

Vocational Education Subject Guide

2024 Courses

BSB20120 Certificate II in Workplace Skills

Registered Training Organisation (RTO): Toowoomba SHS (RTO Number: 30474)

QCE Points: 4

Description

This qualification reflects the role of individuals in a variety of entry-level Business Services roles. It also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

Students will carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They will perform mainly routine tasks using practical skills and fundamental operational knowledge using project-based learning, working under direct supervision.

Training and Assessment Delivery

Students are enrolled as a student with Toowoomba State High School (TSHS) and their qualification or statement of attainment is issued by TSHS.

TSHS trainers and assessors are responsible for all training and assessment.

A student needs to successfully complete **10** units of competency to gain the Certificate II in Workplace Skills, **5 core units** and **5 elective units**.

Core

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BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to the health and safety of self and others

Elective

BSBCRT201	Develop and apply thinking and problem-solving skills
BSBDAT201	Collect and record data
BSBTEC101	Operate digital devices
BSBTEC201	Use business software applications
BSBOPS203	Deliver a service to customers

This qualification will be taught and assessed using project-based learning which is competency-based assessment. The types of assessment used to gather evidence during the projects are:

- Short response questions
- Observations
- Folio of work (gathered over the length of each project)

Access to a laptop to complete clerical, administrative and operational tasks is essential to this course to demonstrate the use of technological skills during the project work. Students will have access to a business environment and machines ie photocopiers, laminators, printers etc, through the development of our 'Printshop' and 'Lofty Shop' which will be used for key training and assessment of the course.

Work experience is not mandatory to complete the qualification successfully but is strongly recommended in order to apply the learning to work in industry.

More information about this qualification is available at: https://training.gov.au/Training/Details/BSB20120

MEM20422 Certificate II in Engineering Pathways

Registered Training Organisation (RTO): **Blue Dog Training (RTO Number: 31193)**www.bluedogtraining.com.au

07 3166 3960





Description

The qualification MEM20422 provides students with an introduction to an engineering or related working environment.

Students gain skills and knowledge in a range of engineering and manufacturing tasks which will enhance their entry-level employment prospects for apprenticeships, traineeships or general employment in an engineering-related workplace.

Typically commencing in Year 11 and delivered in the school workshops, during normal school hours as a part of the student's regular school timetable, the course is completed over a period of two (2) years. A student can only participate in a Blue Dog Training VETiS program with the permission of their school.

Application

The learning program should develop trade-like skills but not attempt to develop trade-level skills. As an example, the outcome level of welding skills from this qualification is not about learning trade-level welding theory and practice; it is about being introduced to welding, how it can be used to join metal and having the opportunity to weld metal together. Similarly with machining, the outcome should be something produced on a lathe etc., not the theory and practice of machining. The focus should be on using engineering tools and equipment to produce or modify objects. This needs be done in a safe manner for each learner and those around them.

Eligibility - Cost

The Department of Employment, Small Business and Training (DESBT) provides funding for secondary school students to complete one (1) approved VETiS qualification while at school, referred to as 'employment stream' qualifications.

This means that if a student is eligible, the course is provided to them fee-free. To be eligible to enrol in a Blue Dog Training VETiS program, students must:

- be currently enrolled in secondary school
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not already completing or have already completed a funded VETiS course with another registered training organisation.

In situations where a student is not eligible for VETiS funding, under the DESBT funding arrangements, fee for service arrangements are available for students through Blue Dog Training. Fee for service cost = \$1200.

Please refer to the Blue Dog Training Website for information on their refund policy. https://bluedogtraining.com.au/storage/app/media/pdf documents/policies/Student Fee Refund Policy.pdf

Training and Assessment Delivery

The Blue Dog Training VETiS program is delivered at the student's school as part of their timetabled classes by Blue Dog Trainings qualified trainers and assessors.

Secondary school students are enrolled as a student with Blue Dog Training and their qualification or statement of attainment is issued by Blue Dog Training.

Training and assessment are via Blue Dog Training's blended mode of delivery which comprises both on-line training and face to face classroom-based training at the school workshop.

Blue Dog Training trainers and assessors attend the school on a structured basis throughout the school year. Blue Dog Training are responsible for all training and assessment.

A student needs to successfully complete **12** units of competency to gain the Certificate II in Engineering Pathways, **4 core units** and **8 elective units**.

Core

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
MSAENV272	Participate in environmentally sustainable work practices

Elective

MEM11011*	Undertake manual handling
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
MEMPE002	Use electric welding machines
MEMPE007	Pull apart and re-assemble engineering mechanisms

NOTE: Elective units are subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices.

Notes

PPE required in the workshop:

Steel capped or composite toe safety boots

Clear safety glasses

Ear protection

Protective overalls (recommended- sturdy, non-flammable material)

NB Purpose built lockers are available for use outside the Engineering workshop

More information about this qualification is available at:

https://training.gov.au/Training/Details/MEM20422

^{*}Prerequisite units of competency - An asterisk (*) against a unit of competency code in the list above indicates there is a prerequisite requirement that must be met. Prerequisite unit(s) of competency must be assessed before assessment of any unit of competency with an asterisk.

SIT20322 Certificate II in Hospitality

Registered Training Organisation (RTO): Smartskill Pty Ltd (RTO Number: 5710)

07 3279 0656

admin@smartskill.com.au



QCE Points: 4

Description

This qualification SIT20322, provides the basic knowledge and skills required to start a career within in the hospitality industry. The qualification will cover areas such as food and beverage, gaming, front office, housekeeping, front office and being safe and hygienic within the workplace. This introductory level qualification is the best way to start your career in hospitality or help you on your way to further study in hospitality and tourism.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

Eligibility - Cost

VETiS funding **

Fee for Service - from \$495.00

** If you are a current Queensland School Student, you may be eligible to undertake a VETiS qualification funded by the VET investment budget and delivered by an RTO who is approved as a Skills Assure supplier (SAS). For more information about eligibility and funding, visit https://desbt.qld.gov.au/training/providers/funded/vetis and download the fact sheet.

What is Skills Assure?

The Skills Assure supplier (SAS) system provides a central register of pre-approved registered Training organisations (RTOs) who have met the department's entry requirements to deliver training and assessment services subsidised by the department. This gives vocational education and training (VET) students, parents and employers confidence that the training delivered by these RTOs will develop skills that are valued by industry and will lead to employment.



Training and Assessment Delivery

Students are enrolled as a student with Smartskill and their qualification or statement of attainment is issued by Smartskill. TSHS trainers and assessors, together with Smart skill, are responsible for all training and assessment.

A student needs to successfully complete **12** units of competency to gain the Certificate II in Hospitality, **6 core units** and **6 elective units**. It will take between 18 to 24 months at TSHS to complete. There are no prerequisites for this qualification. There will be a mixture of classroom delivery (theory) and venue/ industry delivery (practical).

The electives cover a number of disciplines- customer services, cookery and food and beverage.

Core

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

Elective

SITXFSA005	Use hygienic practices for food safety
SITHCCC024*	Prepare and present simple dishes
SITHFAB021	Provide responsible service of alcohol
SITHFAB024*	Prepare and serve non-alcoholic beverages
SITHFAB025*	Prepare and serve espresso coffee
SITHFAB027*	Serve food and beverage
* Pre-requisite unit is SITXFSA005 Use hygienic practices for food safety	

This qualification will be taught and assessed using project-based learning which is competency-based assessment. The types of assessment used to gather evidence during the projects are:

- Short response questions
- Observations
- Practical record book and log book

Work Placement- 12 shifts, is mandatory to complete the qualification successfully – SITHIND007 Use hospitality skills effectively. A logbook will be required to be completed as part of this unit of competency.

All workbooks, assessments, equipment, facilities and resources required to complete this qualification will be supplied to participants.

More information about this qualification is available at: https://training.gov.au/Training/Details/SIT20322

SIS30321 Certificate III in Fitness

Registered Training Organisation (RTO): Binnacle Training (RTO Number: 31319)

1300 303 715

admin@binnacletraining.com.au

Points: Max. 8

Description

This qualification SIS30321, provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres. Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor). Students facilitate programs within their school community including:

- > Community fitness programs
- > Strength and conditioning for athletes and teams
- > 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

What do students achieve?

- > SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
- > The nationally recognised First Aid competency HLTAID011 Provide First Aid
- > Community Coaching Essential Skills Course (non-accredited), issued by Australian Sports Commission
- > A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness; or SIS50321 Diploma of Sport These qualifications offered by another RTO.
- > Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

Skills Acquired

- > Client screening and health assessment
- > Planning and instructing fitness programs
- > Deliver 1-on-1 and group fitness programs
- > Exercise science and nutrition
- > Anatomy and physiology

Eligibility - Cost

Fee for Service \$ 365 per person (+ First Aid \$ 55)

Training and Assessment Delivery

Students are enrolled as a student with Binnacle Training and their qualification or statement of attainment is issued by Binnacle Training. TSHS trainers and assessors, together with Binnacle training, are responsible for all training and assessment.

A student needs to successfully complete **15** units of competency to gain the Certificate III in Fitness, **11 core units** and **4 elective units**. It will take 2 years at TSHS to complete.

It is a combination of classroom and project-based learning, online learning (self-study) and practical work-related experience.

Core

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HLTAID011	Provide First Aid
HLTWHS001	Participate in workplace health and safety
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

Elective

BSBSUS211	Participate in sustainable work practices
SISXEMR001	Respond to emergency situations
SISXIND001	Work effectively in sport, fitness and recreation environments
SISXIND002	Maintain sport, fitness and recreation industry knowledge
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A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

Please note this 2024 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services).

To access Binnacle's PDS, please visit: www.binnacletraining.com.au/rto

More information about this qualification is available at: https://training.gov.au/Training/Details/SIS30321

MEM20422 Certificate II in Engineering Pathways (Drone Project)

AVI30419 Certificate III in Aviation (Remote Pilot)

Dual Certificate

Registered Training Organisation (RTO): Skills Generation (RTO Number: 41008)

Narelle Newhouse

Email: narellen@skillsgen.com.au

Mobile: 0406 262 771

Website: www.skillsgeneration.com.au

QCE Points: up to 10

MEM20422 Certificate II in Engineering Pathways up to 4 QCE points AVI30419 Certificate III in Aviation (Remote Pilot) up to 6 QCE points

Description

Students who successfully complete their MEM20422 Certificate II in Engineering Pathways are eligible to enrol and undertake AVI30419 Certificate III in Aviation (Remote Pilot) as a follow on course free of charge. Where students learn how to build their drone in the MEM20422 qualification, they will learn to fly drones in the AVI30419 qualification.

The MEM20422 Certificate II in Engineering Pathways aims to educate students about emerging and increasingly prominent technologies. Skills Generation focuses on the future, and ensuring students are prepared for the changing landscape of work in the engineering and manufacturing fields.

The MEM20422 qualification first lays the groundwork, introducing students to the foundations of engineering and manufacturing – including the correct use of hand and power tools, appropriate understanding of PPE and proper welding techniques. Students then apply this foundational knowledge in a variety of engaging and practical projects including the construction of robots or drones.

AVI30419 Certificate III in Aviation (Remote Pilot) teaches students how to 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 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 CASA regulations.

On completion of the course, students will be awarded the AVI30419 Certificate III in Aviation (remote pilot). Students will also have the opportunity to choose to work towards their CASA Remote Pilot Licence (RePL) and Aeronautical Radio Operator Certificate (AROC) whilst undertaking the Certificate III course.

CASA REPL and AROC

In conjunction with AVI30419 Certificate III in Aviation (Remote Pilot), students may undertake additional studies to gain their CASA Remote Pilot Licence (RePL), and eligible* students will also be able to achieve their Aeronautical Radio Operator Certificate (AROC). The CASA RePL and AROC form the requirements of the Civil Aviation Authority, as described in Civil Aviation Safety Regulation (CASR) part 101, division101.F3-Certification of LIAV controllers

For further information please contact Skills Generation. * Individuals must be at least 17 years of age to gain the Aeronautical Radio Operator Certificate

Eligibility - Cost

The MEM20422 Certificate II in Engineering Pathways and AVI30419 Certificate III in Aviation (Remote Pilot) are funded by Queensland Department of Youth Justice, Education, Small Business and Training (DYJESBT). Students may be eligible to utilise their VETiS funding opportunity if they meet the following criteria:

- be currently enrolled in secondary school
- either Australian or new Zealand Citizens or permanent residents
- are in either year10, 11 or 12 when they participate in the course
- · have not previously utilised their VETiS funding

MEM20422 Certificate II in Engineering Pathways

VETIS funded student FREE
Fee for Service student \$ 4 660
Fee for Service student \$ 1 200

(discounted rate)*

AVI30419 Certificate III in Aviation (Remote Pilot)

VETIS funded student FREE

Fee for Service student (continuing on fromMEM20422) FREE

Fee for Service student \$1 200

(discounted rate)*

Fee for Service student \$3 330

CASA RePL and AROC

Fees for students who choose to undertake the optional CASA RePL component with or without the optional AROC component- includes training, licencing and application fees for the CASA RePL:

VETIS funded student (while enrolled in Skills Generation AVI30419) FREE
Follow on student (continuing on from MEM20422) \$ 600
Fee for Service Student \$ 600

Course Entry Requirements

Students must have demonstrated satisfactory level in English and Maths in a pre-course LLN test

Assessment types

The course contains both theory and practical assessments on a unit-by-unit basis. Theory assessments are open-book, comprising of multiple choice and short answer questions

Training and Assessment Delivery

Students are enrolled as a student with Skills Generation and their qualification or statement of attainment is issued by Skills Generation.

TSHS trainers and assessors, together with Skills Generation are responsible for all training and assessment.

A student needs to successfully complete 12 units of competency to gain the Certificate II in Engineering Pathways, 4 core units and 8 elective units.

^{*}to be eligible for the discounted rate, Fee for Service students must be enrolled in a class of 15 or more VETiS funded students in this qualification

Core

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
MSAENV272	Participate in environmentally sustainable work practices

Elective

Undertake manual handling (Pre-requisite: MEM13015, MEM16006)
Organise and communicate information (Pre-requisite: MEM13015)
Interact with computing technology (Pre-requisite: MEM13015, MEM16006)
Use hand tools (Pre- requisite: MEM13015, MEM11011, MEM16006)
Use power tools/hand held operations
(Pre- requisite: MEM13015, MEM11011, MEM16006)
Use engineering workshop machines
Use electric welding machines
Work in a team

^{*}Pre-requisite units required for these units

A student needs to successfully complete 14 units of competency to gain the Certificate III in Aviation (remote pilot), 9 core units and 5 elective units.

Core

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

Elective

AVIE0003	Operate aeronautical radio
AVIE0005	Complete a Notice to Airmen (NOTAM)
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 extended visual line of sight (EVLOS)

Course Delivery and Course Length

The usual delivery of the MEM20422 and the AVI30419 is face to face at the school and will be included as part of the student's timetable. Skills Generation's recommended schedule for delivery of the qualification is 2 years/8 terms. The course is designed to complete the Certificate II in Engineering Pathways and then, if they wish, transition to the Certificate III in Aviation (remote pilot) which is completed during year 11 & 12. The student need not transition to the Certificate III if they choose not to do so.

More information about this qualification is available at:

https://skillsgeneration.com.au/vocational-training-in-schools/

https://training.gov.au/Training/Details/MEM20422 https://training.gov.au/Training/Details/AVI30419

FSK20119 Certificate II in Skills for Work and Vocational Pathways

Registered Training Organisation (RTO):

Tallebudgera Outdoor & Environmental Education Centre (RTO Number: 30685)

1525 Gold Coast Hwy, Nth Palm Beach; PO Box 909, Elanora, Q 4221

Phone: 07 5520 9316

Email: admin@tallebudgeratrainingservices.com.au Web Site: www.tallebudgeratrainingservices.com.au

QCE Points: 4

Description

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

It is suitable for individuals who require:

- a pathway to employment or further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to Australian
 Core Skills Framework (ACSF) Level 3
- entry level digital literacy and employability skills
- a vocational training and employment plan

Training and Assessment Delivery

Students are enrolled as a student with Tallebudgera Outdoor and Environmental Education Centre and their qualification or statement of attainment is issued by Tallebudgera Outdoor and Environmental Education Centre.

TSHS trainers and assessors are responsible for all training and assessment. All training and assessment materials are provided and completed coursework must be returned to Tallebudgera Outdoor and Environmental Education Centre for final assessment. The student's results will be reported to the Queensland Curriculum and Assessment Authority (QCAA) on completion of the course for inclusion on the Queensland Certificate of Education.

The language, literacy and numeracy Units of Competency that make up this course focus on five main themes – Work Health and Safety, Indigenous Cultural Knowledge, Working with Numbers, Career Planning and Digital Technology. Units of Competency are integrated to give them context and relevance. The assessment materials consist of a printed workbook and a short online course. This course has significant benefits to students as it:

- contributes four QCE credits* and satisfies completed core requirements #
- includes transferable workplace skills and knowledge
- builds students' capability for workforce entry or vocational training pathways
- develops a greater understanding and respect for Aboriginal and Torres Strait Islander cultures which can assist with the reconciliation process.

Note: * Four QCE credits will be awarded providing at least 90% new learning is achieved (13 Units) # FSK20119 does not satisfy QCE literacy and numeracy requirements as the previous version of this course did.

A student needs to successfully complete units of competency to gain the Certificate II in Skills for Work and Vocational Pathways, **1 core unit** and **13 elective units**.

Core

FSKLRG011	Use routine strategies for work-related learning
Elective	
FSKLRG009	Use strategies to respond to routine workplace problems
FSKLRG010	Use routine strategies for career planning
FSKNUM012	Use familiar and simple data for work
FSKNUM014	Calculate with whole numbers & familiar fractions, decimals & percentages
	for work
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work
FSKNUM019	Interpret routine tables, graphs and charts and use information and data for
	work
FSKOCM007	Interact effectively with others at work
FSKRDG010	Read and respond to routine workplace information
FSKWTG009	Write routine workplace texts
FSKDIG003	Use digital technology for non-routine workplace tasks
AHCILM302	Provide appropriate information on cultural knowledge
AHCWHS201	Participate in workplace health and safety processes
PUACOM001	Communicate in the workplace

Learning, Literacy and Numeracy requirements

FSK20119 Certificate II in Skills for Work and Vocational Pathways is assessed at Level 3 on the Australian Core Skills Framework (ACSF). This means students will need to be able to read, write and calculate numeracy operations reasonably well (at about a Year 10 level). Schools are to provide the RTO with information regarding the students' current LLN abilities which indicate whether the students will be able to complete the course successfully. If students are not currently working at Level 3 on the ACSF, they will require additional time and a suitable LLN teacher to bring them up to the required literacy and numeracy level. The RTO can assist schools with developing a Training Plan that best caters for the needs of individual students.

Volume of Learning

The volume of learning of a Certificate II is typically 6 months – 1 year. The duration of the course will depend on the delivery model and the time allocated to learning each week. Schools may take 12 months to complete the course and additional time can be negotiated with the RTO if necessary. If the student already has the Foundation Skills at ACSF Level 3, the training may be accelerated and focuses on gap-training and contextual learning in the workplace.

Delivery model

The course can be delivered to students within their school in a variety of ways depending on their geographic location, the needs of the students and the priorities of the school. This includes being delivered within the current timetable, delivered in one or more learning blocks or delivered in the student's spare periods or other times they can be taken offline from their normal study program. Whatever delivery model is selected, sufficient time and support must be provided for the student to engage fully with the program and to complete the required practical tasks and role plays.

More information about this qualification is available at: https://training.gov.au/Training/Details/FSK20119