



2023 VET COURSES HANDBOOK

INTRODUCTION

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

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

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

The Australian Qualifications Framework (AQF)

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

AQF QUALIFICATIONS



Source: Australian Qualifications Framework Second Edition January 2013

COURSES OFFERED AT / THROUGH ST MARY'S COLLEGE

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

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

Courses offered at St Mary's College include:

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

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

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

COURSES OFFERED OFF SITE

TAFE - Maryborough Trade Training Centre

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

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

VET COURSES AT Maryborough TAFE Hub

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

MSSH School Links

- Certificate II in Salon Assistant
- Certificate III in Makeup

Additional TAFE Courses

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

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

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

Registered Training Organisations

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

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

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

Students need to:

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

School-based Apprenticeships and Traineeships

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

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

Work Experience

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

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

Choosing Senior Subjects

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

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

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

Find Out About Occupational Pathways

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

Recommended Websites:

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

VET in Schools Funding - What is VETIS?

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

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

VET Investment Budget

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

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

VET in Schools Funding Eligibility

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

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

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

St Mary's College - VET Course Information

VET COURSES AT / THROUGH ST MARY'S

Certificate III in Hospitality/Tourism (Certificate II Course embedded into program)
Certificate III in Sport and Recreation (Certificate II course embedded into program)
Certificate III in Early Childhood Education and Care
Certificate IV in Justice Studies (online)
Certificate III in Information, Digital Media and Technology
Certificate III in Visual Art (Certificate II course embedded into program)
Certificate II in Sampling & Measurement / Certificate III in Laboratory Skills

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

VET COURSES at TAFE - MARYBOROUGH TRADE TRAINING CENTRE

Certificate I in Construction
Certificate II in Electrotechnology
Certificate II in Engineering Pathways
Certificate II in Furniture Making Pathways
Certificate II in Automotive Vocational Preparation
Certificate II in Plumbing

VET COURSES AT Maryborough TAFE Hub

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

MSHS SCHOOL LINKS COURSES

Certificate II in Salon Assistant
Certificate III in Make-up

OTHER RTO COURSES SUPPORTED BY ST MARY'S COLLEGE

Other courses as per TAFE Handbook

2023 COURSE COSTS

Course Name	Cost
Certificate III in Hospitality (Cert II embedded)	VETIS (Cert II) + unit fees or No VETIS = \$1500 (2022)
Certificate III in Sport and Recreation (Cert II embedded)	\$400
Certificate III in Early Childhood Education and Care	\$1800
Certificate IV in Justice Studies	\$750
Certificate III in Information, Digital Media and Technology	\$500
Certificate III in Visual Art (Cert II embedded)	\$300
Certificate I in Construction	VETIS
Certificate II in Electrotechnology	VETIS
Certificate II in Engineering Pathways	VETIS
Certificate II in Furniture Making	VETIS
Certificate II in Automotive Vocational Preparation	VETIS
Certificate II in Plumbing	VETIS
Certificate II in Health Support	VETIS
Certificate III in Health Services Assistant (2024) *	TBD
Certificate II in Salon Assistant	\$100 in Year 11 \$100 in Year 12 uniform comprising black long pants and black shirt with Hair and Beauty logo
Certificate III in Make-up	\$100 + kit (approx \$200) uniform comprising black long pants and black shirt with Hair and Beauty logo
Certificate II Sampling and Measurement	VETIS
Certificate III Laboratory Skills *	\$500

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

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

SIT20316 Certificate III in Hospitality

RTO Details	Blueprint Career Development RTO # 30978 1300 851 550 www.blueprintcd.com.au						
Qualification	SIT30616 Certificate III in Hospitality						
Course Cost	Upon successful completion of the STI20316 Certificate II in Hospitality, you can enrol in the SIT30616 Certificate III in Hospitality on a Fee for Service basis @ \$300 (dependant on unit selection)						
Course length	18 months						
Pre-requisites	There are no pre-requisites for this qualification.						
Reason to study Hospitality	<p>Hospitality is an area of study that provides students with a range of interpersonal skills with a general application in personal and working life and specific knowledge and skills related to employment within the hospitality industry.</p> <p>This course includes SITHFAB002 Provide responsible service of alcohol (RSA) which can help you gain employment.</p> <p>QCE points: Successful completion of the Certificate III in Hospitality contributes toward QCE points</p>						
Career pathways and further studies	<p>Career Pathways include: café attendant, catering assistant, food and beverage attendant, apprentice chef.</p> <p>Further study could occur in Certificate III in Commercial Cookery (SIT30813) or a Bachelor of Business (Hospitality & Tourism Management).</p>						
Course Outline	<p>SIT30616 Certificate III in Hospitality: 15 units must be completed. (7 core units and 8 elective units)</p> <p><i>For example</i></p> <table border="1"> <tr> <td style="background-color: #c8e6c9; vertical-align: top;"> <p>YEAR 11 SEMESTER 1</p> </td> <td> <p>Use hygienic practices for food safety</p> <p>Participate in safe work practices</p> <p>Prepare simple dishes</p> <p>Work effectively with others</p> </td> <td> <p>Online theory and classwork – Costings and order food, workplan preparation and principles of plate selection and food positioning</p> <p>Practical skills – Knife skills, preparing simple dishes (e.g. salads, pasta dishes, soups, preparing a cold buffet)</p> <p>Hygiene skills - Evaluating kitchen cleanliness and creating cleaning schedules Practical kitchen cleaning and sanitising.</p> <p>Teamwork – How to work in a team and allocation of tasks</p> </td> </tr> <tr> <td style="background-color: #c8e6c9; vertical-align: top;"> <p>YEAR 11 SEMESTER 2</p> </td> <td> <p>Prepare and serve non-alcoholic beverages</p> <p>Prepare sandwiches</p> <p>Interact with customers and provide customer service</p> </td> <td> <p>Online theory and class work – Laying tables, service cycle, plate carrying and clearing. Cleaning and maintaining the espresso machine. Communicating with customers and colleagues</p> <p>Group practical function preparation - Source recipes and develop recipe book, costing and food orders for sandwiches such as. wraps, open grills, BLT, steak sandwiches, burgers, finger sandwiches</p> </td> </tr> </table>	<p>YEAR 11 SEMESTER 1</p>	<p>Use hygienic practices for food safety</p> <p>Participate in safe work practices</p> <p>Prepare simple dishes</p> <p>Work effectively with others</p>	<p>Online theory and classwork – Costings and order food, workplan preparation and principles of plate selection and food positioning</p> <p>Practical skills – Knife skills, preparing simple dishes (e.g. salads, pasta dishes, soups, preparing a cold buffet)</p> <p>Hygiene skills - Evaluating kitchen cleanliness and creating cleaning schedules Practical kitchen cleaning and sanitising.</p> <p>Teamwork – How to work in a team and allocation of tasks</p>	<p>YEAR 11 SEMESTER 2</p>	<p>Prepare and serve non-alcoholic beverages</p> <p>Prepare sandwiches</p> <p>Interact with customers and provide customer service</p>	<p>Online theory and class work – Laying tables, service cycle, plate carrying and clearing. Cleaning and maintaining the espresso machine. Communicating with customers and colleagues</p> <p>Group practical function preparation - Source recipes and develop recipe book, costing and food orders for sandwiches such as. wraps, open grills, BLT, steak sandwiches, burgers, finger sandwiches</p>
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		Prepare and serve espresso coffee Serve food and beverage	Practical skills (Coffee Shop) - Set up, making coffee (e.g. black, macchiato, affogato, cappuccino, latte), presenting food, taking and serving orders and end of shift cleaning, provide a service to customers
	YEAR 12 SEMESTER 3	Cultural and social diversity Hospitality knowledge, including RSA Gain hospitality experience Fundamentals of business	Online theory and class work – Cultural inclusion, anti-discrimination laws, and team work. Practical skills - SITHFAB002 Provide responsible service of alcohol unit so students can gain employment in beverage service. Design and develop business tools, PowerPoint, Excel and Develop keyboarding speed and accuracy
Assessments	Assessment will be competency based and clustered units may be part of the assessment to reflect real work scenarios and activities. Students will participate in a variety of assessment tasks which may include observation with check lists, product resulting from an activity, questioning (written, oral or portfolio), and reports from work place supervisor. Assessment may be conducted at the school using a simulated work environment. Functions will occur and at times, these may occur out of class time.		
Work Placement	Structured Work Placement must occur to complete a Certificate III in Hospitality. This involves 36 Industry Shifts that need to be done at local venues, some during school hours and some outside school hours. You may be on vocational placement during any part of this semester as approved by the school and upon the completion of VETiS Vocational Placement insurance forms (available from the school).		
Hospitality experience	The Blueprint Hospitality Experience Program has been developed to allow year 12 students to develop a deeper understanding of the hospitality industry with hands-on exposure to front and back of house operations. Highlights include: <ul style="list-style-type: none"> • 1 night's accommodation (twin-share) • 1 buffet breakfasts • 2 Lunches in the staff cafeteria and a graduation lunch on the final day • 1 Dinner in the hotel restaurants • Hotel tour, welcome and induction • 3 shifts of 3.5 hours in selected departments 		
Clothing requirements	White shirt, black pants or skirt and black covered footwear.		
School point of contact	Peta Allikas / Carlee Daniels		

Certificate III in Sport and Recreation

IMPORTANT PROGRAM DISCLOSURE STATEMENT (PDS)	<p><i>This Subject Outline is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides and those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).</i></p> <p>To access Binnacle's PDS, visit: http://www.binnacletraining.com.au/rto and select 'RTO Files'.</p>
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REGISTERED TRAINING ORGANISATION	Binnacle Training (RTO Code: 31319)
Subject Type	Vocational Education and Training (VET) Qualification
Nationally Recognised Qualification	SIS30115 Certificate III in Sport and Recreation
Course Length	2 years
Delivery Overview & Course Outline	<p>SIS30115 Certificate III in Sport and Recreation (with entry qualification SIS20115 Certificate II in Sport and Recreation) is delivered as a senior subject by qualified school staff via a third-party arrangement with external Registered Training Organisation (RTO) Binnacle Training. Students successfully achieving all qualification requirements will be provided with the qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment.</p> <p>Successful completion of the Certificate III in Sport and Recreation contributes a maximum 7 credits towards a student's QCE. Students will also have the option to undertake a Term 7 Add-On. The 'Term 7 Add-On' contains two units of competency (as new learning) and will be combined with the two first aid units (HLTAID009 & HLTAID010) that are nested within the Binnacle Provide First Aid (HLTAID011) course. Completing this 'Term 7 Add-On' as well can result in a maximum 8 QCE credits.</p> <p>Students will participate in the delivery of a range of sport activities and programs within the school. Graduates will be competent in a range of essential skills – including officiating games or competitions, coaching beginner participants to develop fundamental skills, effective communication skills, providing quality service to participants, and using digital technologies in sport environments. This program also includes the following:</p> <ul style="list-style-type: none"> • <u>First Aid</u> qualification and <u>CPR</u> certificate; • Officiating and coaching accreditations (general principles or, in certain cases, sport-specific)
<u>LANGUAGE, LITERACY AND NUMERACY SKILLS</u>	
<p>A Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content. Please refer to Binnacle Training's Student Information document for a snapshot of reading, writing and numeracy skills that would be expected in order to satisfy competency requirements.</p>	

Topics of Study	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e1f5fe;"> <th colspan="2" style="text-align: center; padding: 5px;">Course Schedule – Year 1</th> </tr> </thead> <tbody> <tr> <td style="width: 30px; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> The Sport, Fitness and Recreation Industry Officiating/Coaching General Principles Work Health and Safety in Sport and Fitness Delivery of Community Sport Programs & Customer Service Using Technology First Aid and CPR Certificate </td> <td style="padding: 5px;"> <p style="color: red; margin-top: 10px;"><i>Finalisation of qualification: SIS20115 Certificate II in Sport and Recreation</i></p> </td> </tr> <tr style="background-color: #e1f5fe;"> <th colspan="2" style="text-align: center; padding: 5px;">Course Schedule – Year 2</th> </tr> <tr> <td style="width: 30px; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> Developing Coaching Practices Organising Work Schedules Facilitating Groups Planning and Conducting Sport Programs Personal Development Sport-Specific Coaching Sessions </td> <td style="padding: 5px;"> <p style="color: red; margin-top: 10px;"><i>Finalisation of qualification: SIS30115 Certificate III in Sport and Recreation</i></p> </td> </tr> </tbody> </table>	Course Schedule – Year 1		<ul style="list-style-type: none"> The Sport, Fitness and Recreation Industry Officiating/Coaching General Principles Work Health and Safety in Sport and Fitness Delivery of Community Sport Programs & Customer Service Using Technology First Aid and CPR Certificate 	<p style="color: red; margin-top: 10px;"><i>Finalisation of qualification: SIS20115 Certificate II in Sport and Recreation</i></p>	Course Schedule – Year 2		<ul style="list-style-type: none"> Developing Coaching Practices Organising Work Schedules Facilitating Groups Planning and Conducting Sport Programs Personal Development Sport-Specific Coaching Sessions 	<p style="color: red; margin-top: 10px;"><i>Finalisation of qualification: SIS30115 Certificate III in Sport and Recreation</i></p>
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Assessment	<p>Program delivery will combine both class-based tasks and practical components in a real sport environment at the school. This involves the delivery of a range of sport programs to real participants within the school community (high school and primary school students). A range of teaching/learning strategies will be used to deliver the competencies. These include practical activities involving participants, group work and practical experience within the school sporting programs. Evidence contributing towards competency will be collected throughout the course.</p>								
Pathways	<p>The Certificate III in Sport and Recreation will predominantly be used by students seeking to enter the sport, fitness and recreation industry as a community coach, sports coach, athlete, volunteer or activity assistant.</p> <p>Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar</p> <p>Students may also choose to continue their study by undertaking the Certificate IV or Diploma (e.g. Sport Coaching or Fitness) at another RTO.</p>								
Cost	<ul style="list-style-type: none"> \$265.00 = Binnacle Training Fee - Certificate II entry qualification \$70.00 = Binnacle Training Fee - Certificate III Gap Fee \$55.00 = First Aid Certificate costs \$10.00 = Excursions to other outside venues to participate in and to conduct sport activities. 								

Certificate III in Early Childhood Education and Care

(RTO – ACCO -5404)

**Maximum
QCE Credit
Points - 8**

Subject Type	Vocational Education and Training
Nationally Recognised Qualifications	CHC30121 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE
Course Length	80 weeks (2 years)
Vocational Placement	Minimum 160 hours of work in a regulated children’s education and care service in Australia
Reasons to Study the Subject	<p>This qualification reflects the role of educators in early childhood education and care who work in regulated children’s education and care services in Australia. They support children’s wellbeing, and development in the context of an approved learning framework. Educators use a range of well-developed skills and knowledge using discretion and judgment when carrying out their work in the context of established policies and procedures. They may work independently or under the guidance of others, though in some contexts that guidance may not be on-site.</p> <p><u>QCE Credits:</u> Successful completion of the Certificate III in Early Childhood Education and Care contributes a maximum of eight (8) credits towards a student’s QCE. A maximum of eight credits from the same training package can contribute to a QCE.</p> <p>Graduates will be able to use their Certificate III in Early Childhood Education and Care</p> <ul style="list-style-type: none"> as an entry level qualification into the Education and Care Industry (e.g. assistant educator in long day care, child care centres, Kindergarten or preschool program, occasional care, Family Day Care Educator);

ENTRY REQUIREMENTS

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

Units of Study	17 units of competency including 15 core units and 2 elective units
	Core Units
	Code Title
	CHCECE030 Support inclusion and diversity
	CHCECE031 Support children’s health, safety and wellbeing
	CHCECE032 Nurture babies and toddlers
	CHCECE033 Develop positive and respectful relationships with children
	CHCECE034 Use an approved learning framework to guide practice
	CHCECE035 Support the holistic learning and development of children
	CHCECE036 Provide experiences to support children’s play and learning
	CHCECE037 Support children to connect with the natural environment
CHCECE038 Observe children to inform practice	

	<p>CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures</p> <p>CHCECE055 Meet legal and ethical obligations in children's education and care</p> <p>CHCECE056 Work effectively in children's education and care</p> <p>CHCPRT001 Identify and respond to children and young people at risk</p> <p>HLTAID012 Provide First Aid in an education and care setting</p> <p>HLTWHS001 Participate in workplace health and safety</p> <p>Elective Units</p> <p>CHCDIV001 Work with Diverse People</p> <p>CHCPRP003 Reflect on and Improve Own Professional Practice</p>
Learning and Assessment	<p>This qualification is delivered by an ACCO Trainer Assessor. A range of teaching and learning experiences will be used to deliver the competencies, including:</p> <ul style="list-style-type: none"> • Practical tasks • Written Assignments • Activities in simulated work environments • Digital resources • Activities in real work environment (Approved Child Care Services with under 2s) min 160hrs <p>Evidence contributing towards competency will be collected throughout the program. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies.</p>
Pathways	<p>This course is industry recognised and industry supported.</p> <p>VET PATHWAY: After completing the certificate III the student may consider completing the Diploma which opens the doors to employment as a Lead Educator or Director.</p> <p>Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar</p>
Cost	<ul style="list-style-type: none"> • \$1,800.00 = ACCCO Fees (<i>excluding HLTAID012 Provide and Emergency First aid Response in an Education and Care Setting</i>) • All digital learning resources are provided by ACCCO.
	<p>Participants will be students of ACCCO and upon completion will receive a certificate issued by ACCCO</p>

Certificate IV in Justice Studies		Duration:	2 years
Qualification description:	<p>Certificate IV in Justice Studies is an accredited course. The Certificate IV in Justice Studies is designed by justice professionals for people who would like to achieve employment in the criminal justice system and wish to develop a deeper understanding of the justice system.</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 which 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>		
Qualification packaging rules:	<p>To attain this certificate, 10 units of competency (6 core and 4 elective) must be completed.</p>		
Units of Competency delivered:	Unit Code	Unit Name	
	1. NAT10971001	Provide information and referral advice on justice-related issues	
	2. NAT10971002	Prepare documentation for court proceedings	
	3. NAT1097003	Analyse social justice issues	
	4. BSBXCM401	Apply communication strategies in the workplace	
	5. PSPREG003	Apply Regulatory Powers	
	6. BSBLEG421	Apply understanding of the Australian Legal System	
	7. BSBPEF402	Develop personal work priorities	
	8. BSBLEG523	Apply legal principles in tort law matters	
	9. PSPREG010	Prepare a brief of evidence	
	10. BSBLDR414	Lead team effectiveness or	
	11. PSPREG012	Gather information through interviews	
Learning experiences:	<p>Content is delivered in a classroom environment through Legal Studies/Certificate IV in Justice Studies classes or via an online plus face-to face option. Course content provided by the trainer and assessor. This can be in the format of online reading and activities, whole day workshops, 3 x compulsory workshops with industry professionals</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:	<p>\$750 up-front fee</p>		
Further information	<p>Refund Policy: Refund for students exiting a certificate course is on prorata basis related to the unit/s of competency covered (less a \$50.00 administration fee). Students must have evidence of the reason/s why exit from the course is being sought (e.g. a medical certificate or show extreme personal hardship). Applications for refund are made to the Unity College Principal and are at the discretion of the Principal.</p>		

Certificate III in Information, Digital Media and Technology

ICT30120

(RTO – TAFE Qld - 0275)

Certificate III in Information, Digital Media and Technology		Duration: 2 years
Qualification description:	<p>Certificate III in Information, Digital Media and Technology is an accredited course. Kick start your career in information and communications technology (ICT) with this entry-level qualification. Get the hands-on skills for the role you want with this specialised IT Support stream.</p> <p>The IT Support stream will teach you how to set up, diagnose and fix general ICT issues. You'll be qualified to work as an ICT technician. Individuals who work in these fields apply broad sets of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people and clients in a variety of work contexts.</p>	
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>	
Qualification packaging rules:	To attain this certificate, 12 units of competency (6 cores and 6 electives) must be completed.	
Units of Competency delivered:	Unit Code	Unit Name
	BSBCRT301	Develop and extend critical and creative thinking skills
	BSBXTW301	Work in a team
	ICTICT302	Install and optimise operating system software
	ICTSAS308	Run standard diagnostic tests
	ICTSAS305	Provide ICT advice to clients
	ICTPRG302	Apply introductory programming techniques
	BSBXCS303	Securely manage personally identifiable information and workplace information
	ICTICT313	Identify IP, ethics and privacy policies in ICT environments
	ICTICT303	Connect internal hardware components
	ICTSAS303	Care for computer hardware
	ICTSAS309	Maintain and repair ICT equipment and software
ICTSAS310	Install, configure and secure a small office or home office network	
Learning experiences:	Content is delivered in a classroom environment. Course content accessed via 'Connect' (Internet based). Reading, activities and assessment will also need to be completed outside the classroom. It is expected that students will spend 8-10 hours (including class time) each week on the course.	
Technology required:	PC running Windows 10 (or similar) / Access to the Internet / USB drive / Microsoft Office Suite (or similar)	
Assessment:	Evidence contributing towards competency will be collected throughout the program. Evidence is gathered through the following; online quizzes, written assignments, case studies, projects and practical assessments.	
Pathways:	The Certificate III in Information, Digital Media and Technology is recommended for students looking to gain employment or further study opportunities in fields within the ICT industry. This entry level certificate can lead to job prospects such as Help desk officer or ICT technician.	
Course Costs:	\$500 per student	

CUA31120 CERTIFICATE III in VISUAL ARTS

A Nationally Recognised Qualification (National Provider No. 30078)

Year 12

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

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

Possible career options

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

Course Fees

\$50 to cover consumables and resources.

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

Course outline

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

4 Core unit plus 8 Elective Units

CODE	UNIT TITLE
CORE UNITS	
*BSBWHS211	Contribute to health and safety of self and others
CUAACD311	Produce drawings to communicate ideas
CUAPPR311	Produce creative work
CUARES301	Apply knowledge of history and theory to own arts practice
ELECTIVE UNITS	
CUADES301	Explore the use of colour
CUACER301	Produce ceramics
CUAPPR312	Document the creative work progress
CUAPPR417	Select and prepare creative work for exhibition
CUAPRI312	Produce prints
CUADES305	Source and apply information on the history and theory of design
*MSMPMC308	Operate slip casting equipment
*CUADES201	Follow a design process
*Competencies which students must complete as part of CUA20720 Certificate II in Visual Arts which forms part of the CUA31120 Certificate III in Visual Arts	

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.

CERTIFICATE I IN CONSTRUCTION

COURSE CODE: CPC10120



VETiS FUNDED*

CORE UNITS

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

ELECTIVE UNITS

CPCCCM1011A	Undertake basic estimation and costing
CPCCCM2004A	Handle construction materials
CPCCCM2006B	Apply basic levelling procedures

DURATION

4 terms

STUDY MODE

Face-to-face

WORKLOAD

1 day per week

YEAR LEVEL

10, 11 & 12

QCE CREDITS

3 credits[†]

Maximum QCE Credit Points 3

PATHWAY OPTIONS

CPC10120 **Certificate I** in Construction

Apprenticeship only

- CPC30211 **Certificate III** in Carpentry
- CPC31912 **Certificate III** in Joinery
- CPC30116 **Certificate III** in Shopfitting
- CPC30111 **Certificate III** in Bricklaying/Blocklaying
- CPC30611 **Certificate III** in Painting and Decorating
- CPC31011 **Certificate III** in Solid Plastering
- CPC30812 **Certificate III** in Roof Tiling
- CPC32313 **Certificate III** in Stonemasonry (Monumental/Installations)
- CPC31211 **Certificate III** in Wall and Ceiling Lining
- MSF30818 **Certificate III** in Flooring Technology
- CPC31311 **Certificate III** in Wall and Floor Tiling

- CPC40110 **Certificate IV** in Building and Construction (Building)
- CPC40308 **Certificate IV** in Building and Construction (Estimating)

CPC60220 **Advanced Diploma** of Building and Construction (Management)

UNIVERSITY PATHWAYS

CAREER OUTCOMES

Trade assistant/worker in carpentry, joinery, or cabinetmaking

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

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

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

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

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

CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

COURSE CODE: UEE22020

 VETiS FUNDED*



CORE UNITS

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

ELECTIVE UNITS

CPCCWHS1001	Prepare to work safely in the construction industry
HLTAID001	Provide cardiopulmonary resuscitation
UEENED101A	Use computer applications relevant to a workplace
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components
UEENEEE105A	Fix and secure electrotechnology equipment
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications
UEENEEE137A	Document and apply measures to control OHS risks associated with electrotechnology work

DURATION

4 terms

STUDY MODE

Face-to-face

WORKLOAD

1 day per week

YEAR LEVEL

10, 11 & 12

QCE CREDITS

4 credits

**Maximum QCE
Credit Points 4**

PATHWAY OPTIONS

UEE22011 **Certificate II** in Electrotechnology (Career Start)

 Apprenticeship only

UEE30811 **Certificate III** in Electrotechnology (Electrician)

UEE31211 **Certificate III** in Instrumentation and Control

UEE32211 **Certificate III** in Air-conditioning and Refrigeration

UEE32111 **Certificate III** in Appliance Service

UEE30911 **Certificate III** in Electronics and Communication

UEE40611 **Certificate IV** in Electrotechnology – Systems Electrician

UEE42611 **Certificate IV** in Hazardous Areas – Electrical

UEE43211 **Certificate IV** in Industrial Automation and Control

UEE40411 **Certificate IV** in Electrical – Instrumentation

UEE50511 **Diploma** of Electronics and Communications Engineering

UEE51010 **Diploma** of Instrumentation and Control Engineering

UEE51211 **Diploma** of Air-conditioning and Refrigeration Engineering

UEE62211 **Advanced Diploma** of Electrical – Engineering

UEE60211 **Advanced Diploma** of Electronics and Communications Engineering

CAREER OUTCOMES

Electrical trade assistant/worker

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

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

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

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

UNIVERSITY PATHWAYS



For all pathway options, please refer to our [Degree Pathways Guide](#)

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

CERTIFICATE II IN ENGINEERING PATHWAYS

COURSE CODE: MEM20413



VETiS FUNDED*

CORE UNITS

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

ELECTIVE UNITS

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

PATHWAY OPTIONS

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

Apprenticeship only

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

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

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

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

MEM60112 **Advanced Diploma** of Engineering

UNIVERSITY PATHWAYS

CAREER OUTCOMES

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

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

Entry-level drafts person

Higher engineering trades person, special class trades person, drafts person

Senior drafts person, advanced engineering trades person

Consultant, project manager



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

DURATION

4 terms

STUDY MODE

Face-to-face

WORKLOAD

1 day per week

YEAR LEVEL

10, 11 & 12

QCE CREDITS

4 credits

Maximum QCE Credit Points 4

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

CERTIFICATE II IN FURNITURE MAKING PATHWAYS

COURSE CODE: MSF20516



NATIONALLY RECOGNISED TRAINING

VETiS FUNDED*

CORE UNITS

MSAENV272B	Participate in environmentally sustainable work practices
MSAPMSUP102A	Communicate in the workplace
MSAPMSUP106A	Work in a team
MSFFM2001	Use furniture making sector hand and power tools
MSFGN2001	Make measurements and calculations

ELECTIVE UNITS

MSAPMOHS200A	Work safely
MSFFF2004	Prepare surfaces for finishing
MSFFM2002	Assemble furnishing components
MSFFM2005	Join solid timber
MSFFM2006	Hand make timber joints
MSFFM2010	Set up and operate basic static machines
MSFFM2011	Apply manufactured board conversion techniques
MSFFM3019	Set up, operate and maintain automated edge banding machines

STUDY MODE

Face-to-face

WORKLOAD

1 day per week

YEAR LEVEL

10, 11 & 12

QCE CREDITS

4 credits

**Maximum QCE
Credit Points 4**

PATHWAY OPTIONS

MSF20516 **Certificate II** in Furniture Making Pathways



Apprenticeship only

MSF31113 **Certificate III** in Cabinet Making

MSF30113 **Certificate III** in Furniture Finishing

MSF30313 **Certificate III** in Timber and Composites Machining

MSF30713 **Certificate III** in Upholstery

MSF40213 **Certificate IV** in Furniture Design and Technology

CAREER OUTCOMES

Furniture making trade assistant/worker

Cabinet maker, furniture finisher, wood machinist, upholsterer

Furniture designer, fine furniture maker

Kick-start your career in the furnishing industry with this entry-level course. Gain foundation skills and build the confidence you need to find a cabinet making apprenticeship.

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

COURSE CODE: AUR20720



NATIONALLY RECOGNISED
TRAINING

VETiS FUNDED*

CORE UNITS

AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURFAA003	Communicate effectively in an automotive workplace
AURFAA004	Resolve routine problems in an automotive workplace
AURASA002	Follow safe working practices in an automotive workplace
AURETR003	Identify automotive electrical systems and components
AURLTA001	Identify automotive mechanical systems and components
AURTTK002	Use and maintain tools and equipment in an automotive workplace

ELECTIVE UNITS

AURETR015	Inspect, test and service batteries
AURTTA005	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTF001	Inspect and service petrol fuel systems
AURTTA027	Carry out basic vehicle servicing operations
AURTTJ011	Balance wheels and tyres

STUDY MODE

Face-to-face

WORKLOAD

1 day per week

YEAR LEVEL

10, 11 & 12

QCE CREDITS

4 credits

Maximum QCE
Credit Points 4

PATHWAY OPTIONS

AUR20720 **Certificate II** in Automotive Vocational Preparation

AUR30616 **Certificate III** in Light Vehicle Mechanical Technology

AUR30816 **Certificate III** in Motorcycle Mechanical Technology

AUR31216 **Certificate III** in Mobile Plant Technology

AUR31116 **Certificate III** in Heavy Commercial Vehicle Mechanical Technology

CAREER OUTCOMES

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

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

CERTIFICATE II IN PLUMBING

COURSE CODE: 11054NAT

 VETiS FUNDED*



CORE UNITS

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

DURATION

4 terms

STUDY MODE

Face-to-face

WORKLOAD

1 day per week plus 80 hours vocational placement

YEAR LEVEL

10, 11 & 12

QCE CREDITS

4 credits[†]

**Maximum QCE
Credit Points 4**

PATHWAY OPTIONS

11054NAT **Certificate II** in Plumbing



Apprenticeship only

CPC32413 **Certificate III** in Plumbing
CPC32620 **Certificate III** in Roof Plumbing
CPC32713 **Certificate III** in Gas Fitting
CPC32513 **Certificate III** in Plumbing (Mechanical Services)

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

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

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

CAREER OUTCOMES

Plumbing trade assistant/worker

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

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

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

Builder, site supervisor, senior office manager

UNIVERSITY PATHWAYS



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

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

CERTIFICATE II IN HEALTH SUPPORT SERVICES

COURSE CODE: HLT23215



NATIONALLY RECOGNISED TRAINING

VETiS FUNDED*

CORE UNITS

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

ELECTIVE UNITS

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

DURATION

4 terms

STUDY MODE

Face-to-face

WORKLOAD

1 day per week plus 40 hours of vocational placement

YEAR LEVEL

10, 11 & 12

QCE CREDITS

4 credits[†]

Maximum QCE
Credit Points 4

PATHWAY OPTIONS

HLT23215 **Certificate II** in Health Support Services

HLT33115 **Certificate III** in Health Services Assistance

HLT54115 **Diploma** of Nursing

CAREER OUTCOMES

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

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

Enrolled nurse

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

UNIVERSITY PATHWAYS



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

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE (UPGRADE)

COURSE CODE: HLT33115



CORE UNITS

BSBMED301	Interpret and apply medical terminology appropriately
BSBWOR301	Organise personal work priorities and development

ELECTIVE UNITS

CHCCCS015	Provide individualised support
CHCCCS002	Assist with movement
HLTAID003	Provide first aid †

DURATION

4 terms

STUDY MODE

Online

WORKLOAD

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

YEAR LEVEL

11 & 12*

QCE CREDITS

2 credits

Maximum QCE
Credit Points 2

PATHWAY OPTIONS

HLT33115 **Certificate III** in Health Services Assistance

HLT54115 **Diploma** of Nursing

CAREER OUTCOMES

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

Enrolled nurse

UNIVERSITY PATHWAYS



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

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

SHB20216 CERTIFICATE II in SALON ASSISTANT

A Nationally Recognised Qualification (National Provider No. 30078)

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

Possible Career Options

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

Course Fees

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

Course Outline

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

CODE	UNIT TITLE
CORE UNITS	
BSBWHS201	Contribute to health and safety of self and others
SHBHBAS001	Provide shampoo and basin services
SHBXCCS003	Greet and prepare clients for salon services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBXCCS001	Conduct salon financial transactions
ELECTIVE UNITS	
SHBHBAS002	Provide head, neck and shoulder massages for relaxation
SHBHCLS001	Apply hair colour products
SHBHDES002	Braid hair
SIRXSL001	Sell to the retail customer
SHBHIND0D02	Research and use hairdressing industry information
SIRRINV001	Receive and handle retail stock

To provide flexibility and to cater to student interest and participation, 6 elective units of competency are offered. Students are provided with packaging rules – 8 Core and 4 Elective units, and understand they do not need to complete the 6 elective units on offer.

Special Aspects

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

Assessment is based on the following

Competency based assessment is the process of collecting evidence and making judgements on whether or not the student can consistently demonstrate knowledge and skill and the application of that knowledge and skill to a performance required in the workplace. During the program of study, a variety of assessment techniques will be used. There are no A-E results attained in this course, the student will either be deemed competent or not yet competent at completion of course. As a result, the student will not receive a Level of Achievement.

Service Agreement

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

Head of Department – Mr Simeon Burt

SHB30215 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

\$100 fee per year to cover consumables and resources. When students commence the course, they will be required to purchase a make-up and brush kit. The school can supply professional kits at a cost of approximately \$200 (full cost is \$350 and the \$150 difference is subsidised by MSHS provided the student completes the course). Students will be required to wear "Hair and Beauty" uniform comprising black long pants and black shirt with Hair and Beauty logo, which is available from Sauer's Clothing Suppliers and this uniform needs to be worn from the first day of Term 1. This information is correct at time of publication but subject to change.

Course Outline

To achieve a Certificate III in Make-Up you will need to complete 15 units in total – 9 Core units plus 6 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
SHBXCCS007	Conduct salon financial services
SHBBNLS007	Provide manicure and pedicure services
SHBXCCS001	Apply nail art
SHBBNLS011	Use electric file equipment for nail services

*Optional additional competency which students may complete as part of the course.

Special Aspects

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

Assessment is based on the following

Competency based assessment is the process of collecting evidence and making judgements on whether or not the student can consistently demonstrate knowledge and skill and the application of that knowledge and skill to a performance required in the workplace. During the program of study, a variety of assessment techniques will be used. There are no A-E results attained in this course, the student will either be deemed competent or not yet competent at completion of course. As a result, the student will not receive a Level of Achievement.



Service Agreement

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

Head of Department – Mr Simeon Burt

**MSL20118 Certificate II in Sample and Measurement
and
MSL30118 Certificate III in Laboratory Skills**

Maximum
QCE Credit
Points - 8

 NATIONALLY RECOGNISED TRAINING	ABC Training and Consulting RTO number #5800 www.abconsulting.edu.au			
Course Description:	These courses will teach you the skills and knowledge required to perform a range of sampling and measurements activities as part of laboratory, production or field operations in the construction, manufacturing, food processing, resources and environmental industry sectors. Successful completion of this course will provide students with a nationally recognised qualification and provide credits toward their Queensland Certificate of Education (QCE) Refer to training.gov.au for specific information about the qualifications.			
Duration:	This is a _____ course in Years _____ and _____			
Location:	Delivered onsite at _____ in Partnership with ABC Training and Consulting (RTO #5800)			
Delivery Mode:	Combination of online, class-based tasks and practical components in a laboratory environment at school			
Career Pathways:	Successful completion of these two qualifications could lead to employment outcomes in manufacturing, healthcare, mining, agriculture, pharmaceutical, construction, medical and veterinary			
MSL20118 Certificate II in Sampling and Measurement				
QCE Points	Maximum QCE Points = 4 (FOUR)			
Entry Requirements:	Pass in Science and Mathematics subject in year 10			
Fees:	This program is fully funded by the Queensland Government VET Investment Budget for eligible students. If a student is <u>not</u> eligible for VETiS funding a Fee for Service (FFS) arrangement of \$1,900. This heavily reduced price includes the enrolment fee.			
MSL30118 Certificate III in Laboratory Skills				
QCE Points	Maximum QCE Points = 2 (TWO)			
Fee:	An additional \$500 to complete remaining 5 units of competency			
Further Information				
Obligation	The school guarantees that the student will be provided with every opportunity to complete the qualification. Employment is not guaranteed upon completion of this qualification. Students who are deemed competent in all 8 (and additional 5 for Cert III) units of competency will be awarded a Qualification and a record of results by ABC Training & Consulting. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment			
Units of Competency	Unit Code	Title	MSL20118	MSL30118
	MSL912001	Work within a laboratory or field workplace (induction)	C	E (B)
	MSL943004	Participate in laboratory or field workplace safety	C	C
	MSL952001	Collect routine site samples	E (A)	E (B)
	MSL972001	Conduct routine site measurements	E (A)	E (B)
	MSL922001	Record and present data	C	C
	MSL973013	Perform basic tests	E (B)	E (A)
	MSL933008	Perform calibrations checks on equipment and assist with its maintenance	E (B)	E (A)
	MSMENV272	Participate in environmentally sustainable work practices	C	C
	MSL913003	Communicate with other people		C
	MSL913004	Plan and conduct laboratory field work		C
	MSL933006	Contribute to the achievement of quality objectives		C
	MSL973014	Prepare working solutions		E (A)
MSL933005	Maintain the laboratory/field workplace fit for purpose	E (A)		

Version history

Version	Date of change	Update
4	July 2022	Content change, formatting, addition and deletions
3	July 2021	Formatting, logo, content change and addition.
2	July 2020	Formatting and content change and addition.
1	unknown	