



VOCATIONAL EDUCATION COURSE GUIDE 2024

VET MISSION AND VISION STATEMENT

Chisholm Catholic College provides students with alternate pathways in their learning that contribute to both QCE points and Rank comparable scores. Students may select from available Nationally Recognised certificate options or engage in a School-based Traineeship/Apprenticeship as part of their studies.

Chisholm Catholic College is the Registered Training Organisation (RTO) for a number of these courses and also utilises the expertise of external RTO providers to deliver course options.

Learning Experiences

Each subject contains units of competency (modules) based on Competency Based Training (CBT), meaning it measures your ability to perform a specific task to a precise standard under specific conditions. These standards have been set by industry and are set out in the VET Quality Framework (VQF). The College's training and assessment practices are relevant to the needs of industry and informed by industry engagement.

Each course will contain a variety of learning activities giving students the opportunity to progress according to individual learning styles. Students will be provided with multiple opportunities throughout the duration of the course to demonstrate competency. Students are encouraged to become actively involved in learning to ensure they are able to obtain and absorb the required knowledge and skills prior to assessment.

Core Values

COMMUNICATION

Understanding the importance of good communication for the proper functioning of the team and advancing our common goals

INTEGRITY

We will demonstrate at all times, and expect of our colleagues, the highest standards of personal integrity

ACCOUNTABILITY

We will be accountable for our own actions, work, and words

TEAMWORK

Understanding that a team is stronger than the sum of its parts, and that we perform better as a team



TABLE OF CONTENTS

| | |
|---|----|
| VET MISSION AND VISION STATEMENT | 1 |
| VOCATIONAL EDUCATION | 3 |
| WHY STUDY VET..... | 4 |
| SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS | 7 |
| TAFE AT SCHOOL..... | 8 |
| WORK EXPERIENCE..... | 9 |
| DIPLOMA OF BUSINESS | 11 |
| CERTIFICATE IV IN JUSTICE STUDIES..... | 12 |
| CERTIFICATE III IN AVIATION (Remote Pilot)..... | 13 |
| CERTIFICATE III IN BUSINESS..... | 15 |
| CERTIFICATE III IN FITNESS..... | 16 |
| CERTIFICATE III IN HEALTH SERVICES ASSISTANCE | 18 |
| CERTIFICATE III IN HOSPITALITY | 20 |



For further information please contact the Vocational Education and Careers Team

Ms Mala Nair **Program Leader**

mnair@bne.catholic.edu.au

Mrs Jenny Bell **Admin Assistant**

jebell@bne.catholic.edu.au

WHY STUDY VET

ADVANTAGES

- Provide credit points towards the attainment of a Queensland Certificate of Education, and/or the attainment of a nationally recognised VET qualification
- The development of work-related skills that enhance employability
- Access to learning opportunities beyond the traditional curriculum, including work-based learning
- Competency-based assessment that meets industry standards
- Pathways to further training, education, and tertiary learning

HOW TO ACCESS

Students from grade 10 - 12 can access VET programs such as:

- Timetabled within School Curriculum
- Offsite learning - External Provider
- School-based Traineeship or Apprenticeship
- Online learning



COMPETENCY-BASED ASSESSMENTS

Competency-Based Training is designed as **an opportunity for the learner to demonstrate their ability in a certain task**. The qualification is made up of workplace tasks. The learner is deemed either *competent*, or *not yet competent* at the end of the learning pathway. It is not a graded qualification; learners are simply required to demonstrate the ability to complete and understand the task and show competence consistently. A learner will need to be deemed competent in **all units of competency to achieve their full qualification**.

STUDENT ROLES AND RESPONSIBILITIES

Students are asked to:

- Make a serious commitment to undertaking a nationally recognised qualification
- Provide any materials and equipment requested by the College
- Meet all aspects of work health and safety requirements
- Meet the expectations and requirement of the College in terms of participation, cooperation, punctuality, behaviour, and conduct

COMPLAINTS AND APPEALS POLICY

Chisholm Catholic College has a complaints and appeals policy specific to the Registered Training Organisation (RTO) operations.

A complaint can be made to the College Regarding:

- College Trainers and Assessors
- Students of Chisholm Catholic College
- Third party services providing training on behalf of Chisholm Catholic College

The Complaints and Appeals Policy is also available on the College website. All complaints or appeals must be directed to the Principal as CEO of Chisholm Catholic College.

UNIQUE STUDENT IDENTIFIER (USI)

All students who wish to study a VET course will be required to obtain a USI number.

We ask that you access the USI website www.usi.gov.au and complete the process at home, this is a simple process that only takes approximately 5 minutes. Please note that a Medicare card, Birth Certificate, Driver's License or Passport is required to complete this process.

ENROLMENT AND ADMISSION

Access to VET Certificates is open to all students, regardless of race, gender and ability. Subjects will be offered if enrolment numbers are viable and human and physical resources comply with AQTF standards, for Registered Training Organisations. Students must meet the minimum levels of literacy and numeracy.

FEES

For qualifications delivered by Chisholm Catholic College which are on our scope, all tuition costs are included in the year level fee structure. Additional fees are paid for all the courses which are externally sourced. These are clearly stipulated in the Subject Selection Handbook. Please see the VET Program Leader for more information.

VET STUDENT HANDBOOK

Chisholm Catholic College will provide students with a VET handbook prior to commencement in their course. The VET handbook is also available on the College website

ROLES AND RESPONSIBILITIES

As a Registered Training Organisation, the college has the following roles and responsibilities when enrolling students in a VET Qualification:

- Recognises the importance of students receiving a broad-based education, comprising both general and vocational education and training.
- Will inform students of any changes to agreed services.
- The College has a process in place that enables students to apply for Recognition of Prior Learning (RPL) for vocational education competencies.
- Has a process for addressing any concerns a student may have and offers students access to support services that can provide guidance about the vocational education.

SKILLING FOR THE FUTURE

Chisholm Catholic College is committed to providing our students with the opportunity to explore subjects and pathways that are best suited to their interests, abilities and career aspirations. We strive to work in partnership with students and their families to optimise future pathways for all students. We are committed to ensuring that students study a senior program incorporating depth and breadth of learning, to maximise their opportunity to grow their knowledge and future focused skills – including creative thinking, problem solving, communication, teamwork, flexibility and resilience.

We are strongly guided by evidence-based research that speaks to the importance of preparing students for the world of work by equipping them both academically and vocationally. The recent 2018 Gonski "Through Growth to Achievement" report, commissioned by the Australian Government, highlights the need for school to equip "...young people with the right knowledge, skills and mindset [to allow them to] thrive in an uncertain world of work, and to find fulfilment in all aspects of their lives" (pg. 27).

UNDERPINNING FACTORS

All Senior Syllabuses and VET Qualifications are underpinned by:

- Literacy — the set of knowledge and skills about language and texts essential for understanding and conveying content
- Numeracy — the knowledge, skills, behaviours, and dispositions that students need to use mathematics in a wide range of situations, to recognise and understand the role of mathematics in the world, and to develop the dispositions and capacities to use mathematical knowledge and skills purposefully.
- 21st century skills — the attributes and skills students need to prepare them for higher education, work and engagement in a complex and rapidly changing world. These include critical thinking, creative thinking, communication, collaboration and teamwork, personal and social skills, and information and communication technologies (ICT) skills.

VET QUALIFICATIONS, THE ATAR AND TERTIARY SELECTION

Completed Vocational Education and Training (VET) qualifications may be used for tertiary selection in two ways:

- as one of the five inputs into a student's ATAR; and/or
- as a stand-alone basis for tertiary admission

HOW WILL VET QUALIFICATIONS BE INCLUDED IN THE ATAR?

Each VET qualification level will have a single scaled score that can be included in the ATAR calculation. For more information about ATAR eligibility and what inputs can be included in the ATAR calculation, please refer to the QTAC website.

Relevant VET qualification levels for the ATAR are Certificate III, Certificate IV, Diploma and Advanced Diploma.

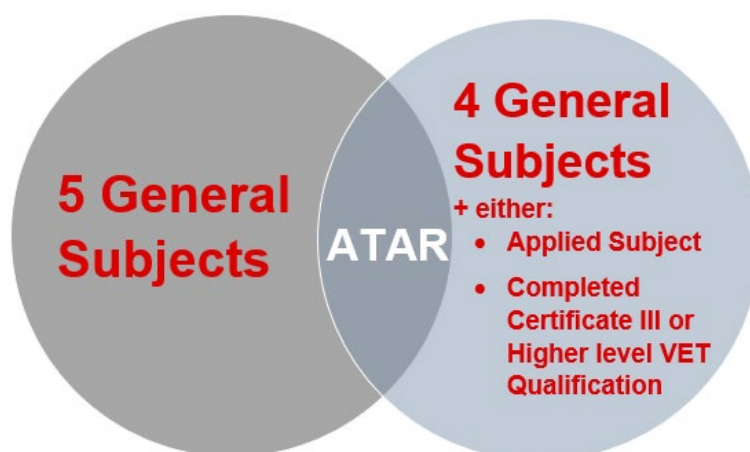
Each VET qualification at the same level will have the same scaled score, regardless of duration or content. This means, for example, that a completed Certificate III in Hospitality will have the same scaled score as a completed Certificate III in Business.

Important! VET qualifications must be recorded as completed in your QCAA learning account to be included in the ATAR calculation.

WHERE CAN I FIND OUT MORE INFORMATION ABOUT THE ATAR?

For more information about the ATAR, refer to QTAC'S please go to

PHONE: 1300 467 822
EMAIL: atar@qtac.edu.au
WEBSITE: qtac.edu.au



SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS

WHAT IS A SAT

School-based apprenticeships and traineeships (SATs) are perfect for high school students who want to get a head start on their career. SATs allow high school students to combine school and training with working in a real job, with a real boss, for a real wage.

ADVANTAGES OF SAT'S

School-based apprenticeships and traineeships (SATs) help young people to go places, whether that's a full-time job, a trade career, university, TAFE, or other training. The workplace skills and confidence they gain during their SAT provide a solid foundation for any career. SATs allow students to work as paid employees and obtain nationally recognised qualifications, all while at school.

HOW SATs WORK

School-based apprenticeships and traineeships (SATs) allow high school students, generally in Years 10, 11 and 12, to work for an employer and do off the job training (with a Registered Training Organisation) that can gain them credit towards a nationally recognised qualification, while completing their secondary schooling and studying for their Queensland Certificate of Education and/or ATAR score.



IMPACT ON SCHOOL TIMETABLE

When a student is undertaking a SAT the work, or the training must impact on the school timetable. Each SAT is individually assessed for the best outcome for the student and the employer. The employer is expected to be able to provide 375 hours (50 days) for most traineeships, or for electrotechnology, a minimum of 600 hours (80 days) of paid employment for each 12-month period from the date of commencement of the training contract.

TAFE AT SCHOOL

If you're a Year 10*, 11 or 12 student you may be able to complete a TAFE Queensland qualification while you're still at school.

Choose from a variety of certificate I to diploma courses from a range of study areas, TAFE has it all.

**Not all programs available for Year 10 students*

BENEFITS OF TAFE AT SCHOOL

- Fits around your senior studies
- Get valuable Queensland Certificate of Education (QCE) credits*
- May contribute to your Australian Tertiary Admissions Rank (ATAR)*
- Open up a variety of university pathways
- Gain credits towards an apprenticeship, diploma, or university studies
- Build practical skills in an adult learning environment.
- Get work ready.



RTO 0275 | CRICOS 03020E | HEP PRV13003

**Eligibility conditions apply*

TAFE TASTER PROGRAMS

Year 10 students have access to TAFE Taster programs which is funded by the Queensland Government. This is unique to TAFE Queensland and offered at no cost. The program allows students to experience the industry by studying units of competency from different areas.

TAFE CAMPUSES

Acacia Ridge – 247 Bradman Street Acacia Ridge

Alexandra Hills - Windermere Road Alexandra Hills

Eagle Farm – 776 Kingsford Smith Drive Eagle Farm

Loganlea – 50-68 Armstrong Road Meadowbrook

Mt Gravatt – 1030 Cavendish Road Mt Gravatt

South Bank - 66 Ernest Street South Brisbane

All campuses are accessible by both private and public transport.

STUDY AREAS

Agricultural and Horticulture

Animal Services

Automotive

Beauty and Hairdressing

Building and Construction

Business and Accounting

Childcare

Community Services

Digital and Interactive Media

Electrotechnology

Engineering

Events and Travel

Fashion

Hospitality and Cookery

Justice and Government

Laboratory Science

Nursing and Allied Health

Performing Arts

Sports and Fitness

Visual Arts and Design

WORK EXPERIENCE

BENEFITS

If you have not already had a part-time job, work experience may be the first time you visit a workplace and learn about employer expectations and the world of work.

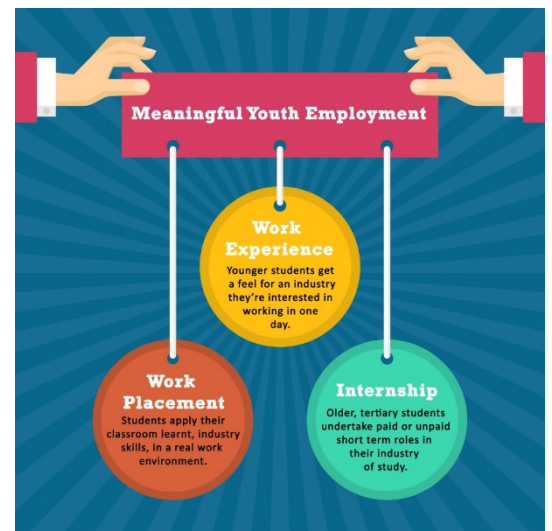
The most important thing to learn is that you are an individual. You may enjoy doing the same things as your friends, but as you think about your future, it's important to remember that you and your friends have different abilities, strengths, weaknesses, passions and family backgrounds. You need to find what suits you best and what gives you the best chance for success and being happy.

So how do you find out what suits you? Some of your friends might know what they want to do, but it's okay if you don't know – even discovering what you don't want to do is a step in the right direction.

Choosing a career is not something that will just magically happen. No-one else can choose a career for you. You must make it happen for yourself.

Have you ever asked yourself or thought about the following questions:

- There are too many career choices – how do I decide?
- How did other people work out what they wanted to do after school?
- If I don't know what I want to do now, how am I ever going to work it out?
- Who is going to help me start my career journey?
- How have other people discovered the career of their dreams?
- Can work really be fun?



These are just a few questions that may have started to pop into your mind when you think about what you are going to do when you leave school. It doesn't matter if you know exactly what you want to do or if you have absolutely no idea, every student will ask themselves similar questions at some point in their final years at school.

Your work experience employer will have planned some tasks for you to do. They may not be what you expect, and you may not like the work, but the activities will hopefully assist you to make better informed career, course, and pathways decisions.

EXPECTATIONS

Work experience should give you:

- an understanding of the work environment and what employers expect of their workers
- an opportunity to explore possible career options
- increased self-understanding, maturity, independence, and self-confidence
- increased motivation to continue study and/or undertake further training
- a better understanding of how the school curriculum can help prepare young people for work
- an introduction to workplace recruitment practices
- enhanced opportunities for part-time and casual employment
- the opportunity to include the employer's work experience evaluation in future job and course applications
- opportunities to develop work-related competencies and acquire skills

- the chance to 'try out' a workplace.1

Your work experience employer will expect you to:

- be punctual – otherwise you may miss the Bus or they may start without you (demonstrating self-management and planning)
- be well-presented in your school uniform, or as advised by your school, when you are visiting their workplace (demonstrating self-management)
- listen and pay attention (demonstrating communication skills)
- participate in activities, possibly as part of a team (demonstrating initiative, communication and teamwork)
- enjoy the activity and learn.

LEARNING FROM WORK EXPERIENCE

If the work experience placement isn't what you wanted but is the only one available, or isn't what you expected, then there are still things you can learn from the experience:

- What activities did you enjoy?
- What activities were you good at? What did you find easy?
- What activities didn't you enjoy? Why?
- Did you meet anyone whose job you would like to do?
- Did you identify any strengths that you have? What are they?
- What did you learn about employer expectations?
- What training might you need to do?
- Would you like to work in the industry or job you experienced or for that employer? Why?
- What other job or industry would you like to investigate?



DIPLOMA OF BUSINESS

COURSE CODE: BSB50120

In **PARTNERSHIP**

Barrington College

RTO 45030

CORE UNITS | 5 UNITS

| | |
|------------------|--|
| BSBCRT511 | Develop critical thinking in others |
| BSBFIN501 | Manage budgets and financial plans |
| BSBOPS501 | Manage business resources |
| BSBXCM501 | Lead communication in the workplace |
| BSBSUS511 | Develop workplace policies and procedures for sustainability |

ELECTIVE UNITS | 7 UNITS

| | |
|------------------|---|
| BSBHRM525 | Manage recruitment and onboarding |
| BSBOPS504 | Manage business risk |
| BSBPMG430 | Undertake project work |
| BSBTWK503 | Manage meetings |
| BSBPEF502 | Develop and use emotional intelligence |
| BSBCMM411 | Make presentations |
| BSBMKG541 | Identify and evaluate marketing opportunities |

COST

\$2500

\$250 non-refundable enrolment fee

\$2250 Tuition Fee

Paid directly to Barrington.

DURATION

2 Years delivered in Years 11 and

12 on site at Chisholm Catholic

College

QCE CREDITS

Up to 8 credits

ATAR

ATAR Equivalent

COURSE OVERVIEW

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. Students enrolled in this course will complete it as part of their senior timetable on campus.

DELIVERY MODES

A range of delivery modes will be used during the teaching and learning of this qualification. These include face-to-face instruction, guided learning and online training.

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.

RTO OBLIGATION

We do not guarantee employment upon completion of this qualification. Student enrolment, complaints and appeals are managed by Barrington College.

Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a Record of Results by Barrington College.

Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment by Barrington College.



FURTHER STUDY/CAREER PATHWAYS

Diploma of Business BSB50120

- Program Manager
- Business Administration
- Project Consultant
- Office Manager

Bachelor of Business

- Entrepreneur
- Operations Manager
- Business Development Manager
- Partnership Manager

Bachelor of Business (Marketing)

- Marketing Coordinator
- Assistant Product Manager
- Sales Manager

BARRINGTON COLLEGE

AUSTRALIA



NATIONALLY RECOGNISED
TRAINING

CERTIFICATE IV IN JUSTICE STUDIES

COURSE CODE: 10971NAT

In **PARTNERSHIP**

Unity College
RTO 32123

CORE UNITS | 6 UNITS

| | |
|--------------------|---|
| NAT10971001 | Provide information and referral advice on justice-related issues |
| NAT10971002 | Prepare documentation for court proceedings |
| NAT10971003 | Analyse social justice issues |
| BSBXCM401 | Apply communication strategies in the workplace |
| PSPREG033 | Apply regulatory powers |
| BSBLEG421 | Apply understanding of the Australian Legal System |

ELECTIVE UNITS | 4 UNITS

| | |
|------------------|--|
| BSBLDR414 | Lead team effectiveness OR |
| PSPREG012 | Gather information through interviews |
| PSPREG010 | Prepare a brief of evidence |
| BSBLEG523 | Apply legal principles in tort law matters |
| BSBPEF402 | Develop personal work priorities |

COST

\$750 Paid directly to
Unity College prior to
commencement of course.

DURATION

2 Years delivered in Year 11
and 12 onsite at Chisholm
Catholic College

QCE CREDITS

Up to 8 credits

COURSE OVERVIEW

This qualification is a school-based program designed to provide students with a broad understanding of the justice system and develop the personal skills and knowledge which underpin employment in the justice system. Students enrolled in this course will complete it as part of their senior timetable on campus.

DELIVERY MODES

Content is delivered in a classroom environment through Legal Studies/Certificate IV Crime and Justice classes or via an online learning 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, and 3 X compulsory after school workshops with industry professionals.

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.

RTO OBLIGATION

We do not guarantee employment upon completion of this qualification. Student enrolment, complaints and appeals are managed by Unity College.

Students who are deemed competent in all 10 units of competency will be awarded a Qualification and a Record of Results by Unity College.

Students who achieve at least one unit of competency (but not full qualification) will receive a Statement of Attainment by Unity College.



FURTHER STUDY/CAREER PATHWAYS

Certificate IV in Justice Studies 10971NAT

- Police Officer (State or Federal)
- Legal Secretary
- Customs Officer
- Corrective Services Officer

Diploma of Justice Studies 10972NAT

- Paralegal
- Youth justice roles
- Private Investigator
- Court Services Officer

Bachelor of Criminology & Criminal Justice

- Legal practitioner
- Security consultant
- Forensic specialist
- Case manager

CERTIFICATE III IN AVIATION (Remote Pilot)

COURSE CODE: AVI30419

CERTIFICATE II IN ENGINEERING PATHWAYS

COURSE CODE: MEM20413

In **PARTNERSHIP**

Skills Generation

RTO 41008

COST

*Please see cost explanation

The cost of this course will be added to your school fees.

DURATION

2 Year delivered in Year 11 & 12 onsite at Chisholm Catholic College

QCE CREDITS

Up to 10 credits

MEM20413 | 12 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 |
| MEM16006A | Organise and communicate information |
| MEM16008A | Interact with computing technology |
| MEM18001C | Use hand tools |
| MEM18002B | Use power tools/hand held operations |
| MEMPE001A | Use engineering workshop machines |
| MEMPE002A | Use electric welding machines |
| MEMPE007A | Pull apart and re-assemble engineering mechanisms |
| MSAPMSUP106 | Work in a team |

AVI30419 Certificate III in Aviation (Remote Pilot) Units

CORE UNITS | 10 UNITS

| | |
|-----------------|---|
| AVIF0021 | Manage human factors in remote pilot aircraft systems |
| AVIW0004 | Perform operational inspections on remote operated systems |
| AVIY0053 | Manage remote pilot aircraft systems energy source requirements |
| AVIY0031 | Apply the principles of air law to remote pilot aircraft systems operations |
| AVIZ0005 | Apply situational awareness in remote pilot aircraft systems operations |
| AVIE0005 | Complete a Notice to Airmen (NOTAM) |
| AVIY0052 | Control remote pilot aircraft systems on the ground |
| AVIY0023 | Launch, control and recover a remotely piloted aircraft |
| AVIW0028 | Operate and manage remote pilot aircraft systems |
| AVIH0006 | Navigate remote pilot aircraft systems |

ELECTIVE UNITS | 4 UNITS

| | |
|-----------------|--|
| AVIY0027 | Operate multi-rotor remote pilot aircraft systems |
| AVIH0007 | Operate remote pilot aircraft systems under night visual line of sight |
| AVIH0008 | Operate remote pilot aircraft systems in extended visual line of sight (ELVOS) |
| AVIE0003 | Operate aeronautical radio |

COURSE OVERVIEW

This nationally accredited qualification teaches students how to professionally fly a remote piloted aircraft. Students will acquire the knowledge and practical skills to successfully fly a Remote Piloted Aircraft System (drone) with full understanding of Civil Aviation Safety Authority (CASA) requirements and the many commercial applications for today's drones.

Skills Generation's AVI30419 qualification has been designed to align with CASA regulations and ensures students are provided with the most current information and training, teaching them to safely and responsibly fly their drone in a manner that is compliant with the CASA regulations.

Students will also have the opportunity to choose to work toward their CASA Remote Pilot Licence (RePL) and Aeronautical Radio Operator Certificate (AROC) while undertaking the Certificate III course.

ASSESSMENT TECHNIQUE

This course contains both theory and practical assessments on a unit-by-unit basis. Theory assessments are open book comprising multiple choice and short answer questions. The exam for the CASA RePL licence is a closed-book exam.

COST EXPLANATION

Eligible Funded Student

Certificate II MEM20413 = **Free**

Certificate III AVI30419 Follow on Student from Skills Generation MEM20413 = **Free**

Fee for Service Student

Certificate II MEM20413 = **\$4600 (Possible discounted Rate \$1200)**

Certificate III AVI30419 Follow on Student = **Free**

****Students who are eligible for funding will get this course for free. Contact the VET Program Leader if you would like to explore potential options.**

Optional CASA RePL and AROC (While enrolled in Skills Generation AVI30419) = **FREE**

Follow-on student (Continuing on from MEM20413) = **\$600**

RTO OBLIGATION

We do not guarantee employment upon completion of this qualification. Student enrolment, complaints and appeals are managed by Skills Generation. Students who are deemed competent in all 14 units of competency will be awarded a Qualification and a Record of Results by Skills Generation. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment by Skills Generation.



FURTHER STUDY/CAREER PATHWAYS

Certificate III in Aviation (Remote Pilot) AVI30419

- Drone Operator
- Real Estate
- Mining
- Disaster Management

Certificate IV in Aviation (Remote Pilot – Beyond visual Line of Sight (AVI40419)

- Air Crew Officer
- Remote Pilot

Bachelor of Aviation

- Airline or Commercial Pilot
- Manager in Aviation Industry
- Flight Engineer

CERTIFICATE III IN BUSINESS

COURSE CODE: BSB30120

PROVIDER
Chisholm Catholic College
RTO 30511

CORE UNITS | 6 UNITS

| | |
|------------------|--|
| BSBCRT311 | Apply critical thinking skills in a team environment |
| BSBPEF201 | Support personal wellbeing in the workplace |
| BSBSUS211 | Participate in sustainable work practices |
| BSBTWK301 | Use inclusive work practices |
| BSBWHS311 | Assist with maintaining workplace safety |
| BSBXCM301 | Engage in workplace communication |

ELECTIVE UNITS | 7 UNITS

| | |
|------------------|--|
| BSBTEC301 | Design and produce business documents |
| BSBTEC303 | Create electronic presentations |
| BSBWRT311 | Write simple documents |
| BSBTEC201 | Use business software applications |
| BSBPEF301 | Organise personal work priorities |
| BSBOPS304 | Deliver and monitor a service to customers |
| BSBOPS305 | Process customer complaints |

COST

There are no additional costs involved in this course.

DURATION

2 Years delivered in Years 11 and 12 on site at Chisholm Catholic College

QCE CREDITS

Up to 8 credits

COURSE OVERVIEW

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 enrolled in this course will complete it as part of their senior timetable on campus.

DELIVERY MODES

A range of delivery modes will be used during the teaching and learning of this qualification. These include face-to-face instruction and guided learning.

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.

RTO OBLIGATION

We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 13 units of competency will be awarded a Qualification and a Record of Results.

Students who achieve at least one unit of competency (but not full qualification) will receive a Statement of Attainment.

FURTHER STUDY/CAREER PATHWAYS

Certificate III in Business BSB30120

- Administration Officer
- Secretary/Receptionist
- Junior Personal Assistant
- Office Clerk

Diploma of Business BSB50120

- Program Manager
- Business Administration
- Project Consultant
- Office Manager

Bachelor of Business

- Entrepreneur
- Operations Manager
- Business Development Manager
- Partnership Manager



CERTIFICATE III IN FITNESS

COURSE CODE: SIS30321

CERTIFICATE II SPORT & RECREATION SIS20122 INCLUDED
ENTRY QUALIFICATION

SIS20122 CERTIFICATE II SPORT & RECREATION

Additional 8 Units of Competency

| | |
|------------|---|
| SISXCAI002 | Assist with activity sessions |
| BSBWOR202 | Organise and complete daily work activities |
| SISXCCS001 | Provide quality service |
| ICTICT203 | Operate application software packages |
| BSBTEC201 | Use business software applications |
| BSBTEC202 | Use digital technologies to communicate in a work environment |
| BSBTEC203 | Research using the internet |
| BSBSUS201 | Participate in environmentally sustainable work practices |

SIS30321 CERTIFICATE III IN FITNESS

15 Units

| | |
|------------|---|
| HLTAID011 | Provide first aid |
| HLTWHS001 | Participate in workplace health and safety |
| SISXEMR001 | Respond to emergency situations |
| SISXIND001 | Work effectively in sport, fitness, and recreation environments |
| SISXIND002 | Maintain sport, fitness, and recreation industry knowledge |
| BSBSUS211 | Participate in sustainable work practices |
| BSBOPS304 | Deliver and monitor a service to customers |
| BSBPEF301 | Organise personal work priorities |
| SISFFIT032 | Complete pre-exercise screening and service orientation |
| SISFFIT033 | Complete client fitness assessments |
| SISFFIT035 | Plan group exercise sessions |
| SISFFIT036 | Instruct group exercise sessions |
| SISFFIT040 | Develop and instruct gym-based exercise programs for individual clients |
| SISFFIT047 | Use anatomy and physiology knowledge to support safe and effective exercise |
| SISFFIT052 | Provide healthy eating information |

In PARTNERSHIP

Binnacle Training
RTO 31319

COST

**See Cost
Explanation
The cost of this
course will be
added to your
school fees.

DURATION

2 Years delivered
in Year 11 and 12
onsite at Chisholm
Catholic College

QCE CREDITS

Up to 8 credits

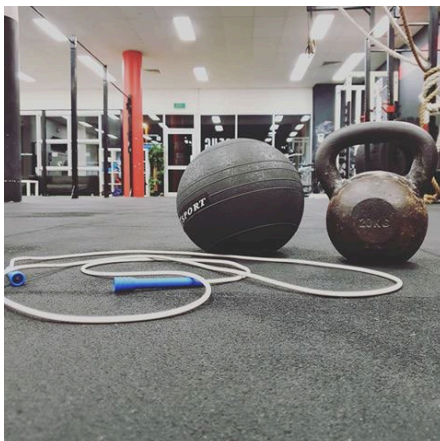
COURSE OVERVIEW

Students will participate in the delivery of a range of fitness programs and services to clients within their school community. Graduates will be competent in a range of essential skills – such as undertaking client health assessments, planning and delivering fitness programs, and conducting group fitness sessions in indoor and outdoor fitness sessions, including with male adult, female adult, older adult clients. This program also includes the following:

- First Aid qualification and CPR certificate

LANGUAGE, LITERACY AND NUMERACY (LLN) SKILLS STATEMENT

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. 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.



ASSESSMENT TECHNIQUE

Program delivery will combine both class-based tasks and practical components in a real gym environment at school. This involves the delivery of a range of fitness programs to clients within the school community (students, teachers, and staff). A range of teaching/learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Hands-on activities involving participants/clients
- Group work
- Practical experience within the school sporting programs and fitness facility

Evidence contributing towards competency will be collected throughout the course.

COST EXPLANATION

Eligible Funded Student

Certificate II Sport and Rec = **Free**

Certificate III Fitness Gap Fee = **\$100**

Fee For Service Student

Certificate II entry qualification \$265 + Certificate III Fitness Gap Fee \$100 = **\$365**

First Aid = **\$55**

Students may be able to access funding to help subsidise the cost of their training. Contact the VET Program Leader if you would like to explore potential options.

RTO OBLIGATION

SIS30321 Certificate III in Fitness (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. RTO 31319.

Students successfully achieving all qualification requirements will be provided with the qualification and record of results by Binnacle Training.

Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment by Binnacle Training.

IMPORTANT – PROGRAM DISCLOSURE STATEMENT (PDS)

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).

To access Binnacle's PDS, visit: [Program-Disclosure-Statement-v10-2022.pdf](http://binnacletraining.com.au/Program-Disclosure-Statement-v10-2022.pdf) (binnacletraining.com.au).

FURTHER STUDY/CAREER PATHWAYS

Certificate III in Fitness SIS30321

- Fitness Instructor
- Community or Sports Coach
- Activity Assistant
- Athlete

Certificate IV in Fitness SIS40221

- Personal Trainer
- Group Fitness Instructor

Bachelor of Sport and Exercise Science

- Corporate Health Officer
- Performance Analyst
- Wellness Consultant
- Strength and Conditioning Coach



CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

COURSE CODE: HLT33115

CERTIFICATE II HEALTH SUPPORT SERVICES HLT23221 INCLUDED

HLT23221 CERTIFICATE II HEALTH SUPPORT SERVICES

Course Units Year 11

| | |
|-------------------|--|
| BSBOPS101 | Use business resources |
| BSBPEF202 | Plan and apply time management |
| BSBOPS203 | Deliver a service to customer |
| CHCCOM001 | Provide first point of contact |
| CHCCOM005 | Communicate and work in health or community services |
| CHCDIV001 | Work with diverse people |
| HLTWHS001 | Participate in workplace health and safety |
| HLTINF006 | Apply basic principles and practices of infection prevention and control |
| BSBADM101 | Use business equipment and resources |
| CHCCCS020 | Respond effectively to behaviours of concern |
| CHCCCS026 | Transport individuals |
| HLTFSE001 | Follow basic food safety practices |
| SITXFSA005 | Use hygienic practices for food safety |

HLT33115 CERTIFICATE III HEALTH SERVICES ASSISTANCE

COURSE UNITS | Year 12

| | |
|------------------|---|
| BSBWOR301 | Organise personal work priorities and development |
| HLTAAP001 | Recognise healthy body systems |
| CHCHMS001 | Work with people with mental health issues |
| CHCCCS009 | Facilitate responsible behaviour |
| CHCCS012 | Prepare and maintain beds |
| HLTAID011 | Provide first aid |
| CHCCCS002 | Assist with movement |
| BSBMED301 | Interpret and apply medical terminology appropriately |

In PARTNERSHIP

Strategix Training Group
RTO 31418

COST

***See Cost Explanation on page 2.**

The cost of this course will be invoiced directly to the student/parent.

DURATION

2 Years delivered in Year 11 and 12 onsite at Chisholm Catholic College

QCE CREDITS

Up to 8 credits

COURSE OVERVIEW

Health and community services training is linked to the largest growth industry in Australia, estimated to grow by 20% over the next five years. Those programs combine to provide students with entry-level skills necessary for a career in the health sector and provide a pathway to pursue further study. Skills acquired in this course include first aid, effective communication, workplace health and safety, infection control, understanding common medical terminology, conducting health checks, recognising healthy body systems and working with diverse people.

Successful completion of the dual qualification contributes up to a maximum of eight (8) credits towards a student's QCE. Up to 4 points for the completion of Certificate II and up to a further 4 points for the completion of Certificate III.

Students enrolled in this course will complete it as part of their senior timetable on campus.

DELIVERY MODES

A range of delivery modes will be used during the teaching and learning of this qualification. These include face-to-face instruction, guided learning and online training.

WORK EXPERIENCE

Students are highly encouraged to undertake work experience in a health or community service facility to strengthen their skills, knowledge and employability. This work experience is not a requirement to complete the course. Strategix Training considers industry experience to be very important for students to gain a deeper understanding of day-to-day operations in relevant roles.



ASSESSMENT TECHNIQUE

Assessment is competency based. Assessment techniques include observation, folios of work, questionnaires and written and practical tasks.

COST EXPLANATION

Eligible Funded Student = \$350

Certificate II HLT23221 = **Free**

Certificate III HLT33115 **\$350 (Year 12)**

Fee for Service student = \$1850

Certificate II HLT23221 = **\$1500 (Year 11)**

Certificate III HLT33115 = **\$350 (Year 12)**

Students may be able to access funding to help subsidise the cost of their training. Contact the VET Coordinator or Strategix Training Group to explore potential options.

RTO OBLIGATION

Students will be provided with every opportunity to complete this qualification. Employment is not guaranteed upon completion of this qualification. Student enrolment, complaints and appeal are managed by Strategix Training Group.

Students who are deemed competent in all units of competency will be awarded the qualification and a record of results by Strategix Training Group.

Students who achieve at least one unit of competency (but not full qualification) will receive a Statement of Attainment by Strategix Training Group.

FURTHER STUDY/CAREER PATHWAYS

Certificate III in Health Services Assistant HLT33115

- Assistant in Nursing
- Orderly
- Medical Receptionist
- Ward Clerk

Diploma of Nursing HLT54121

- Enrolled Nurse
- Enrolled Aged Care Nurse
- Enrolled Rehabilitation Nurse
- Enrolled Acute Care Nurse

Bachelor of Nursing/Midwifery

- Registered Nurse
- Registered nurse in Aged Care
- Registered nurse critical care
- Registered Midwife



NATIONALLY RECOGNISED
TRAINING

Strategix Training



CERTIFICATE III IN HOSPITALITY

COURSE CODE: SIT30622

CERTIFICATE II HOSPITALITY SIT20322 INCLUDED

SIT20322 CERTIFICATE II IN HOSPITALITY

12 UNITS

| | |
|------------|--|
| BSBTWK201 | Work effectively with others |
| SITHIND007 | Use hospitality skills effectively |
| SITXCOM007 | Show social and cultural sensitivity |
| SITXCCS011 | Interact with customers |
| SITXWHS005 | Participate in safe work practices |
| SITXFSA005 | Use hygienic practices for food safety |
| SITHIND006 | Source and use information on the hospitality industry |
| SITHFAB021 | Provide responsible service of alcohol |
| SITHFAB024 | Prepare and serve non-alcoholic beverages |
| SITHFAB025 | Prepare and serve espresso coffee |
| SITHCC024 | Prepare simple dishes |
| SITHCC025 | Prepare and present sandwiches |

SIT30622 CERTIFICATE III IN HOSPITALITY

8 EXTRA UNITS

| | |
|------------|---|
| SITHIND008 | Work effectively in hospitality services |
| SITXCCS014 | Provide service to customers |
| SITXHRM007 | Coach others in job skills |
| SITXCCS010 | Provide visitor information |
| SITHFAB027 | Serve food and beverage |
| SITXFSA006 | Participate in safe food handling practices |
| BSBCMM211 | Apply communication skills |
| BSBPEF101 | Plan and prepare for work readiness |

In **PARTNERSHIP**

Blueprint Career Development
RTO 30978

***COST**

\$??

***Please see cost**

explanation on page 2

The cost of this course will be added to your school fees.

DURATION

2 Years delivered in Year 11
and 12 onsite at Chisholm
Catholic College

QCE CREDITS

Up to 8 credits

COURSE OVERVIEW

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 enrolled in this course will complete it as part of their senior timetable on campus.

DELIVERY MODES

A range of delivery modes will be used during the teaching and learning of this qualification. These include face-to-face instruction, guided learning and online training.



ASSESSMENT TECHNIQUE

Assessment is competency based and clustered units may be part of the assessment to reflect real work scenarios and activities. 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 with check lists during class, orals, role plays and student exercise books. Assessment may be conducted at school using a simulated work environment.

SERVICE PERIOD REQUIREMENTS

It is **mandatory** that students participate in Service Periods for a maximum 12 service shifts for the Certificate II and a further 24 service shifts for the Certificate III over the 2 year for the Certificate III component. (A service period shift is defined as a minimum of 3 hours each).

Certificate II in Hospitality – 12 shifts

Certificate III in Hospitality – 36 shifts

COST EXPLANATION.

Eligible Funded Student = \$300

SIT20322 Certificate II = **Free**

SIT30622 Certificate III = ***\$300 upgrade**

Fee for Service Student

SIT20322 Certificate II / SIT30622 Certificate III = **\$1350**

*\$300 per student for 8 units via training and assessment, 7 units credit transferred

(*Non-refundable after the commencement of the first unit of the SIT30622 Certificate III in Hospitality)

Students may be able to access funding to help subsidise the cost of their training. If the student is eligible for the funding, there will be no fee for SIT20322 Certificate II in Hospitality. Contact the VET Program Leader if you would like to explore potential options.

RTO OBLIGATION

We do not guarantee employment upon completion of this qualification. Student enrolment, complaints and appeal are managed by Blueprint Career Development.

Students who are deemed competent in all required units of competency will be awarded a qualification in SIT20322 Certificate II in Hospitality and/or SIT30622 Certificate III in Hospitality.

Students who achieve at least one unit of competency (but not full qualification) will receive a Statement of Attainment by Blueprint Career Development.

FURTHER STUDY/CAREER PATHWAYS

