

CHISHOLM CATHOLIC COLLEGE

Vocational Education Course Guide 2020



204 California Creek Road
Cornubia Qld 4130

Phone: 3209 0700
Fax: 3287 6291

E-mail: mnair@bne.catholic.edu.au

Vocational Education

At Chisholm College we have a variety of **Vocational Education** Programs that prepare students for challenges and opportunities beyond high school. Students can tailor their learning pathway using a range of different school-based options available to them.

Vocational Education and Training (VET) in schools enables students to gain nationally recognised qualifications (Certificates) whilst still completing their High School Education. As a Registered Training Organisation RTO 30511, we deliver the following qualifications on-site to students in Grade 11 and 12:

- BSB30115 Certificate III in Business
- CUA31015 Certificate III in Screen & Media
- BSB50215 Diploma in Business (Delivered by Barrington College RTO 45030)
- SIS30315 Certificate III in Fitness incorporating SIS20115 Certificate II in Sport & Recreation (Delivered by Binnacle Training RTO 31319)
- MSF20516 Certificate II in Furniture Making Pathways (Delivered by TAFE QLD Skills Tech RTO 31396)
- HLT33115 Certificate III in Health Services Assistance incorporating HLT23215 Certificate II in Health Support Services and CHC22015 Certificate II in Community Services (Delivered by Connect 'n' Grow RTO 40518)
- SIT30616 Certificate III in Hospitality with SIT20316 Certificate II in Hospitality embedded (Delivered by Training Direct Australia RTO 32355)

Courses Delivered Off-Site

The College, in partnership with other Registered Training Organisations (for example, TAFE Queensland) offers students in Years 10 to 12 the opportunity to undertake specific Certificate courses (which are not available at the College) to assist with and make a head-start to their career pathways. Students must be aware that these courses are off-site and they will be required to attend classes one day per week.

School Based Apprenticeships and Traineeships

School based apprenticeships and traineeships provide students in Years 10 to 12 the opportunity to attain a nationally recognised Vocational Education and Training (VET) qualification and gain valuable work skills and experience through paid employment at a work place. This is offered to students who want to start their first year in a trade or non-trade area whilst still at school. Students must be aware that these school-based options will require students to be in attendance at the work place one day per week.

**For more information please contact our Vet Program Leader
Ms Mala Nair at the College.**

Vocational Education & Training

Diploma in Business BSB50215	Provider: Barrington College RTO 45030	Cost \$ 2150.00 \$250 non refundable enrolment fee \$1900 tuition fee
	AQF Level QCE Credit Points	Diploma 8

This qualification has been designed for students to reflect on varied roles of individuals across different industry sectors and apply a broad range of competencies using considerable discretion, judgement and relevant theoretical knowledge. Learners may provide technical or substantially applicable support, to a team in an office environment. They are expected to successfully complete all units of competency listed below to be awarded this qualification.

Note: This course is outsourced to Barrington College, however students enrolled in the course will complete it as part of their senior timetable on campus.

Competency Code	Unit Description
Elective Units	
BSBADM502	Manage meetings
BSBCMM401	Make a presentation
BSBCUS501	Manage quality customer service
BSBHRM506	Manage recruitment selection and induction processes
BSBMKG501	Identify and evaluate marketing opportunities
BSBPMG522	Undertake project work
BSBRISK501	Manage risk
BSBWOR501	Manage personal work priorities and professional development

Assessment Technique

Assessment is competency based. A range of teaching/learning strategies will be used to deliver these competencies. This includes short answer questions, practical activities and scenarios, learner questionnaires, additional activities, portfolio of workplace documents and group and individual projects.

Vocational Education & Training

Certificate III in Business BSB30115	Provider: Chisholm Catholic College RTO 30511	Cost \$ Nil
	AQF Level QCE Credit Points	III 8

This qualification has been designed to provide students with solid skills and knowledge required for employment in general business operations. It reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. Students are expected to successfully complete all units of competency listed below to be awarded this qualification.

Competency Code	Unit Description
Core Unit	
BSBWHS302	Apply knowledge of WHS legislation in our workplace
Elective Units	
BSBCUS301	Deliver and monitor a service to customers
BSBCM301	Process customer complaints
BSBDIV301	Work effectively with diversity
BSBITU312	Create electronic presentations
BSBITU313	Design and produce digital text documents
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
BSBWOR204	Use business technology
BSBADM302	Produce text from notes
BSBWOR301	Organise personal work priorities and development
BSBITU309	Produce desktop published documents

Assessment Technique

Assessment is competency based. A range of teaching/learning strategies will be used to deliver these competencies. This includes short answer questions, practical activities and scenarios, learner questionnaires, additional activities, portfolio of workplace documents and group and individual projects.

Vocational Education & Training

Certificate III Screen & Media CUA31015	Provider: Chisholm Catholic College RTO 30511	Cost \$ Nil
	AQF Level	III
	QCE Credit Points	6

This qualification is a practical discipline which prepares students to meet the rapid changes and to respond to emerging technologies and trends. It provides students with the knowledge and skills used in the Media Industry. Students are expected to successfully complete all units of competency listed below to be awarded this qualification.

Competency Code	Unit Description
Core Units	
BSBCRT301	Develop and extend critical and creative thinking skills
CUAIND301	Work effectively in the creative arts industry
BSBWHS201	Contribute to health and safety of self and others
Elective Units	
CUAANM303	Create 3D digital models
CUAANM302	Create 3D digital animations
BSBDES303	Explore and apply the creative design process to 3D forms
CUAWRT301	Write content for a range of media
BSBDES302	Explore and apply the creative design process to 2D forms
CUASOU202	Perform basic sound editing
CUAANM301	Create 2D digital animations
CUACAM301	Shoot material for screen productions

Assessment Technique

Assessment is competency based. A range of teaching/learning strategies will be used to deliver these competencies. This includes short answer questions, practical activities and scenarios, learner questionnaires, additional activities, group and individual projects and a range of digital productions in media at industry standard.

Vocational Education & Training

Year 11 Certificate II Sport & Recreation SIS20115	Provider: Binnacle Training RTO 31319	Cost \$ 330
	AQF Level QCE Credit Points	II & III 4-8 (Certificate III)
Year 12 Certificate III Fitness SIS30315		

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring autonomous work with a defined range of exercise instruction situations and activities. Students are expected to successfully complete all units of competency listed below during the 2-year course of study to be awarded the Certificate III Fitness + Certificate II Sport & Recreation. Students must have good quality written and spoken communication skills and are required to obtain a 'Working with Children' Student Blue Card. Application forms can be found at: <http://www.binnacletraining.com.au/rto#blue-card>

Note: This course is outsourced to Binnacle Training, however students enrolled in the course will complete it as part of their senior timetable on campus.

SIS20115 Certificate II Sport & Recreation (Year 11)	
Competency Code	Unit Description
Core Units	
SISXCCS001	Provide quality service
SISXIND001	Work effectively in sport, fitness and recreation environments
HLTAID003	Provide first aid
HLTWHS001	Participate in workplace health and safety
SISXIND002	Maintain sport, fitness and recreation industry knowledge
SISXEMR001	Respond to emergency situations
BSBWOR202	Organise and complete daily work activities
SISXCAI002	Assist with activity sessions
Elective Units	
BSBRISK401	Identify risk and apply risk management processes
SISSSCO101	Develop and update knowledge of coaching practices
FSKDIG03	Use digital technology for routine workplace tasks
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
FSKLRG11	Use routine strategies for work-related learning

SIS30315 Certificate III Fitness (Year 12)

Competency Code	Unit Description
First 6 Core Units and 1 Elective Units same as SIS20115	
SISXFAC001	Maintain equipment for activities
SISFFIT001	Provide health screening and fitness orientation
SISFFIT002	Recognise and apply exercise considerations for specific populations
SISFFIT003	Instruct fitness programs
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming
SISFFIT005	Provide healthy eating information
SISFFIT014	Instruct exercise to older clients
SISFFIT006	Conduct fitness appraisals
SISFFIT011	Instruct approved community fitness programs

Assessment Technique

Assessment is competency based. A range of teaching/learning strategies will be used to deliver these competencies. This includes practical tasks, hands-on activities involving participants/clients, group work, practical experience within the school sporting programs and fitness facility and logbook of practical experience. Evidence contributing towards competency will be collected throughout the course.

IMPORTANT – Program Disclosure Statement PDS

This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides and those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).
To access Binnacle's PDS, visit: <http://www.binnacletraining.com.au/rto.php> and select 'RTO Files'.

Vocational Education & Training

Certificate II Furniture Making Pathways MSF20516	Provider: TAFE Queensland Skills Tech RTO 31396	Cost \$ Nil Government funding (VeTiS) is available for this course.
	AQF Level QCE Credit Points	II 4

This qualification is a school based program designed to give students an introduction to furniture making. Students will gain skills and knowledge in the areas of using cabinet making and wood machining tools, hand-making joints and assembling furniture components. Students are expected to successfully complete all units of competency listed below to be awarded this qualification.

Note: This course is outsourced to Queensland SkillsTech (TAFE), however students enrolled in the course will complete it as part of their senior timetable on campus.

Competency Code	Unit Description
Core Units	
MSMPCI103	Demonstrate care and apply safe practices at work
MSFGN2001	Make measurements and calculations
MSMENV272	Participate in environmentally sustainable work practices
MSFFP2001	Undertake a basic furniture making project
MSFFP2002	Develop a career plan for the furnishing industry
Elective Units	
MSFFP2006	Make simple timber joints
MSMSUP106	Work in a team
MSFFM2001	Use furniture making sector hand and power tools
MSFFP2005	Join furnishing materials
MSFFP2003	Prepare surfaces
MSFFM2002	Assemble furnishing components
MSFFP2004	Apply domestic surface coatings

Assessment Technique

Assessment is competency based. A range of teaching/learning strategies will be used to deliver these competencies. This includes a blend of theory and practical activities using classroom resources in conjunction with online TAFE Queensland Connect learning management system where it is available.

Vocational Education & Training

Year 11 HLT23215 Certificate II in Health Support Services CHC22015 Certificate II in Community Services Year 12 HLT33115 Certificate III Health Services Assistance	Provider: Connect 'n' Grow RTO 40518	Cost \$ 798 * Please see footnote
	AQF Level QCE Credit Points	II & III 4-8 (Certificate III)

This qualification has been designed to include projects that prepare students for a range of tasks they perform when they enter a health and/or community services career, including; health checks, health promotion, health administration and entry pathway for workers who provide the first point of contact and assist individuals in meeting their needs.

Note: This course is outsourced to Connect 'n' Grow, however students enrolled in the course will complete it as part of their senior timetable on campus.

HLT23215 Certificate II Health Support Services (Year 11)	
Competency Code	Unit Description
Core Units	
HLTWHS001	Participate in workplace health and safety
HLTINF001	Comply with infection prevention and control policies and procedures
CHCDIV001	Work with diverse people
CHCCOM005	Communicate and work in health or community services
Elective Units	
BSBCUS201	Deliver a service to customers
BSBFLM312	Contribute to team effectiveness
BSBWOR202	Organise and complete daily work activities
HLTAID003	Provide First Aid
BSBADM101	Use business equipment and resources
BSBINM201	Process and maintain workplace information
BSBWOR204	Use business technology
BSBWOR203	Work effectively with others

CHC22015 Certificate II Community Services (Year 11)	
Competency Code	Unit Description
First 4 Core Units and 3 Elective Units are the same as HLT23215	
CHCCOM001	Provide first point of contact
FSKOCM07	Interact effectively with others at work

HLT33115 Certificate III Health Services Assistance (Year 12)	
Competency Code	Unit Description
First 4 Core Units and 2 Elective Units are the same as HLT23215	
HLTAID003	Provide first Aid
HLTAAP001	Recognise healthy body systems
BSBMED301	Interpret and apply medical terminology appropriately
HLTAID001	Provide cardiopulmonary resuscitation
CHCCCS015	Provide individualised support
CHCCCS010	Maintain a high standard of service
BSBWOR301	Organise personal work priorities and development
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander Cultural safety
FSKLRG009	Use strategies to respond to routine workplace problems

Assessment Technique

Assessment is competency based. A range of teaching/learning strategies will be used to deliver these competencies. This includes multiple choice, true/false and short answer questions (online), practical activities and scenarios, workplace learning log, portfolio of workplace documents and First Aid course. Students must participate in structured workplace learning to complete this qualification.

* Footnote – Cost explanation

Students may be able to access funding to help subsidise the cost of their training. Contact the VET Coordinator or Connect'n'Grow if you would like to explore potential options.

Certificate II HLT23215 / Certificate II CHC22015 will cost \$399

Certificate III Health Services Assistant will cost a further \$399

Vocational Education & Training

Certificate III in Hospitality SIT30616 (SIT20316 Certificate II in Hospitality embedded)	Provider: Training Direct Australia RTO 32355	Cost \$ 1105 Government funding (VeTiS) is available for this course.
	AQF Level QCE Credit Points	II & III 4-8 (Certificate III)

This qualification provides the skill and knowledge for the individual to plan and organise activities, individually and in teams, particularly with regard to practical skills during functions. Students will collect, analyse, organise and evaluate the quality and validity of information related to the Hospitality Industry. Students are expected to successfully complete all units of competency listed below to be awarded this qualification.

Note: This course is outsourced to Training Direct Australia, however students enrolled in the course will complete it as part of their senior timetable on campus.

Competency Code	Unit Description
Core Units	
BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITHIND004	Work effectively in hospitality service
SITXCCS006	Provide service to customers
SITXCOM002	Show social and cultural sensitivity
SITXHRM001	Coach others in job skills
SITXWHS001	Participate in safe work practices
Elective Units	
SITXFSA001	Use hygienic practices for food safety
SITHFAB002	Provide responsible service of alcohol
SITHFAB004	Prepare and serve non-alcoholic beverages
SITHFAB005	Prepare and serve espresso coffee
SITHCCC002	Prepare and present simple dishes
SITHFAB007	Serve food and beverage
SITXFSA002	Participate in safe food handling practices
BSBCMM201	Communicate in the workplace
BSBSUS201	Participate in environmentally sustainable work practices

Assessment Technique

Assessment is competency based. Competencies are assessed at industry standard by gaining evidence to show the student is capable in that task. Evidence is gathered during functions, exams, observation during class, orals, role plays and student exercise books. Students must participate in Structured Workplace Learning for a maximum of 36 shifts over the 2 years or be in a part-time employment within the field of the hospitality industry, to gain a better understanding of the industry. (A service period shift is defined as 3-4 hour period).