anatomy and Physiology - The Cardiovascular System
TERM 6	PROGRAMS
	- Plan and Deliver Group Conditioning Sessions - Plan and Deliver a One-on-one Cardio Program
TERM 7	TOPICS
	- Introduction to Anatomy and Physiology - The Musculoskeletal System - First Aid Course: HLTAID011 Provide First Aid
TERM 8	PROGRAMS
	Recreational Group Exercise Program
QUALIFICATION SCHEDULED FOR FINALISATION	
SIS20122 CERTIFICATE II IN SPORT AND RECREATION	
TERM 5	TOPICS
	- Anatomy and Physiology - Body Systems and Exercise - Health and Nutrition Consultations
TERM 6	PROGRAMS
	- One-on-One Gym Program (Adolescent Client) - Plan and Conduct Sessions (Scenario Clients)
TERM 7	TOPICS
	- Screening and Health Assessments - Specific Population Clients (including Older Adults)
TERM 8	PROGRAMS
	- Fitness Orientation Program: Client Orientation - Group Training Program: Plan and Instruct a Group Session
TERM 9	TOPICS
	N/A (Practical Term)
TERM 10	PROGRAMS
	- Group Exercise and Gym-based One-on-One and Group Sessions: - Female and Male Adults aged 18+; and - Older adults aged 55+

UNITS OF COMPETENCY

HLTWHS001	Participate in workplace health and safety	BSBPEF301	Organise personal work priorities
SISXIND011	Maintain sport, fitness and recreation industry knowledge	BSBOPS304	Deliver and monitor a service to customers
BSBSUS211	Participate in sustainable work practices	SISFFIT035	Plan group exercise sessions
BSBPEF202	Plan and apply time management*	SISFFIT036	Instruct group exercise sessions
SISSPAR009	Participate in conditioning for sport*	SISFFIT032	Complete pre-exercise screening and service orientation
SISXCCS004	Provide quality service	SISFFIT033	Complete client fitness assessments
SISXEMR003	Respond to emergency situations	SISFFIT052	Provide healthy eating information
HLTAID011	Provide First Aid	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients
SISOFLD001	Assist in conducting recreation sessions*	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
SISXFAC008	Maintain activity equipment*	* For students not enrolled in entry qualification SIS20122 Certificate II in Sport and Recreation - these will be issued as additional bonus units on the Statement of Attainment	

Please note this 2027 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as an RTO provides, and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services).

Access Binnacle's Product Disclosure Statement [here](#).

HEALTH HUB

At St Mary's College

A clear pathway into healthcare

Health Hub is a structured healthcare training pathway that helps students build real skills, gain confidence and take a meaningful first step into healthcare.

With a connected program from HLT23221 Certificate II in Health Support Services into HLT33115 Certificate III in Health Services Assistance, students are given a clear place to start and a structured path to follow.



TWO QUALIFICATIONS. ONE PATHWAY.



HLT23221 Certificate II in Health Support Services

A practical starting point for students interested in health, support and care-related pathways.

VETiS funding may be available*
for eligible students.



HLT33115 Certificate III in Health Services Assistance

A next-step qualification that builds on health support skills and knowledge.

Reduced school-student pricing may apply*
when you continue from Certificate II — credits apply for students still at school.

A connected program — not just a course



Start with Certificate II

Build foundation skills and begin understanding the healthcare environment.



Progress with confidence

Each step builds on the last through a clear, structured pathway.



Continue into Certificate III

Build on Certificate II skills and complete remaining Certificate III learning.



Explore your future path

Develop practical skills that support future study, career exploration and entry-level pathway options.

School based



Delivered at your school with experienced trainers

Practical & relevant



Hands-on learning that builds real-world skills and confidence

Nationally recognised



Qualifications you can use for work or further study pathways

Scan to learn more



HLT23221

Certificate II in Health Support Services

COURSE SNAPSHOT



Delivery

Delivered through the Health Hub at St Mary's College



Duration

Up to 12 months



Qualification requirement

Students complete 12 units of competency.



Pathway

May contribute to QCE and support credit transfer into Certificate III*



Practical experience

Optional practical experience recommended



Funding

VETiS funding may be available* for eligible students

ABOUT THIS QUALIFICATION

To attain HLT23221 Certificate II in Health Support Services, students must successfully complete 12 units of competency.

Students complete all required core and elective units from the selected Health Hub unit list.

Job Skills

- ✓ Communication and teamwork in health settings
- ✓ Work safely and follow health and safety procedures
- ✓ Apply infection prevention practices
- ✓ Deliver customer-focused services
- ✓ Conduct manual tasks safely
- ✓ Work with diverse people and promote inclusivity

Health Hub practical learning

- Reading blood pressure monitors
- Reading blood oxygen meters
- Taking body temperature
- Using PPE correctly
- Practising safe patient movement using simulated equipment
- Using medical forms, terminology and workplace documentation
- Practising basic patient support activities using simulated resources

UNITS OF COMPETENCY

Code	Unit Title	Type	Nominal Hours
CHCCCS012	Prepare and maintain beds	A	15
HLTHSS009	Perform general cleaning tasks in a clinical setting	A	20
HLTHSS011	Maintain stock inventory	A	15
SITXFSA005	Use hygienic practices for food safety	B	25
BSBOPS203	Deliver a service to customers	C	40
BSBMED301	Interpret and apply medical terminology appropriately	C	60
CHCCOM005	Communicate and work in health or community services	Core	30
CHCDIV001	Work with diverse people	Core	40
HLTINF006	Apply basic principles and practices of infection prevention and control	Core	35
HLTWHS001	Participate in workplace health and safety	Core	20
HLTWHS005	Conduct manual tasks safely	Elective	30
HLTAID011	Provide First Aid	Other	18

*Eligibility criteria apply. VETiS funding may be available for eligible students completing this qualification.

HLT33115

Certificate III in Health Services Assistance

COURSE SNAPSHOT


Delivery

Delivered through the Health Hub pathway


Duration

Up to 24 months


Credit transfer

Relevant Certificate II units may support credit transfer.


Pathway

Foundation for further study in health, aged care, community services or nursing-related pathways.


New learning

Students complete remaining Certificate III units as new learning.


Pricing/Funding

Reduced pricing may apply where Certificate II credits apply.

Funding/payment options may apply.*

ABOUT THIS QUALIFICATION

To attain this qualification, students must successfully complete the required units of competency.

Students continuing from HLT23221 Certificate II in Health Support Services may be eligible for credit transfer for relevant completed units. Remaining Certificate III units are completed as new learning.

Job Skills

- ✓ Infection control practices
- ✓ Workplace health and safety
- ✓ Communication in health services
- ✓ Teamwork and collaboration
- ✓ Food safety knowledge
- ✓ Patient support skills
- ✓ Medical terminology
- ✓ Record keeping

Practical application in Certificate III

- Patient support tasks
- Medical terminology in practice
- Patient records and workplace documentation
- Infection control and workplace safety
- Food safety in health settings
- Communication with clients and teams
- Routine support tasks in health and aged care settings

UNITS OF COMPETENCY

Code	Unit Title	Type	Nominal Hours
CHCCOM005	Communicate and work in health or community services	Core	30
CHCDIV001	Work with diverse people	Core	40
HLTAAPO01	Recognise healthy body systems	Core	70
HLTINFO06	Apply basic principles and practices of infection prevention and control	Core	35
HLTWHS001	Participate in workplace health and safety	Core	20
BSBMED301	Interpret and apply medical terminology appropriately	Core	60
BSBWOR301	Organise personal work priorities and development	Core	30
BSBINN301	Promote innovation in a team environment	Elective	40
HLTFSE001	Follow basic food safety practices	Elective	30
CHCCCS015	Provide individualised support	Elective	30
CHCDIS007	Facilitate the empowerment of people with disability	Elective	100
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Elective	25
HLTAID011	Provide First Aid	Elective	18
CHCAGE001	Facilitate the empowerment of older people	Elective	50
BSBMED303	Maintain patient records	Other	20

*Reduced course pricing may apply for HLT33115 Certificate III in Health Services Assistance where eligible students continue from Certificate II and credits apply. Eligibility and course requirements apply.

Where Health Hub can take students

Health Hub gives students a structured way to explore healthcare, build practical skills and gain confidence for future study or pathway options.

PATHWAY OPTIONS

This pathway may support students to explore:



Health Support



Aged Care



Community Services



Hospital Food Services



Ward Support



Further Study



Nursing Pathways



Allied Health Pathways

FUNDING & PRICING



VETiS funding may be available

Eligible students may be able to access VETiS funding for HLT23221 Certificate II in Health Support Services.



Reduced Certificate III pricing may apply

Students continuing into HLT33115 Certificate III in Health Services Assistance may be eligible for a reduced course price where credits apply from completed Certificate II units.



Discuss your options

Contact Axiom College to discuss eligibility, available funding options and payment arrangements.



SCAN TO LEARN MORE OR ENQUIRE

Visit the Axiom Health Hub page for pathway information and enquiry options.

St Mary's College families: cohort enrolment is coordinated through the school. Please follow the enrolment process provided by St Mary's College.



Get in touch

• info@axiomcollege.com.au
• 1800 114 419
• axiomcollege.com.au

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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

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	QCE Credits	Up to 4 credits
CORE UNITS			
BSBWHS201	Contribute to health and safety of self and others		
SHHBAS001	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			
SHHBAS002	Provide head, neck and shoulder massages for relaxation		
SHBHCLS001	Apply hair colour products		
SHBHDES002	Braid hair		
SIRXSL001	Sell to the retail customer		
SHBHIND002	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 one-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.

Contact

Head of Department NRT – Simeon Burt - sburt45@eq.edu.au

SHB30221 CERTIFICATE III in MAKE-UP

A Nationally Recognised Qualification (National Provider No. 30078)

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

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 \$220 (full cost is \$370 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	QCE Credits	Up to 8 credits
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.

Contact

Head of Department NRT - Simeon Burt - sburt45@eq.edu.au



SCHOOLS PROGRAM

MSL20122 Certificate II in Sampling and Measurement
MSL30122 Certificate III in Laboratory Skills

ABOUT

- ✓ Face-to-face and online delivery
- ✓ Undertaken in Year 10, 11 or 12
- ✓ Approximately 1-2 terms
- ✓ Potential ATAR equivalent of 68*
*Refer to specific tertiary institution for entry requirements.
- ✓ Up to 6 QCE Points
- ✓ Optional 5 unit upgrade to MSL30122
- ✓ MSL20122 fully funded**
**Eligibility criteria applies. See reverse for more details.

SKILLS ACQUIRED

- ✓ Plan and conduct laboratory/field work
- ✓ Collect site samples and take site measurements
- ✓ Manipulation of common lab equipment
- ✓ Opportunities to present and interpret data
- ✓ Critical thinking and knowledge recall
- ✓ Scientific interpretation
- ✓ Learn to use and calibrate common measurement instruments

To find out more, contact Jasmine at:

✉ jparkinson@abctraining.edu.au

☎ 0453 179 071

INDUSTRY AND TERTIARY PATHWAYS



Pathology



Science Technician



Healthcare



Pharmaceuticals



Construction



Veterinary



Environmental



Agriculture



Food & Beverage



Engineering

COURSE UNITS

MSL20122 Certificate II in Sampling and Measurement

- MSL912002 Work within a laboratory or field workplace
- MSL922002 Record and present data
- MSL933008 Perform calibration checks on equipment and assist with its maintenance
- MSL933009 Contribute to the achievement of quality objectives
- MSL943004 Participate in laboratory or field workplace safety
- MSL952003 Collect routine site samples
- MSL972002 Take routine site measurements
- MSMENV272 Participate in environmentally sustainable work practices

MSL30122 Certificate III in Laboratory Skills (Upgrade)

- MSL933005 Maintain the laboratory/field workplace fit for purpose
- MSL913004 Plan and conduct laboratory/field work
- MSL973025 Perform basic tests
- MSL973026 Prepare working solutions
- BSBCMM211 Apply communication skills

COURSE FEES

MSL20122

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

*Pending eligibility checks. If a student is not eligible for VETiS funding, a Fee For Service charge of \$1900 is Available including enrolment fee.

MSL30122

This program is under a Fee For Service agreement and charged at a minimum of \$100 per course unit, which includes the enrolment fee.

VETiS FUNDING ELIGIBILITY

- ✓ Currently enrolled in Year 10, 11 and 12 and attending school
- ✓ Permanently reside in QLD
- ✓ Australian citizen, Permanent Resident, New Zealand or on a pathway to permanent residency
- ✓ No previous completion of a qualification under VETiS funding

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with Sea World and QIMR!**



QIMR Berghofer
Medical Research Institute



www.abctraining.edu.au

Alan Bartlett Consulting T/A ABC Training RTQ #5800



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version 16.0.0

Certificate II in Rural Operations

AHC21216 Certificate II in Rural Operations



sdstraining.edu.au

Core Units: 3x

AHCWRK204 Work effectively in the industry
AHCWRK209 Participate in environmentally sustainable work practices
AHCWHS201 Participate in work health and safety processes

Elective Units: 12x

AHCMOM204 Undertake operational maintenance of machinery
AHCINF206 Install, maintain and repair farm fencing
AHC SOL203 Assist with soil or growing media sampling and testing
AHCLSK222 Care for health and welfare of livestock
AHCLSK224 Handle livestock using basic techniques
AHCLSK227 Monitor water supplies
AHCLSK229 Provide feed for livestock
AHCNSY205 Pot Up Plants
AHCMOM202 Operate tractors
AHCMOM216 Operate side by side utility vehicles
AHCPMG201 Treat Weeds
AHCIRG219 Assist with low volume irrigation operations



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Job Outcomes

Farm or Station Hand,
Agricultural Assistant,
Rural Labourer,
Irrigation Worker,
Grounds or Livestock
Attendant



Total Units: 15x

Core Units: 3x
Elective Units: 12x



Course Price:

VETIS Funding Price:
Nil Co-Contribution fee
FFS Price: \$150 per unit

FEATURED FARM SKILLS

You'll Get To Learn!

AHC21216 Certificate II in Rural Operations

AHCMOM202 – Operate Tractors

Why it's great: Learn how to safely operate one of the most essential pieces of farm machinery. Tractors are used on almost every rural property – this skill is highly valued and builds confidence fast.

Great for: Beginners wanting hands-on machinery skills.

AHCLSK224 – Handle Livestock Using Basic Techniques

Why it's great: Get practical experience working with real animals! Learn safe, calm handling techniques and build the confidence to work in stockyards or paddocks.

Great for: Animal lovers and future farmhands.

AHCMOM216 – Operate Side by Side Utility Vehicles

Why it's great: Learn to drive these all-terrain vehicles used for transport on farms and large properties. They're fun, practical and essential for rural work.

Great for: Students interested in mobile and modern farm skills.



TRAIN FOR THE TRADE THAT FEEDS THE NATION

Agriculture Industry

Certificate III in Rural Operations

AHC32822 - Certificate III in Rural Operations



sdstraining.edu.au

Core Units: 3x

AHCBIO303 Apply biosecurity measures
AHCWHS302 Contribute to workplace health and safety processes
AHCWRK320 Apply environmentally sustainable work practices

Elective Units: 13x

AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases
AHCCHM304 Transport and store chemicals
AHCPMG301 Control weeds
AHCARB316 Perform pruning operations
AHCLSK229 Provide feed for livestock
AHCIRG219 Assist with low volume irrigation operations
AHCMOM213 Operate and maintain chainsaws
AHCINF206 Install, maintain and repair farm fencing
RIIMPO315E Conduct tractor operations
RIIWH5202E - Enter and work in confined spaces
RIIWH5204E Work safely at heights
AHCMOM216 Operate side by side utility vehicles
AHCLSK229 Provide feed for livestock



NATIONALLY RECOGNISED
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**Skills
Assure**

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Job Outcomes

Station/Property Hand
Machinery Operator
Irrigation Technician
Agricultural Field Worker
Livestock Worker



Total Units: 16x

Core Units: 3x
Elective Units: 13x



Course Price:

FFS Price: \$150 per unit

FEATURED FARM SKILLS

Student Top Picks!

AHC32822 - Certificate III in Rural Operations

AHCINF206 – Install, Maintain and Repair Farm Fencing

Why it's great: Fence it like a pro! This unit teaches you to build and repair fencing, using tools and materials you'll encounter across every type of rural operation.

Great for: Farm hands, rural contractors, property caretakers.

AHCMOM213 – Operate and Maintain Chainsaws

Why it's great: Learn to safely use and maintain chainsaws for clearing, pruning, or emergency situations. Safety and technique come first – making this a high-value skill for rural life.

Great for: Property maintenance, fencing crews, parks & land care.

AHCLSK229 – Provide Feed for Livestock

Why it's great: Caring for animals is at the heart of rural operations. This unit focuses on proper feeding routines, nutritional needs, and real-world livestock care.

Great for: Animal care roles, cattle stations, mixed livestock farms.





CHC30221

**CERTIFICATE III IN SCHOOL BASED
EDUCATION SUPPORT**



COURSE OUTLINE - VET in SCHOOLS

LEARN

ADAPT

SUCCEED

COURSE OVERVIEW

Course: CHC30221 Certificate III in School Based Education Support.

Who: School based students in Yr 10, 11 or 12 with an interest in being a Teacher Aid.

Duration: Up to 2 years (guide: 5 hrs per week)

OUTCOMES

Completion of the course will:

- Contribute up to 8 Credit Points towards a QCE
- Ensure a minimum ATAR rank of 68
- Create meaningful pathways into employment and higher level qualifications.

This qualification may provide the rank required to gain entry into an education degree. Check with your preferred university. Sunshine Coast University offers direct entry pathways to Adapt Education Students.

Note: ATAR & QCE information is generic only. Student individual circumstances (such as previous qualifications) can impact eligibility for QCE points. Refer to university policies regarding acceptance of VET qualifications and rankings as they can differ.

DELIVERY OPTIONS

RTO DELIVERY: Adapt will be responsible for the training and assessment of all course components with no administrative or teaching burdens placed on school staff.

RTO DELIVERY SUPPORTED BY SCHOOL: : RTO Delivery Supported by School: Adapt will be responsible for all formal training and assessment. The school will be asked to nominate a support person. This person may be responsible for providing basic guidance and oversight of course progress and arranging practical placement (if applicable).

PARTNERED DELIVERY – SHARED: A formal partnering arrangement where the school provides a suitably qualified trainer. The school's "in house" trainer is responsible for training, student support and in some cases, practical assessments. Adapt remains responsible for the provision of: course content, online LMS system, student assessment, training and support for nominated trainer, and all administration (including enrolment, compliance, reporting and certificate issue).

PARTNERED DELIVERY – SCHOOL TRAINS AND ASSESSES: A formal partnering arrangement where the school provides a suitably qualified trainer. The school's "in house" trainer is responsible for all training, assessment and student support. Adapt remains responsible for the provision of: course content, online LMS system, training and support for nominated trainer, and all administration (including enrolment, compliance, reporting and certificate issue).

ONLINE STUDENT PORTAL

All course resources and assessments are provided in an easy to navigate e-learning course. The online course is interactive, meaning less readings and more visually engaging resources. Resources can be printed or downloaded for offline study if needed. Assessment consists of two key areas:

- ⇒ Theory: quizzes, written questions, case studies, projects, and role plays.
- ⇒ Practical: observations conducted as part of your practical placement.



LEARN

HOW TO ENROL

1. Read the Student Handbook and this Course Outline before you enrol
2. Go to adapteducation.com.au/enrol/ to submit your enrolment online

COURSE FEES

CHC30221 Certificate III in School Based Education Support	*Fee
RTO delivery - Self-Paced	\$2280/student (min numbers apply)
RTO delivery - School Support	\$1690/student (min numbers apply)
Partnered Delivery - shared	From \$940/student (min numbers apply)
Partnered Delivery – school trains and assesses	From \$640/student (min numbers apply)

*Please contact us for a customised quote.

COURSE STRUCTURE

15 units

CHCDIV001 Work with diverse people
CHCEDS033 Meet legal and ethical obligations in an education support environment
CHCEDS034 Contribute to the planning and implementation of educational programs
CHCEDS035 Contribute to student education in all developmental domains
CHCEDS036 Support the development of literacy and oral language skills
CHCEDS037 Support the development of numeracy skills
CHCEDS057 Support students with additional needs in the classroom environment
CHCEDS059 Contribute to the health, safety and wellbeing of students
CHCEDS060 Work effectively with students and colleagues
CHCEDS061 Support responsible student behaviour
CHCEDS048 Work with students in need of additional learning support
CHCPR025 Identify and report children and young people at risk
HLTWHS001 Participate in workplace health and safety

Elective Units (Choose 2 from the following)

CHCEDS049 Supervise students outside the classroom
CHCEDS040 Search and access online information
*HLTAID012 Provide first aid in an education and care setting

*You have the option of selecting *HLTAID012 Provide first aid in an education and care setting* as an elective unit within this course. You may complete this through Adapt Education or another provider. The cost of the first aid unit is not included in Adapt Education's course fee.

PRACTICAL

Students not currently working in the education support industry will be required to complete 120 hours practical placement as part of their study. You may choose to do your placement as a full time block or part time. The placement can be completed at any stage during your course. Adapt Education can arrange your placement for you or you can arrange your own. Additional hours (up to 100hrs) placement may be required for school based students, students on a traineeship, Early School leavers or those that have been assessed as having limited work/life experience. This will enable more time to develop skills in a work setting.



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1300 380 335

V5 16/05/2025



BSB40120 Certificate IV in Business

Advance Your Business Career with Confidence



BSB40120 Certificate IV Business

Course Overview

Elevate your career in the business sector with the **BSB40120 Certificate IV in Business**, a comprehensive qualification designed to equip you with advanced skills and knowledge for a variety of business services roles. This course prepares you for supervisory positions, offering a blend of core and elective units to tailor your learning to specific interests and industry needs.

Successfully completing the BSB40120 Certificate IV in Business, you will acquire advanced administrative and business management skills that prepare you for a leadership role within any business setting. You will be well-equipped to pursue careers in various sectors as an Office Manager, Administrative Supervisor, or Executive Assistant, among other roles.

What you will study

The successful achievement of this qualification requires you to complete all 12 Units of Competencies from the list below.

- BSBCRT411 Apply critical thinking to work practices
- BSBTEC404 Use digital technologies to collaborate in a work environment
- BSBTWK401 Build and maintain business relationships
- BSBWHS411 Implement and monitor WHS policies, procedures, and programs
- BSBWRT411 Write complex documents
- BSBXCM401 Apply communication strategies in the workplace
- BSBOPS405 Organise business meetings
- BSBOPS404 Implement customer service strategies
- BSBOPS305 Process customer complaints
- BSBPEF401 Manage personal health and wellbeing
- BSBPEF402 Develop personal work priorities
- BSBTWK301 Use inclusive work practices





BSB40120 Certificate IV in Business

Advance Your Business Career with Confidence



Course Snapshot

Duration: 12 months (start anytime)

Delivery: Flexible online learning plus hands-on workshops

Support: Fast responses from real people—on your schedule!

Next Intake: Doors open now—secure your spot!

Why Choose TCOHAF? Because Your Future Deserves the Best! 100%

Australian and Family Operated business Established in 2002

Nationally Recognised Training: Our qualifications open doors at employers across Australia.

Study That Fits Your Life: Learn anywhere, anytime—at your pace, online or in person.

Dream Careers Could Begin Here: From employed to self-employed business owner, your new pathway starts now.

Expert Help, Every Step: Our friendly trainers and coaches answer your questions and cheer you on—phone, email, chat, we've got you covered

Real Results: Our graduates don't just get certified—they get noticed by employers!

No Experience? No Problem!

All you need is motivation and a love for business

Learn by doing, with practical, real-world projects

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RTO 30798



College
of Health & Fitness



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CERTIFICATE IV in Justice Studies (10971NAT)

(RTO – Professional Investigators College of Australasia (PICA) - 40789)

Certificate IV in Justice Studies		Duration:	2 years
Qualification description:	Certificate IV in Justice Studies is a nationally accredited course. The Certificate IV in Justice Studies is designed by justice professionals for people who would like to achieve employment in the criminal justice system and wish to develop a deeper understanding of the justice system. Aims: The Certificate IV in Justice Studies course is designed to • Provide students with a broad understanding of the justice system • Develop the personal skills and knowledge that 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 are required to undertake an LLN and Digital Literacy testing to determine suitability and any support needs.		
Qualification packaging rules:	To attain this certificate, 10 units of competency (6 core and 4 elective) must be completed.		
Units of Competency delivered:	1. NAT10971001 Provide information and referral advice on justice-related issues 2. NAT10971002 Prepare documentation for court proceedings 3. NAT10971003 Analyse social justice issues 4. BSBXCM401 Apply communication strategies in the workplace 5. PSPREG033 Apply Regulatory Powers 6. BSBLEG421 Apply understanding of the Australian Legal System 7. PSPREG035 Produce formal record of interview 8. PSPREG010 Prepare a brief of evidence 9. PSPLEG006 Encourage compliance with legislation in public sector 10. PSPETH007 Uphold and support the values and principles of public service		
Learning experiences:	Content is delivered in a classroom environment through Legal Studies/Certificate IV in Justice Studies classes or via independent study in Study Lines at school. Course content is provided by the trainer and assessor. This can be in the format of online reading and activities, video/face-to-face workshops. 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 30 th April 2026)		
Further information	Refund Policy: Please refer to the Student Handbook on the PICA website for the refund policy. Please note: Partial refunds will only be issued for extenuating circumstances at the discretion of the PICA CEO. A refund fee will be applied as an administration fee for requests for refund that are approved by PICA.		

NOTES:

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RTO Certificate Course information provided by RTOs for permission to include in guide.

