



2026 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 I in Construction
- Certificate II in Automotive Vocational Preparation
- Certificate II in Electrotechnology
- Certificate II in Engineering Pathways

MSHS School Links

- Certificate I in Salon Assistant
- Certificate II in Makeup

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

[TAFE QLD](#)

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 Pastoral Care 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 and State recognised skill shortages.

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. 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.

2026 COURSE COSTS

Course Name	Cost
Certificate I in Construction	VETIS
Certificate II in Animal Care	VETIS
Certificate II in Applied Digital Technology	\$450
Certificate II in Automotive Vocational Preparation	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	\$450
Certificate III in Fitness (Cert II Sport & Rec embedded)	\$495 Gym membership (TBA) Comprehensive First Aid Certificate - \$110
Certificate II in Health Support	VETIS
Certificate III in Health Services Assistant*	\$1225
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	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
Certificate II in Rural Operations	VETIS
Certificate III in Rural Operations*	\$260 per unit
Certificate III in School Based Education Support	\$1190
Certificate IV in Business	\$750
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.**



**KICK START YOUR
CAREER IN ANIMAL
CARE!**

**ACM20121 CERTIFICATE II
IN ANIMAL CARE**

SKILLING STUDENTS FOR THE ANIMAL CARE INDUSTRY



NATIONALLY ACCREDITED INDUSTRY RECOGNISED CERTIFICATE II QUALIFICATION IN ANIMAL CARE

**SKILLS GENERATION - SKILLING THE PET CARE INDUSTRY
WORKFORCE FOR THE FUTURE!**



- *Turn your passion for caring for animals into a rewarding career*
- *Earn up to 4 QCE credits* on successful completion of qualification*
 - *Hybrid learning for High School students*
- *Accessible delivery model which includes hands-on work experience*
 - *VETiS** Funding available for eligible students in years 10 -12*
 - *Insight into a growth employment industry*
- *Pathways available for Grooming, Veterinary Assistants and more*
- *Supported by passionate, experienced trainers who are experts in the animal care field*

*QCE credits ascribed by QCAA in consideration of individual students learning accounts.

**Subject to eligibility criteria. Please contact Skills Generation for additional information.

If you would like to enrol, please contact the Skills Generation team today.

Narelle Newhouse: 0406 262 771 or narellen@skillsgen.com.au

Andrew Bradshaw: 0432 663 456 or andrew@skillsgen.com.au

HYFLEX SKILLS – CERTIFICATE II QUALIFICATIONS PATHWAYS

Nationally Recognised Certificate II Qualifications

This course is delivered by Skills Generation (RTO 41008) and designed in line with the competencies developed by Industry Skills Australia. HYFLEX SKILLS qualifications are designed as an introduction to entry level positions in a variety of employment sectors.



RTO	41008 Skills Generation Pty Ltd
COST	<p>Certificate II HyFlex Skills qualifications are available through a variety of payment options. The cost/funding for each course is listed below:</p> <p><u>BSB20120 Certificate II in Workplace Skills</u>: \$450.00 per qualification, per student. <u>ICT20120 Certificate II in Applied Digital Technology</u>: \$450.00 per qualification, per student. <u>CHC22015 Certificate II in Community Services</u>: VETiS funded under the Queensland Government's VET Investment Budget.</p> <p>If a student is not eligible for VETiS funding, please speak with your VET Coordinator regarding fee for service pricing.</p>
PREREQUISITES	Not Applicable
DELIVERY	<p>The HyFlex Skills curriculums are blended using a combination of both online theory assessment and supervised practical assessment.</p> <p>To complete their online training, students work through HyFlex Skills Learning Bytes at their own pace as self-directed learners. For practical assessment, students will work with their school teacher(s) to conduct a series of activities related to the qualification content.</p>
ASSESSMENT	HyFlex Skills is a blended online self-paced learning system, consisting of learning bytes, and practical tasks completed by third-party observation. Online knowledge training is delivered by Skills Generation, while third-party observations are conducted with a member of the schools' staff. Access to a computer and the internet is required by all students to complete the theory and practical tasks. All students will require access to a computer and the internet to be able to access the course content and practical activity information.
QCE	Successful completion of a HYFLEX SKILLS Certificate II qualification 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 purposes. 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.



Aurora
TRAINING INSTITUTE



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.

2026 EDITION

SIS30321 CERTIFICATE III IN FITNESS

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).

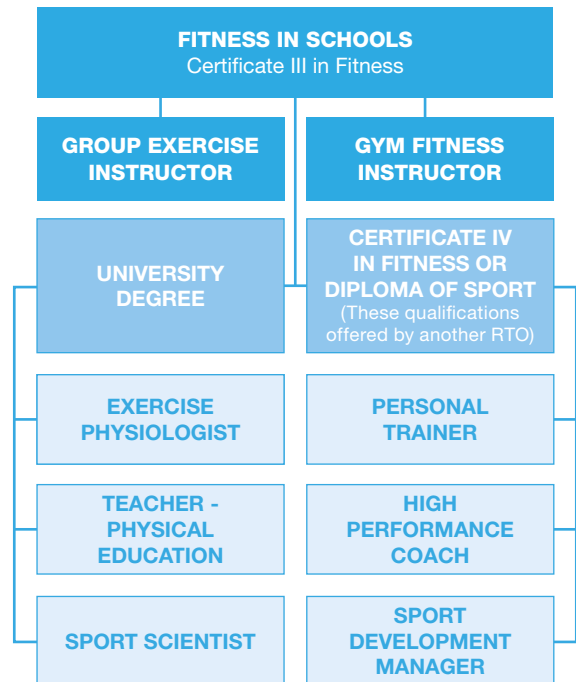
Students facilitate programs within their school community including:

- › 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)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › 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.
- › Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

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



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



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:
15 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 (+ **First Aid \$75.00**)

QCE Outcome:
Maximum 8 QCE Credits

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

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Introduction to the Sport, Fitness and Recreation (SFR) Industry › Introduction to Coaching Programs, Laws and Legislation
	PROGRAMS
	<ul style="list-style-type: none"> › Assist with Delivering Coaching Sessions (Supervisor Delivery) › Plan and Deliver Coaching Sessions (Student Delivery)
TERM 2	TOPICS
	<ul style="list-style-type: none"> › Introduction to Community Programs › Introduction to Conditioning Programs
	PROGRAMS
	<ul style="list-style-type: none"> › Community SFR Program (Student Delivery) › Participate in Conditioning Sessions (Supervisor Delivery)
TERM 3	TOPICS
	<ul style="list-style-type: none"> › Working in the SFR Industry - WHS and Provide Quality Service › Introduction to Anatomy and Physiology - The Cardiovascular System
	PROGRAMS
	<ul style="list-style-type: none"> › Plan and Deliver Group Conditioning Sessions › Plan and Deliver a One-on-one Cardio Program
TERM 4	TOPICS
	<ul style="list-style-type: none"> › Anatomy and Physiology - The Musculoskeletal System › First Aid Course: HLTAID011 Provide First Aid
	PROGRAMS
	<ul style="list-style-type: none"> › Recreational Group Exercise Program
TERM 5	TOPICS
	<ul style="list-style-type: none"> › Anatomy and Physiology - Body Systems and Exercise › Health and Nutrition Consultations
	PROGRAMS
	<ul style="list-style-type: none"> › One-on-One Gym Program (Adolescent Client) › Plan and Conduct Sessions (Scenario Clients)
TERM 6	TOPICS
	<ul style="list-style-type: none"> › Screening and Health Assessments › Specific Population Clients (including Older Adults)
	PROGRAMS
	<ul style="list-style-type: none"> › Fitness Orientation Program: Client Orientation › Group Training Program: Plan and Conduct a Group Session
TERM 7	TOPICS
	<ul style="list-style-type: none"> › N/A (Practical Term)
	PROGRAMS
	Group Exercise and Gym-based One-on-One and Group Sessions: <ul style="list-style-type: none"> › Female and Male Adults aged 18+; and › Older adults aged 55+

UNITS OF COMPETENCY			
HLTAID011	Provide First Aid	SISFFIT035	Plan group exercise sessions
HLTWHS001	Participate in workplace health and safety	SISFFIT036	Instruct group exercise sessions
SISXEMR003	Respond to emergency situations	SISFFIT032	Complete pre-exercise screening and service orientation
SISXIND011	Maintain sport, fitness and recreation industry knowledge	SISFFIT033	Complete client fitness assessments
SISXCCS004	Provide quality service	SISFFIT052	Provide healthy eating information
BSBSUS211	Participate in sustainable work practices	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients
BSBOPS304	Deliver and monitor a service to customers	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
BSBPEF301	Organise personal work priorities		

QUALIFICATION OUTLINE

HLT23221 - Certificate II in Health Support Services



To attain the HLT23221 Certificate II in Health Support Services, **12 units** must be achieved.

The successful achievement of this qualification requires you to complete all core and elective units from the list below

Health221HUB

	Unit of Competency	Category	Hrs
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

A.B.N. 89 158 511 927

RTO Number:: 40489

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info@axiomcollege.com.au

CURRENT STUDENTS
Call 1800 029 466

BRISBANE CAMPUS
PO Box 1041
18 Mayneview Street
Milton QLD 4064

(07) 3510 8000

HERVEY BAY CAMPUS
4/59 Torquay Road
Pialba QLD 4655

(07) 3510 8060

MACKAY CAMPUS
Unit 1, 13 Wellington St
Mackay QLD 4740

(07) 3510 8080

ROCKHAMPTON CAMPUS
16 Denham St
Rockhampton QLD 4700

(07) 3510 8070

QUALIFICATION OUTLINE

HLT33115 - Certificate III in Health Services Assistance



To attain the HLT33115 Certificate III in Health Services Assistance, **15 units** must be achieved.

The successful achievement of this qualification requires you to complete all core and elective units from the list below

Health315AssistanceTMSH

Unit of Competency		Category	Hrs
CHCCCS020	Respond effectively to behaviours of concern	B	20
HLTWHS001	Participate in workplace health and safety	Core	20
BSBWOR301	Organise personal work priorities and development	Core	30
CHCCOM005	Communicate and work in health or community services	Core	30
CHCDIV001	Work with diverse people	Core	40
HLTAAP001	Recognise healthy body systems	Core	70
HLTINF006	Apply basic principles and practices of infection prevention and control	Core	35
BSBMED301	Interpret and apply medical terminology appropriately	Core	60
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Elective	25
CHCCCS012	Prepare and maintain beds	Elective	15
CHCCCS009	Facilitate responsible behaviour	Elective	40
HLTAID011	Provide First Aid	Elective	18
CHCCCS015	Provide individualised support	Elective	30
HLTWHS005	Conduct manual tasks safely	Other	30
BSBMED303	Maintain patient records	Other	20

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16 Denham St
Rockhampton QLD 4700

(07) 3510 8070

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
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.

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 \$200. Students will be required to wear “Hair and Beauty” uniform comprising black long pants and black shirt with Hair and Beauty logo, which is available from Sauer’s Clothing Suppliers and this uniform needs to be worn from the first day of Term 1. This information is correct at time of publication but subject to change.

Course Outline

To achieve a Certificate III in Make-Up you will need to complete 15 units in total –
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

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Head of Department – Mr Simeon Burt



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
- MSL9732002 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
- MSL975025 Perform basic tests
- MSL975026 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

Ask us about our partnerships with Sea World and QIMR!



QIMR Berghofer
Medical Research Institute



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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
AHCSOL203 Assist with soil or growing media sampling and testing
AHCLSK202 Care for health and welfare of livestock
AHCLSK205 Handle Livestock using basic techniques
AHCLSK209 Monitor water supplies
AHCLSK211 Provide feed for livestock
AHCNSY205 Pot Up Plants
AHCNOM202 Operate tractors
AHCNOM216 Operate side by side utility vehicles
AHCNMG201 Treat Weeds
AHCIRG219 Assist with low volume irrigation operations



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: \$3,900

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.

AHCLSK205 – 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
AHCMMOM213 Operate and maintain chainsaws
AHCINF206 Install, maintain and repair farm fencing
RIIMPO315E Conduct tractor operations
RIIWS202E - Enter and work in confined spaces
IWS204E Work safely at heights
AHCMMOM216 Operate side by side utility vehicles
AHCLSK229 Provide feed for livestock



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: \$260 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.

HCMOM213 – 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: Students undertake the course self-paced online. This may be:

- ⇒ fully independent from school studies, with the student dedicating their own time or spare periods to the completion of the course.
- ⇒ Built into the students timetable. With a dedicated line on their timetable or selected incursion days to complete the course.

Adapt Education provide unlimited online, phone and email support to students. The school may opt to nominate a support teacher for additional face-to-face support .

All enrolment paperwork, student induction, training and assessment is conducted by Adapt with no administrative or teaching burdens placed on school staff.

SHARED DELIVERY: The school and RTO share delivery and assessment responsibilities. For example, Adapt Education may deliver key sessions on campus and be responsible for all assessment marking to reduce the burden on school staff however an approved “in-house” teacher may be responsible for day-to-day delivery and support. Minimum group numbers apply for this mode. Contact us for a customised quote on this mode.

PARTNERED DELIVERY: Schools wanting to deliver the qualification to a large cohort may seek a partnering arrangement. This involves the school delivering Adapt’s program with an approved “in-house” teacher. Contact us for a customised quote on this mode.

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.

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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	\$1190/student (min numbers apply)
Shared Delivery	From \$990/student (min numbers apply)
Partnered Delivery	From \$590/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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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
- BSBSUS411 Implement and monitor environmentally sustainable work practices
- BSBPEF402 Develop personal work priorities
- BSBOPS305 Process customer complaints
- BSBTWK301 Use inclusive work practices





BSB40120 Certificate IV in Business

Advance Your Business Career with Confidence



This nationally recognized qualification is designed to build upon your foundational knowledge, enabling you to effectively manage and lead a team, improve business operations, and contribute to an organisation'.

COURSE DURATION

This course can be completed within 12 months. You will use our learning platform, Catapult, which will allow you to work through your course online at school or at home.

The College of Health and Fitness will provide you with additional support through this platform with our weekly workshops, our College podcast, direct messaging to a tutor, and you can always contact the College of Health and Fitness at 07 3385 0195 for further information.

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COURSE FEES

Contact the College of Health & Fitness
Phone: 07 3385 0195

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POLICY AND PROCEDURES AVAILABLE UPON REQUEST

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RTO 30798



College
of Health & Fitness



APPROVED
TRAINING PROVIDER
INTERNATIONAL INSTITUTE FOR
COMPLEMENTARY THERAPISTS



CERTIFICATE IV in Justice Studies (10971NAT)

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

Certificate IV in Justice Studies		Duration:	2 years
Qualification description:	<p>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.</p> <p>Aims: The Certificate IV in Justice Studies course is designed to</p> <ul style="list-style-type: none"> • 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:	<p>Academic - There are no formal entry requirements for this course. It is recommended that students have a pass in Year 10 English to demonstrate sufficient spoken and written comprehension to successfully complete all study and assessment requirements.</p> <p>Attitude – students need to demonstrate independent learning skills</p> <p>Students may be required to undertake an LLN test to determine suitability and any support needs.</p>		
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. PSPREG006 Produce formal record of interview 8. PSPREG010 Prepare a brief of evidence 9. PSPLEG002 Encourage compliance with legislation in public sector 10. PSPETH007 Uphold and support the values and principles of public service 		
Learning experiences:	<p>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.</p> <p>Technology required: access to the internet</p>		
Assessment:	<p>Evidence contributing towards competency will be collected throughout the program. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies. Evidence is gathered through the following: written projects, online quizzes, observation of skills, oral and written questions.</p>		
Pathways:	<p>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.</p>		
Course Costs:	\$750 up-front fee (current at 30 th April 2025)		
Further information	<p>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.</p>		