St Columban's College

Vocational Education and Training
2023 VET Subject Guide

The place to start your Research

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From the Principal

Dear Student

You are entering your final phase of school-based learning. Much thought and experience has gone into preparing this handbook for your benefit. Make use of this handbook and of the people around you – parents, older siblings, teachers, and career counsellors to make appropriate decisions for yourself. I hope that you can make decisions that will situate you in the best place to succeed and discover your strengths and abilities.

This comprehensive document allows you to access the pathway most suited to your talents and dreams, inclusive of seeking an entry to university or further study, becoming work ready at the end of your Queensland Certificate of Education, completing a school-based Traineeship/Apprenticeship, or pursuing a sporting or cultural pathway, or a combination of these. All are possible if you seek the wisdom of support personnel. Combining academic and vocational pathways provides a wonderful platform to enhance choices and opportunities.

Years 11 and 12 may be among the most challenging, rewarding and exciting years of your life. You will discover new directions along the way to your Queensland Certificate of Education at St Columban's College which will include:

- ✓ Much higher academic demands in each subject area
- ✓ Increased freedom to manage your own learning
- ✓ A higher expectation on you to contribute to College life
- ✓ More demands on your time making it important to balance study, work and play.

Our "Partnership of Excellence" is paramount to successful outcomes. I would like to remind students and parents of their contractual obligations. The challenge is for you to set your goals and work hard to achieve them.

The Journey will be in your hands. We are all here to help you in your choices, but ultimately it is up to you. May you be blessed in the decisions you face and in the rich experiences, and challenges ahead of you.

Mr Michael Connolly

Principal

Skilling for the Future

St Columban's 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 work 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).

Queensland Certificate of Education (QCE)

Students may be eligible for a Queensland Certificate of Education (QCE) at the end of their senior schooling. St Columban's College3 aspires for all students to complete their QCE qualification by the end of Year 12. However, students who do not meet the QCE requirements can continue to work towards the certificate post-secondary schooling.

Queensland Certificate of Individual Achievement (QCIA)

The Queensland Certificate of Individual Achievement (QCIA) reports the learning achievements of eligible students who complete an individual learning program. At the end of the Senior Phase of learning, eligible students achieve a QCIA. These students have the option of continuing to work towards a QCE post-secondary schooling.

Senior subjects

The QCAA develops four types of senior subject syllabuses:

- General
- Applied
- Senior External Examinations
- Short Courses

Results in General and Applied subjects contribute to the award of a QCE and may contribute to an Australian Tertiary Admission Rank (ATAR) calculation, although no more than one result in an Applied subject can be used in the calculation of a student's ATAR. Extension subjects are extensions of the related General subjects and are studied either concurrently with, or after, Units 3 and 4 of the General courses. Typically, it is expected that most students will complete these courses across Years 11 & 12. All subjects build on the P-10 Australian Curriculum.

General syllabuses

General subjects are suited to students who are interested in pathways beyond senior secondary schooling that lead primarily to tertiary studies and to pathways for vocational education and training, and work. General subjects include Extension subjects.

Applied syllabuses

Applied subjects are suited to students who are primarily interested in pathways beyond senior secondary schooling that lead to vocational education and training or work.

Vocational Education and Training (VET)

At St Columban's College, students can engage in Vocational Education and Training in the Senior Phase of learning. VET refers to education and training that focusses on developing knowledge and skills required for specific industries. VET qualifications also focus on the development of transferrable skills that will assist you to develop the job ready characteristics you will need to participate fully in the future workforce. VET in schools allows students to remain at school while completing nationally recognised training qualifications.

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.

Australian Tertiary Admission Rank (ATAR) eligibility

In Queensland, many students will wish to pursue an ATAR Pathway if they are particularly interested in studying at university after Year 12. However, an ATAR is not the only pathway to university, and not all students require an ATAR. Subject choices should always be based primarily on student interest and ability.

The calculation of an Australian Tertiary Admission Rank (ATAR) will be based on a student's:

- Best five General subject results or
- Best results in a combination of four General subject results plus an Applied subject result or a Certificate III or higher VET qualification

The Queensland Tertiary Admissions Centre (QTAC) has responsibility for ATAR calculations.

English requirement

Eligibility for an ATAR will require satisfactory completion of a QCAA English subject.

Satisfactory completion will require students to attain a result that is equivalent to a 'C' Standard of Achievement in one of three subjects – English, Literature or Essential English.

While students must meet this standard to be eligible to receive an ATAR, it is not mandatory for student's English result to be included in the calculation of their ATAR.

General syllabuses

Course Overviews

General syllabuses

General syllabuses are developmental four-unit courses of study.

Units 1 and 2 provide foundational learning, allowing students to experience all syllabus objectives and begin engaging with the course subject matter. It is intended that Units 1 and 2 are studied as a pair. Assessment in Units 1 and 2 provide students with feedback on their progress in a course of study and contribute to the awarding of a QCE. Students should complete Units 1 and 2 before starting Units 3 and 4. Units 3 and 4 consolidate student learning. Assessment in Units 3 and 4 is summative and student results contribute to the awarding of a QCE and may contribute to their ATAR calculation.

Extension syllabuses

Extension subjects are extensions of the related General subjects and include external assessment. Extension subjects are studied either concurrently with, or after, Units 3 and 4 of the General courses of study. Extension syllabuses are courses of study that consist of two units as students develop greater independence as learners. The results from Units 3 and 4 contribute to the awarding of a QCE and to ATAR calculations.

External assessment

External assessment is summative and adds valuable evidence of achievement to a student's profile. External assessment is:

- Common to all schools
- Administered under the same conditions, at the same time, and on the same day across the state
- Developed and marked by the QCAA according to a commonly applied marking scheme

The external assessment contributes a determined percentage to the student's overall subject result and is not privileged over summative internal assessment.

Applied syllabuses

Applied syllabuses are developmental four-unit courses of study.

Units 1 and 2 of the courses are designed to allow students to begin their engagement with the course content, i.e. the knowledge, understanding and skills of the subject. Course content, learning experiences and assessment increase in complexity across the four units as students develop greater independence as learners.

Units 3 and 4 consolidate student learning. Results from assessment in Applied Subjects contribute to the award of a QCE and results from Units 3 and 4 may contribute as a single input to ATAR calculation.

A course of study for Applied Syllabuses includes core topics and elective areas for study

Essential English and Essential Mathematics – Common internal assessment (CIA)

Students complete a total of four summative internal assessments in Units 3 and 4 that count toward their overall subject result. Schools develop three of the summative internal assessments for each senior subject and the other summative assessment is a common internal assessment (CIA) developed by the QCAA.

The CIA for Essential English and Essential Mathematics is based on the learning described in Unit 3 of the respective syllabus. The CIA is:

- developed by the QCAA
- common to all schools
- delivered to schools by the QCAA
- administered flexibly in Unit 3
- administered under supervised conditions
- marked by the school according to a common marking scheme developed by the QCAA.

The CIA is not privileged over the other summative internal assessment.

Vocational Education and Training (VET)

At St Columban's College, students have the opportunity to engage in Vocational Education and Training in the Senior Phase of learning. VET refers to education and training that focusses on developing knowledge and skills required for specific industries. VET qualifications also focus on the development of transferrable skills that will assist you to develop the job ready characteristics you will need to participate fully in the future workforce. VET in schools allows students to remain at school while completing nationally recognised training qualifications.

Participating in VET can:

- provide credit towards a student's attainment of a QCE
- attainment of a nationally recognised qualification or statement of attainment
- support a student to transition to employment or further education.

School based traineeships and apprenticeships

School based apprenticeship0s and traineeships can contribute to a student's senior education plan. The College support's students in their pursuit of these employment and training opportunities. School based apprenticeships and traineeships (SAT's) require one day out of school each week. Students should speak with the Careers Centre if they are interested in an opportunity of the nature.

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 requirements of the College in terms of participation, cooperation, punctuality, behaviour and conduct.

Complaints and Appeals Policy

St Columban's 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 St Columban's College
- ✓ Third party services providing training on behalf of St Columban's 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 St Columban's College.

Unique Student Identifier (USI)

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

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 or Passport is required to complete this process.

Students and parents will be required to complete a USI form and Parent permission to store form and have it returned to Mrs Aarts at the Careers and Training Centre prior to enrolment and admission into the course.

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 St Columban's College, all tuition costs are included in the year level fee structure. Additional fees are highlighted in the Subject Selection Handbook.

In cases where students have exhausted VETiS funding, supplementary costs could be incurred for further VETiS qualifications.

VET Student Handbook

St Columban's 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 (RTO), 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.

Vocational Education and Training Qualification Offerings

CPC10120	Certificate I in Construction
CHC24015	Certificate II in Active Volunteering
HLT23221	Certificate II in Health Support Services
SIT20322	Certificate II in Hospitality
MEM20422	Certificate II in Engineering Pathways
SHB20216	Certificate II in Salon Assistant
AVI30419	Certificate III in Aviation (Remote Pilot) *
BSB30120	Certificate III in Business
CHC30221	Certificate III in Education School Based Support *
CHC30121	Certificate III in Early Childhood Education and Care *
SIS30321	Certificate III in Fitness*
HLT33115	Certificate III in Health Services Assistance *
SHB30221	Certificate III in Make Up
SIS30115	Certificate III in Sport and Recreation *

Qualifications marked with an * are delivered through a partnership arrangement.

Certificate I in Construction

AQF Qualification CPC10120
Registered Training Organisation – 30351 – St Columban's College, Caboolture

Entry requirements

It is recommended that students have a satisfactory completion of Year 10 English and Math.

Learning experiences

Learning experiences will be achieved by students working in a simulated construction environment in the College Celtic Centre. Projects will include involvement in Industry immersion days and field trips. The projects in this course will focus on a range of construction areas and skills such as framing, bricklaying, concreting and larger community projects.

Pathways

This qualification introduces the construction industry, its culture, occupations, job roles and workplace expectations. The units of competency cover essential work health and safety requirements, the industrial and work organisation structure, communication skills, work planning, and basic use of tools and materials. The qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.

Qualification Structure

Core Units

CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCCM2005	Use construction tools and equipment
CPCCWHS1001	Prepare to work safely in the construction industry *
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCVE1011	Undertake a basic construction project
CPCCCM1011	Undertake basic estimation and costing
CPCCCM2004	Handle construction materials

Elective Units

CPCCOM1014	Conduct workplace communication
CPCCOM2001	Read and interpret plans and specifications
CPCCOM1015	Carry out measurements and calculations

Delivered through a Third Party arrangement

Students must successfully complete all Units of Competency to achieve the Certificate I in Construction

Delivery Mode

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- guided instruction

Assessment

Assessment for the Certificate I in Construction will be related to real life industry situations and is based on the consistent demonstration of competency. A variety of assessment will be used including:

- observations
- questioning
- portfolio

All assessments are competency based.

Requirements

Students will be required to purchase a good quality pair of steel capped work boots.
A construction high vis shirt will be provided for all practical activities.

Service Agreement

This is a 2-year course delivered in Year 11 and 12 at St Columban's College. The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification. 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. This information is correct at time of publication but subject to change (March 2023).

Certificate II in Active Volunteering

AQF Qualification CHC24015
Registered Training Organisation – 30351 – St Columban's College, Caboolture

Entry requirements

There are no entry requirements for this qualification.

Learning experiences

This qualification is designed to meet the needs of a range of learners and consider students future career and employment preparation. Students will be given the opportunity to develop knowledge and skills in communication, career exploration and planning, resume development, job application and interview techniques, workplace digital technology, problem solving, team work and organisation.

Pathways

Employers are increasingly looking for employees who have had volunteering experience as part of their resume. Volunteering is an excellent way to contribute to the community. It provides a variety of benefits including sharing skills, getting job ready and becoming part of the local community. This qualification may be used as a pathway for workforce entry. Organisations may require volunteers to undergo relevant background checks such a volunteer blue card.

The Certificate II in Active Volunteering is a nationally accredited course that is part of the Community Services Training Package. This qualification complements other studies in vocational education and students may be eligible for credit transfer where competencies are also studied in other VET certificates.

Qualification Structure

Core Units

CHCDIV001	Work with diverse people
CHCVOL001	Be an effective volunteer
HLTWHS001	Participate in workplace health and safety
BSBCMM201	Communicate in the workplace

Elective Units

FSKDIG03	Use digital technology for routine workplace task
FSKLRG007	Use strategies to identify job opportunities
FSKLRG010	Use routine strategies for career planning

Students must successfully complete all Units of Competency to achieve the Certificate II in Active Volunteering

Delivery Mode

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- guided instruction

Assessment

Assessment for the Certificate II in Active Volunteering will be related to career exploration, planning, problem solving, resume development, job application and interview techniques, workplace technology and teamwork. The course explores the area of diversity in the workplace, the benefits of volunteering both as an individual and within the community as well as using strategies to enhance job application preparation.

Assessment is competency based. Students are assessed through a variety of simulated projects that include:

- questioning
- portfolio work
- observations

Requirements

Students are required to complete 20 hours of volunteer placement in an organisation with a structured volunteer program.

Service Agreement

This is a 2-year course delivered in Year 11 and 12 at St Columban's College. The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification. 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. This information is correct at time of publication but subject to change (March 2023).

Certificate II in Engineering Pathways

AQF Qualification MEM20422
Registered Training Organisation – 30351 – St Columban's College, Caboolture

Entry requirements

There are no entry requirements for this qualification.

Learning experiences

This qualification is designed to meet the needs of a range of learners and considers students future interest in the Engineering related work. Students will be given the opportunity to develop knowledge and skills in communication, teamwork, workplace health and safety, developing trade like skills, using engineering tools and equipment to produce or modify objects.

Pathways

This qualification is intended for students interested in exposure to an engineering or related working environment with a view to entering into employment in the area. This qualification will equip students with knowledge and skills which will enhance their prospects of employment in an engineering or related working environment.

This qualification delivers broad-based underpinning skills and knowledge in a range of engineering and manufacturing tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships or general employment in an engineering-related workplace.

Qualification Structure

Core Units

MEM13015	Work safely and effectively in manufacturing and engineering
MEMPE005	Develop a career plan for the engineering and manufacturing industries
MEMPE006	Undertake a basic engineering project
MSMENV272	Participate in environmentally sustainable work practices

Elective Units

MEM16006	Organise and communicate information
MEM16008	Interact with computing technology
MEM18001	Use hand tools
MEM18002	Use Power tools/hand held operations
MEMPE001	Use engineering workshop machines
MEMPE004	Use fabrication equipment
MSMSUP106	Work in a team

**Students must successfully complete all Units of Competency to achieve the
Certificate II in Engineering Pathways**

Delivery Mode

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- guided instruction

Assessment

Assessment for the Certificate II in Health Support Services will be related to workplace health and safety practices, infection control precautions, procedures for cleaning of a clinical environment, management of personal information, storage and maintenance of stock supplies, customer service as well as developing skills and support strategies when exposed to challenging behaviors.

Assessment is competency based. Students are assessed through a variety of simulated projects that include:

- questioning
- portfolio work
- observations

Requirements
There are no additional requirements for this course.

Service Agreement

This is a 1-year course delivered in Year 10, or Year 11 at St Columban's College. The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification. 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. This information is correct at time of publication but subject to change (March 2023).

Certificate II in Health Support Services

AQF Qualification HLT23221
Registered Training Organisation – 30351 – St Columban's College, Caboolture

Entry requirements

There are no entry requirements for this qualification.

Learning experiences

This qualification is designed to meet the needs of a range of learners and considers students future interest in the Health Industry. Students will be given the opportunity to develop knowledge and skills in communication, teamwork, workplace health and safety, performing cleaning tasks and stock maintenance, providing and maintaining a service to customers as well as developing skills and strategies to respond to behaviors of concern.

Pathways

This qualification reflects the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures or complete routine but variable tasks in collaboration with others in a team environment.

Qualification Structure

Core Units

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF006	Apply basic principles and practices of infection prevention and control
HLTWHS001	Participate in workplace health and safety

Elective Units

BSBINS201	Process and maintain workplace information
BSBOPS203	Deliver a service to customers
BSBPEF202	Plan and apply time management
CHCCCS010	Maintain a high standard of service
CHCCCS020	Respond effectively to behaviours of concern
HLTHSS009	Perform general cleaning tasks in a clinical setting
HLTHSS011	Maintain stock inventory
CHCCOM001	Provide first point of contact

Students must successfully complete all Units of Competency to achieve the Certificate II in Health Support Services

Delivery Mode

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- guided instruction

Assessment

Assessment for the Certificate II in Health Support Services will be related to workplace health and safety practices, infection control precautions, procedures for cleaning of a clinical environment, management of personal information, storage and maintenance of stock supplies, customer service as well as developing skills and support strategies when exposed to challenging behaviors.

Assessment is competency based. Students are assessed through a variety of simulated projects that include:

- questioning
- portfolio work
- observations

Requirements
There are no additional requirements for this course.

Service Agreement

This is a 1-year course delivered in Year 10, or Year 11 at St Columban's College. The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification. 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. This information is correct at time of publication but subject to change (March 2023).

Certificate II in Hospitality

AQF Qualification SIT20322
Registered Training Organisation – 30351 - St Columban's College, Caboolture

Entry requirements
There are no entry requirements for this qualification.

Learning experiences
Learning experiences within this course involve utilising the simulated training environment of the Trade Training Centre which involves a commercial kitchen, function centre, training café & bar and New Street on Albion Café. Students will engage in projects that work to develop skills in the areas of beverage preparation, customer service, basic café style cookery and working with diverse people.

Pathways
This qualification reflects the role of individuals who have a defined range of hospitality operational skills and basic industry knowledge. This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops.

Qualification Structure

Units of Competency are as follows:

Core Units

BSBTWK201	Work effectively with others
SITXCCS011	Interact with customers
SITXCOM007	Show social and cultural sensitivity
SITHIND007	Use hospitality skills effectively
SITXWHS005	Participate in safe work practices
SITHIND006	Source and use information on the hospitality industry

Elective Units

SITXFSA005	Use hygienic practices for food safety
SITHFAB021	Provide responsible service of alcohol *
SITHFAB025	Prepare and serve espresso coffee
SITHFAB004	Prepare and serve non-alcoholic beverages
SITHCCC024	Prepare and present simple dishes
SITHCCC025	Prepare and present sandwiches

Delivered through a Third Party arrangement

**Students must successful complete all Units of Competency
to achieve the Certificate II in Hospitality**

Delivery Mode

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- guided instruction

Assessment

Assessment for the Certificate II in Hospitality will be related to real life industry situations and is based on the consistent demonstration of competency. A variety of assessment will be used including:

- observations
- questioning

All assessment is competency based.

Requirements

To be successful in this subject, students must be keenly interested in the hospitality industry, as well as having a strong work ethic.

Students are required to complete a mandatory 12 service occasions with College catering functions, New Street on Albion, and external work placement with a Trade Training Centre industry partner.

Students will be required to wear a catering uniform in cookery training and when completing the mandatory service occasions. Ingredients for cookery and beverage training will be supplied by the College.

Service Agreement

This is a 2-year course delivered in Year 11 and 12 at St Columban's College. The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification. 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. This information is correct at time of publication but subject to change (March 2023).

Certificate II in Salon Assistant

AQF Qualification SHB20216
Registered Training Organisation – 30351 – St Columban's College, Caboolture

Entry requirements

There are no entry requirements for this qualification.

Learning experiences

Learning experiences will be achieved by students working in SION Hair and Makeup Salon, the College training facility located in the Trade Training Centre. Students will engage in projects that work to develop skills in the areas of communication, customer service, WHS, retail product knowledge and hair design, care and presentation.

Pathways

This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. The combined skills and knowledge do not provide for a job outcome as a hairdresser and this qualification is intended to prepare individuals for further training. This is a great introductory qualification for students considering a career in the hairdressing or beauty industry.

Qualification Structure

Core Units

BSBWHS201	Contribute to health and safety of self and others
SHBHBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment, and work areas
SHBXCCS001	Conduct salon financial transactions
SHBXCCS003	Greet and prepare clients for salon services
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team

Elective Units

SHBHBAS002	Provide head, neck, and shoulder massages for relaxation
SHBHCLS001	Apply hair colour products
SHBHIND002	Research and use hairdressing industry information
SIRRINV001	Receive and handle retail stock

**Students must successfully complete all Units of Competency to achieve the
Certificate II in Salon Assistant**

Delivery Mode

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- guided instruction

Assessment

Assessment for Certificate II in Salon Assistant will be related to real life industry situations and is based on the consistent demonstration of competency. A variety of assessment will be used including:

- portfolio of work
- observations
- questioning

Requirements

Students will be required to attend regular full day training sessions one day per week. Students will be required to wear a Salon uniform and will be required to purchase black slacks, closed in leather shoes. Students will be provided with an industry standard hairdressing equipment kit.

Service Agreement

This is a 1-year course delivered in Year 10 or 11 at St Columban's College. The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification. 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. This information is correct at time of publication but subject to change (March 2023).

AVI30419- Certificate III in Aviation (Remote Pilot)

RTO Code 30770

Website:	https://www.aviationaustralia.aero/remote-pilot-training/
Registered Training Organisation:	Aviation Australia (RTO No.30770)
Subject Type	Vocational Education and Training
Course Length	2 Years
Reasons to Study the Subject	Obtaining your Remote Pilots Licence (RePL) is the first step to being able to operate remotely piloted aircraft systems (RPAS), otherwise known as drones or UAVs, for commercial or business purposes without many weight or operating restrictions. The unmanned aviation industry is set to grow significantly in the next decade and remotely piloted aircraft (RPA) have already begun replacing manned aircraft in many roles. In partnership with a CASA-approved RPAS training provider, Aviation Australia can offer the theoretical and operational (practical) training required to obtain your RePL and kick-start your drone career. Anyone can undertake remote pilot training, even if you have never flown a drone before. You will also receive your Certificate III in Aviation (Remote Pilot). This is an academic qualification which you can either use as a stand-alone set of skills or build on by gaining further aviation qualifications such as the Diploma of Aviation Management. The Certificate III in Aviation (Remote Pilot) provides you with important training to legally operate a remotely piloted aircraft. It will also allow you to fly without many of the weight or operating restrictions applied to recreational users. QCE Credits: Successful completion of the Certificate III in Aviation contributes a maximum of six (6) credits towards a student's QCE.
Topics of Study / Learning Experiences	Units of Competencies AVIF0021 Manage human factors in remote pilot aircraft systems operations AVIH0006 Navigate remote pilot aircraft systems AVIW0028 Operate and manage remote pilot aircraft systems AVIW0004 Perform operational inspections on remote operated systems AVIY0052 Control remote pilot aircraft systems on the ground AVIY0023 Launch, control and recover a remotely piloted aircraft 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. AVIE0003 Operate aeronautical radio AVIG0003 Work effectively in the aviation industry AVIY0027 Operate multi-rotor remote pilot aircraft systems AVIW0006 Perform infrastructure inspections using remote operated systems AVIW0007 Perform aerial mapping and modelling using remote pilot aircraft system
Certificate Outcomes	• AVI30419 Certificate III in Aviation (Remote Pilot); • CASA Remote Pilot Licence (RePL)*; • CASA Aeronautical Radio Operators Certificate (AROC)* *This is a CASA requirement to use aviation VHF radios, which are needed when flying near aerodromes and helipads. *(Will be issued when student is 17)* *subject to Civil Aviation Safety Authority (CASA) approval*

Pathways	There are many different pathways available to work in the unmanned piloting industry. Below are some examples of the different industries utilising the skill set taught in this course. • Industrial inspections • 3D mapping • Surveying • Emergency services • Scientific research and environmental monitoring • Agriculture • Drone photography and videography
Assessment	Assessment for the Certificate III in Aviation (Remote Pilot) will be related to real life industry situations and is based on the consistent demonstration of competency. A variety of assessment will be used including; ▪ Practical observations and testing ▪ Theoretical questioning ▪ Portfolio ▪ Structured workplace learning ▪ Online assessment questions and revision All assessment is competency based
Cost	This course is approved for funding by the Queensland Government through the Certificate III Guarantee - Vocational Education and Training in Schools (VETiS) program. Information on VETiS can be found: https://training.qld.gov.au/providers/funded/vetis If students qualify for the VETIS funding, there will be no cost associated with this course. If students have already utilised their VETiS funding and are not eligible, the cost of the certificate will be $1,500.00. To be eligible to enrol in VETiS funding, students must: - Be currently enrolled in either Year 10, 11 or 12 at a Queensland school; - Be an Australian citizen, Australian permanent resident (includes humanitarian entrant); New Zealand citizen or temporary resident with the necessary visa and work permits on the pathway to permanent residency; - Not be already enrolled in or have completed a qualification under VETiS funding previously.
Further Information	If you have any queries, please contact Michael Staples. Phone: 07) 3860 1076 Email: rpvetis@aviationaustralia.aero
Delivery modes	A range of delivery modes will be used during the teaching and learning of this qualification. These include: • face-to-face instruction • work-based learning • guided learning • online training • field trips
Materials, Equipment BYOx Laptop Requirements	32gb USB for two year course **Base level laptop is acceptable**

RTO obligation	Students who are deemed competent in all 14 units of competency will be awarded a Qualification and a Record of Results by Aviation Australia. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment issued by Aviation Australia. Aviation Australia guarantees that the student will be provided with every opportunity to complete the qualification. They do not guarantee employment upon completion of this qualification. Complaints and appeals are managed by Aviation Australia.

Certificate III in Business

AQF Qualification BSB30120
Registered Training Organisation – 30351 - St Columban's College, Caboolture

Entry requirements
It is recommended that students have a satisfactory completion of Year 10 English.

Learning experiences
Learning experiences will be achieved by students working in a simulated business environment. Projects will include fundraising projects; networking breakfast programs; community events and micro business set-up and management.

Pathways
This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.
Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment, and relevant theoretical knowledge. They may provide technical advice and support to a team.

Qualification Structure
To attain this certificate, 13 units of competency must be completed. These units are under the current National Training Package. The qualification is delivered at St Columban's College.

Core Units

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

Elective Units

BSBTEC303	Create electronic presentations
BSBPEF301	Organise personal work priorities
BSBTEC302	Design and produce spreadsheets
BSBOPS304	Deliver and monitor a service to customers
SIRXPDK001	Advise on products and services
BSBOPS305	Process customer complaints
SIRXMKT001	Support marketing and promotional activities

***Students must successfully complete all Units of Competency
to achieve the Certificate III in Business***

Delivery Mode

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- guided instruction

Assessment

Assessment is Competency based. Students are assessed through a variety of simulated projects that will include the collection of evidence in the following format:

- portfolio work
- observations
- questioning

Requirements

Students will be required to undertake activities that occasionally fall outside of school hours.

Service Agreement

This is a 2-year course delivered in Year 11 and 12 at St Columban's College. The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification. 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. This information is correct at time of publication but subject to change (March 2023)

CHC30221 Certificate III in Education School Based Support

Course Details

This qualification reflects the role of workers who assist teachers and support student learning in a range of classroom settings. They complete general administrative as well as operational tasks to support students with learning under the guidance of a teacher or other educational professional. Work requires use of discretion and judgement within the boundaries of established policies and procedures.

Education support workers work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation. To achieve this qualification, **the individual must have completed a total of least 100 hours of work in a classroom environment catering to primary or secondary school students, within at least one school in Australia as detailed in the Assessment Requirements of units of competency.** The total number of hours may be applied collectively across all units of competency that include the requirement for workplace hours. No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication. Education setting - Classroom settings in primary or secondary schools, as defined by State/Territory legislation

Student Selection	**Persons with the language, literacy & numeracy skills to fulfil their job role & complete course AND meet industry vaccination mandates**

Job Roles / Course Pathways

Job Roles	Course Pathways
Teacher-aide	Certificate IV in Education Support.

St Columban's College partners with Cairns Training Academy to provide students with the opportunity to complete Certificate III in Education School Based Support

Student selection	Persons with the Language, Literacy and Numeracy skills to fulfill their job role
Student Intake	Students MUST enrol in the course they are accessing and remain financial their enrolment
Delivery Mode	On-line as per school timetable
Course Duration	As per individual school VET timetable during years 10 to 12

Fees

Details of fees are supplied in the course pre-enrolment induction and in the information brochure for each course and are discussed prior to enrolment. Please consult with the course adviser at your school for further information. Students must pay their fees as requested by their school usually on a term by term basis to ensure enrolment remains open and current. This includes:

- Students pay as they go across a maximum of seven terms.
- Students MUST enrol in the course they are accessing and remain financial throughout their enrolment.
- All fees must be paid before students gain their qualification and /or other results.
- All fees must be paid before student data is submitted into the AVETMISS database.

Funded Training - CTA abides by State and Commonwealth Government contractual requirements relating to any student fee contribution and or full or partial exemption of fees for funded courses and any other conditions relating to funding including any fees paid in advance if this should occur in relevance to VETiS.

Refund Policy - CTA strives at all times to be fair and equitable to students. Our policy does not provide for refunds once a school notifies CTA of your enrolment intentions. This is due to the course already being heavily discounted through the partnership arrangement with your school. However, you can cancel your enrolment at any time however your term fees that have already been paid will not be refunded. Be assured though you do not have to pay any further fees to CTA upon CTA being in receipt of your student cancellation form.

Circumstances where a refund is automatic

- CTA enrols students and accepts their fees, then cancels the course.

Additional Fee Charges:
- School students who are still enrolled after graduating from school will revert to normal course fee status.
- Credit transfer from other RTO providers (First Aid exempted) will incur a $10 fee.
- Reissuing of results and qualifications will incur a $55.00 fee

Resources

On-line delivery – Learning and assessment resources are available 24/7

Outcome

- On successful completion of all units within this qualification, participants:
- May receive a Certificate III in Education School-based Support (dependent on success of competency)
- May be awarded up to 8 QCE points
- Can seek employment as a teacher-aide
- May benefit from enhanced tertiary options as the certificate could contribute to ATAR

Industry Placement

Students enrolling in this program will be required to complete aa minimum of 100 hours of Industry Placement.

How is the Course Delivered & Assessed?

Teachers (School-based trainer/assessors) will deliver the training and assess competence under the guidance of the RTO; Cairns Training Academy. Students will access learning resources on-line to gain the underpinning knowledge in addition to learning and demonstrating the practical skills in a classroom within a school. Teachers will determine competence against each unit by following CTA guidelines which includes gathering evidence that demonstrates the student is competent in both the underpinning knowledge and the practical skills.

Credit Transfer (CT)

If you have completed past studies in areas related to the qualification you plan to enrol in you may be eligible for credit transfer. You will need to provide a Statement of Attainment matching the unit of competency you are seeking credit for.

Units (10 Core units plus 5 Electives units)

Unit Code	Unit Title	
CHCDIV001	Work with diverse people	Core
CHCEDS033	Meet legal and ethical obligations in an education support environment	Core
CHCEDS034	Contribute to the planning and implementation of educational programs	Core
CHCEDS035	Contribute to student education in all developmental domains	Core
CHCEDS036	Support the development of literacy and oral language skills	Core
CHCEDS037	Support the development of numeracy skills	Core
CHCEDS060	Work effectively with students and colleagues	Core
CHCEDS059	Contribute to the health, safety and wellbeing of students	Core
CHCEDS057	Support students with additional needs in the classroom environment	Core
CHCEDS061	Support responsible student behaviour	Core
HLTAID0011	Provide Fist Aid	Elective
CHCPRT001	Identify and respond to children and young people at risk	Elective
HLTWHS001	Participate in workplace health and safety	Elective
CHCEDS048	Work with students in need of additional learning support	Elective
CHCEDS041	Set up and sustain learning areas	Elective

Pending Training Package Endorsement & being added to CTA's Scope of Registration

CHC30120 Certificate III in Early Childhood Education and Care

Course Details

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 and must apply discretion and judgment to the application of these 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. Early childhood educators work in long day care centres, family day care, pre-schools or kindergartens. Under the Education and Care Services National Law (2011) the Australian Children's Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: www.acecqa.gov.auAll persons (Employees and Volunteers) will require a Blue Card https://www.bluecard.qld.gov.au/

Job Roles	Course Pathways	Careers
Early Childhood Educator	School Age Education and Care Provider	Enhanced

University options Diploma of Early Childhood Education and Care.

St Columban's College partners with Cairns Training Academy to provide students with the opportunity to complete Certificate III in Early Childhood Education and Care		
Student Selection	Persons with the language, literacy and numeracy skills to fulfil their job role	
Student Intake	As per individual school VET enrolment policy	
Delivery Mode	As per individual school VET timetable and chosen VET delivery mode	
Course Duration	As per individual school VET timetable over years 10 to 12	

Fees

Details of fees are supplied in the course pre-enrolment induction and in the information brochure for each course and are discussed prior to enrolment. Please consult with the course adviser at your school for further information. Students must pay their fees as requested by their school usually on a term-by-term basis to ensure enrolment remains open and current. This includes:

- Students pay as they go across a maximum of seven terms.
- Students MUST enrol in the course they are accessing and remain financial throughout their enrolment.
- All fees must be paid before students gain their qualification and /or other results.
- All fees must be paid before student data is submitted into the AVETMISS database.

Funded Training - CTA abides by State and Commonwealth Government contractual requirements relating to any student fee contribution and or full or partial exemption of fees for funded courses and any other conditions relating to funding including any fees paid in advance if this should occur in relevance to VETiS.

Refund Policy - CTA strives at all times to be fair and equitable to students. Our policy does not provide for refunds once a school notifies CTA of your enrolment intentions. This is due to the course already being heavily discounted through the partnership arrangement with your school. However, you can cancel your enrolment at any time however your term fees that have already been paid will not be refunded. Be assured though you do not have to pay any further fees to CTA upon CTA being in receipt of your student cancellation form.

Circumstances where a refund is automatic.

- CTA enrols students and accepts their fees, then cancels the course. Additional Fee Charges:
- School students who are still enrolled after graduating from school will revert to normal course fee status.
- Reissuing of results and qualifications will incur a $55.00 fee.

Resources

Online delivery - Learning and assessment resources are available online 24/7.

Outcomes

On successful completion of all units within this qualification, participants:

- Will receive a Certificate III in Early Childhood Education and Care.
- May be awarded up to 8 QCE points.
- Can seek employment as a qualified Educator.
- May benefit from enhanced tertiary options.
- Contributes to ATAR score.

Industry Placement

Students enrolling in this program will be required to demonstrate their skills during a minimum, mandatory 160 hours of placement in a regulated early childhood education and care service in Australia.

How is the Course Delivered & Assessed?

Teachers (School-based trainer/assessors) will deliver the training and assess competence following the RTO (Cairns Training Academy) procedures. Students will access learning resources and assessments on-line to gain the underpinning knowledge in addition to learning and demonstrating the practical skills in a regulated Early Childhood setting. Teachers will determine competence against each unit by following CTA guidelines which includes through gathering evidence that demonstrates the student is competent in both the underpinning knowledge and the practical skills.

Credit Transfer (CT)

If you have completed past studies in areas related to the qualification you plan to enrol in you may be eligible for credit transfer. You will need to provide a Statement of Attainment matching the unit(s) of competency you are seeking credit for.

Units (15 Core units plus 2 Elective units)

Unit Code	Unit Title	
CHCECE030	Support inclusion and diversity	Core
CHCECE031	Support Children's health, safety and well being	Core
CHCECE032	Nurture babies and toddlers	Core
CHCECE033	Develop positive and respectful relationships with children	Core
CHCECE036	Provide experiences to support children's play and learning	Core
CHCECE037	Support children to connect with the natural environment	Core
CHCECE038	Observe children to inform practice	Core
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander people culture	Core
CHCECE055	Meet legal and ethical obligations in children's education and Care	Core
CHCECE056	Work effectively in children's education and care	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
HLTAID004	Provide an emergency first aid response in an education and care setting	Core
HLTWHS001	Participate in work health and safety	Core
CHCPRP003	Reflect on and improve own professional practice	Core

FITNESS
VET COURSE

**SIS30321 CERTIFICATE III IN FITNESS +
SIS20115 CERTIFICATE II IN SPORT AND RECREATION**

REGISTERED TRAINING ORGANISATION

Binnacle Training (RTO Code: 31319)

DELIVERY OVERVIEW

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. 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. Upon successful completion students will achieve a maximum 8 QCE credits.

ENTRY REQUIREMENTS

Each student must obtain a (free) 'Working with Children' Student Blue Card (a requirement of official enrolment). You will need a customer reference number (CRN) and photo from the Department of Transport and Main Roads (TMR) before you apply for your blue card (there is no fee for the CRN or the photo). Find your closest TMR service centre.

At enrolment, each student will be required to create (or simply supply if previously created) a Unique Student Identifier (USI). A USI creates an online record of all training and qualifications attained in Australia.

LANGUAGE, LITERACY AND NUMERACY SKILLS

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.

COURSE OUTLINE

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 older adult clients. This program also includes the following:

- First Aid qualification and CPR certificate
- A range of career pathway options including direct pathway into Certificate IV in Fitness (Personal Trainer).

ASSESSMENT

Program delivery will combine both class-based tasks and practical components in a real gym environment at the 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.

COURSE SCHEDULE – YEAR 1

- The Sport, Fitness and Recreation Industry
- Developing Coaching Practices
- Delivery of Community Fitness Programs
- First Aid & CPR Certificate
- Anatomy and Physiology – Body Systems, Terminology
- Client Screening and Health Assessments
- Plan and Deliver Exercise Programs

Finalisation of qualification: SIS20115 Certificate II in Sport and Recreation

COURSE SCHEDULE – YEAR 2

- Anatomy & Physiology – Digestive System & Energy Systems
- Nutrition – Providing Healthy Eating Information
- Specific Populations – Training Older Clients, Client Conditions
- Training Other Specific Population Clients
- Community Fitness Programs

Finalisation of qualification: SIS30315 Certificate III in Fitness

PATHWAYS

The Certificate III in Fitness will predominantly be used by students seeking to enter the sport, fitness and recreation industry as a fitness instructor, community coach, sports coach, athlete, or activity assistant.

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

Students may also choose to continue their study by completing the Certificate IV in Fitness at another RTO.

COST

- **$210.00 =** Binnacle Training Fee - Certificate II entry qualification
- **$80.00 =** Binnacle Training Fee - Certificate III Gap Fee
- **$40.00 =** First Aid Certificate costs
- ***No additional cost for*** Excursions to other outside venues to participate in and to conduct fitness activities.
  All costs associated with the Certificate II in Fitness with Binnacle Training will be covered by your College tuition fees.

PROGRAM DISCLOSURE STATEMENT

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: www.binnacletraining.com.au/rto and select 'RTO Files'.

Binnacle Training
RTO Code 31319

Delivered in Partnership with
Connect 'n' Grow® RTO number: 40518

NATIONALLY RECOGNISED TRAINING

HLT33115 Certificate III in Health Services Assistance
(including HLT23215 Certificate II in Health Support Services)

Qualification description

Health and community services training is linked to the largest growth industry in Australia, estimated to grow by 20% over the next five years. These programs combine to provide students with entry level skills necessary for a career in the health sector and also 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.

Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements to commence the first year of this qualification; however successful completion of the Certificate II in Health Support Services is required to continue into the Certificate III coursework.

International students may be able to enrol depending on their visa and/or the school's CRICOS registration. Contact the VET Coordinator for more information.

Duration and location

This is a two-year course delivered on site to senior school students and in partnership with Connect 'n' Grow®.

Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

● face-to-face training
● practicals and scenarios
● online learning

Fees

The total Fee For Service cost of these courses [Cert II and Cert III] is $998.

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

QCE Points

Maximum 8 (up to 4 points for completion of the Certificate II and up to a further 4 points for comletion of the Certificate III).

Course units Year 1 (Certificate II units)

Unit code	Title
HLTWHS001	Participate in workplace health and safety
BSBWOR20 2	Organise and complete daily work activities
BSBINM201	Process and maintain workplace information
HLTINF001	Comply with infection prevention and control policies and procedures
HLTHSS003	Perform general cleaning tasks in a clinical setting
HLTHSS005	Undertake routine stock maintenance
CHCCOM00 5	Communicate and work in health or community services
BSBCUS201	Deliver a service to customers
CHCCOM00 1	Provide first point of contact
CHCCCS010	Maintain a high standard of service
CHCCCS020	Respond effectively to behaviours of concern
CHCDIV001	Work with diverse people

Course units Year 2 (Certificate III units)

Unit code	Title
HLTAAP001	Recognise healthy body systems
BSBMED301	Interpret and apply medical terminology
CHCCCS015	Provide individualised support
BSBWOR30 1	Organise personal work priorities and development
HLTAID011	Provide first aid
HLTAID009	Provide cardiopulmonary resuscitation
BSBMED303	Maintain patient records
CHCCCS009	Facilitate responsible behaviour
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety

Assessment

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questionnaires
- written and practical tasks

Work experience

Students are highly encouraged to complete a minimum of 20 hours work experience in a health or community service facility to strengthen their skills, knowledge and employability.

Connect 'n' Grow® considers industry experience to be a very important inclusion of the Certificate III qualifications.

Pathways

Potential options may include:
- Various Certificate IV qualifications
- Diploma of Nursing
- Bachelor Degrees (B.Nursing)
- entry level employment within the health industry.

Obligation

Students will be provided with every opportunity to complete this qualification. Employment is not guaranteed upon completion. Students deemed competent in all units of competency will be awarded the qualification and a record of results by Connect 'n' Grow®. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

Certificate III in Make-Up

AQF Qualification SHB30221
Registered Training Organisation – 30351 – St Columban's College, Caboolture

Entry requirements

It is recommended that students have a satisfactory completion of Year 10 English.

Learning experiences

Learning experiences will be achieved by students working in SION Hair and Makeup Salon, the College training facility located in the Trade Training Centre. Projects will include working with live models to produce makeup looks for a range of clients and contexts and produce Make-up looks for photography and editorial styling. Students will learn to work in an industry environment and handle industry standard equipment.

Pathways

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.

These individuals possess a range of well-developed technical and consultation skills where discretion and judgement is required and are responsible for their own outputs. This includes working cooperatively with a range of individuals including photographers, fashion stylists and media production staff.

Work is typically conducted as part of a team or on a freelance basis in settings such as make- up studios, retail cosmetic counters, fashion and media sets and photography studios

Qualification Structure

Core Units

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
SHBXWHS003	Apply safe hygiene, health and work practices
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms

Elective Units

SHBBINF002	Maintain infection control standards
SHBBMUP011	Design and apply remedial camouflage make-up
SHBBMUP012	Apply airbrushed make-up
SHBBCCS005	Advise on beauty products and services
SHBBMUP014	Work collaboratively on make-up productions
SHBXCCS007	Conduct salon financial transactions

Other Units

SHBHCCS001   Plan hair services for special events

Students must successfully complete all Units of Competency to achieve the Certificate III in Make Up

Delivery Mode

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- guided instruction

Assessment

Assessment for the Certificate III in Make-Up will be related to real life industry situations and is based on the consistent demonstration of competency. A variety of assessment will be used including:

- observations
- questioning
- portfolio

Requirements

Students will be required to attend regular full day training sessions one day per week.

This course is therefore suited to students on a blended pathway.

To gain the practical knowledge and skills in this course, students must be prepared to work out of class time at various College activities and events. Students will be required to wear a Salon uniform and will be required to purchase black slacks, closed in leather shoes. Students will be provided with an industry standard set of makeup brushes and belt to use throughout the course.

Service Agreement

This is a 2-year course delivered in Year 11 and 12 at St Columban's College. The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification. 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. This information is correct at time of publication but subject to change (March 2023).

SPORT AND RECREATION
VET COURSE

**SIS30115 CERTIFICATE III IN SPORT AND RECREATION +
SIS20115 CERTIFICATE II IN SPORT AND RECREATION**

REGISTERED TRAINING ORGANISATION

Binnacle Training (RTO Code: 31319)

DELIVERY OVERVIEW

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.

Successful completion of the Certificate III in Sport and Recreation contributes a maximum 7 credits towards a student's QCE. This Binnacle program also includes an opportunity for students to undertake an additional 4 units of competency (Term 7 Add-On). Completing this 'Term 7 Add-On' as well can result in a maximum 8 QCE credits (a maximum of 8 credits from the same training package can contribute to a QCE).

ENTRY REQUIREMENTS

At enrolment, each student will be required to create (or simply supply if previously created) a Unique Student Identifier (USI). A USI creates an online record of all training and qualifications attained in Australia.

LANGUAGE, LITERACY AND NUMERACY SKILLS

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.

COURSE OUTLINE

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:

- First Aid qualification and CPR certificate
- Officiating and coaching accreditations (general principles or, in certain cases, sport-specific)
- A range of career pathway options including club level official and/or coach, or pathway into Certificate IV or Diploma (e.g. Sport and Recreation or Fitness) at another RTO.

ASSESSMENT

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.

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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.

COURSE SCHEDULE – YEAR 1

- 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
- First Aid and CPR Certificate

Finalisation of qualification: SIS20115 Certificate II in Sport and Recreation

COURSE SCHEDULE – YEAR 2

- Developing Coaching Practices
- Organising Work Schedules
- Facilitating Groups
- Planning and Conducting Sport Programs
- Personal Development
- Sport-Specific Coaching Sessions

Finalisation of qualification: SIS30115 Certificate III in Sport and Recreation

PATHWAYS

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.

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

Students may also choose to continue their study by undertaking the Certificate IV or Diploma (e.g. Sport Coaching or Fitness) at another RTO.

COST

- **$265.00 =** Binnacle Training Fee - Certificate II entry qualification
- **$70.00 =** Binnacle Training Fee - Certificate III Gap Fee
- **$55.00 =** First Aid Certificate costs
- ***No additional costs for*** Excursions to other outside venues to participate in and to conduct sport activities.
  ***All costs associated with the Certificate II in Fitness with Binnacle Training will be covered by your College tuition fees**

PROGRAM DISCLOSURE STATEMENT

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: www.binnacletraining.com.au/rto and select 'RTO Files'.

Binnacle Training
RTO Code 31319

SUBJECT NOTES and INFORMATION