



ST JAMES COLLEGE

**RTO 30526**

# **VOCATIONAL EDUCATION & TRAINING HANDBOOK 2017**



**NATIONALLY RECOGNISED  
TRAINING**



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## INTRODUCTION

### Purpose of this handbook

This handbook has been written to provide Vocational Education & Training (VET) students with important information about the VET programs offered by St James College as well as your rights and responsibilities as a VET student.

Please take the time to study it carefully and to ask your VET teachers anything which you are unsure about. You should keep this handbook for reference throughout your enrolment in the Senior Phase of Learning.

You should also know that the contents of this handbook in many instances represent the key points of various VET Policies and Procedures developed by this college. You can access full copies of all policies and procedures by approaching the Head of Faculty, Vocational Education & Training.

### The Australian Qualifications Framework

All of the VET programs offered by this school can lead to a nationally recognised qualification (Certificate) if you successfully complete all the requirements of the qualification, or a Statement of Attainment for those parts that you do successfully complete (if you do not complete the full qualification). This Certificate/Statement of Attainment will be recognised in all eight States/Territories in Australia.



This is because in Australia we now have a national qualifications framework called the Australian Qualifications Framework (AQF). There are 12 different types of qualifications you can obtain. They are shown in the diagram below. Those that are bolded are the ones that you have the opportunity to fully or partially complete through the VET programs you are undertaking at St James College.

### AQF Qualifications by Educational Sector

Schools Sector	Vocational Education and Training Sector	Higher Education Sector
Queensland Certificate of Education (QCE)	Advanced Diploma Diploma Certificate IV Certificate III <b>Certificate II</b> <b>Certificate I</b>	Doctoral Degree Masters Degree Graduate Diploma Graduate Certificate Bachelor Degree Advanced Diploma Diploma

## VET Certificate Courses

St James College is a Registered Training Organisation (RTO) number 30526. The College can offer a large range of nationally accredited certificates as part of the school curriculum. All Certificate courses offered at St James incur no fees for students. The certificates described may change as new Training packages come into effect.

St James offers the following qualifications on campus:

Code	Title	Estimated Duration
ICT10115	Certificate I in Information, Digital Media & Technology	2 years
ICT20115	Certificate II in Information, Digital Media & Technology	2 years
FSK10113	Certificate I in Access to Vocational Pathways	2 years
BSB10115	Certificate I in Business	2 years
BSB20115	Certificate II in Business	2 years
CPC10111	Certificate I in Construction*	2 years
MSF10113	Certificate I in Furnishing	2 years
MEM20413	Certificate II in Engineering (Pathways)*	2 years
SIS20213	Certificate II in Outdoor Recreation	2 years
SIS20513	Certificate II in Sport Coaching (Basketball)	2 years
SIS30315	Certificate III in Fitness †	2 years
SIT10216	Certificate I in Hospitality	2 years
SIT20416	Certificate II in Kitchen Operations	2 years
SIT30813	Cert III in Commercial Cookery #	2 years

\* This qualification is delivered to some students by an external RTO. Where the qualification is delivered by St James College a pre-requisite for the course is completion of the White Card Training Course (currently delivered by Blue Dog Training).

† Commencing January 2018. This qualification is delivered by St James College teaching staff through an external RTO.

# This qualification is delivered by an external RTO, please contact the College for further details

Your VET teacher will provide you with full information about the VET qualification/s you are aiming for at St James College, including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc.

## 2 STUDENT'S RIGHTS IF ST JAMES COLLEGE, OR A THIRD PARTY DELIVERING TRAINING ON ITS BEHALF, CEASES TO DELIVER ANY PART OF THE QUALIFICATION THAT A STUDENT IS ENROLLED IN

- a. St James College is committed to completing the outlined training and assessment once students have started study in their chosen qualification/s or course/s from the course start date (including delivery by a third party on St James College's behalf).
- b. Students who enter the course after the start date may not have sufficient time to complete a full qualification and will be offered a negotiated package of units that will lead to a statement of attainment.

In the event of losing the specialist trainer, and the RTO being unable to obtain a suitable replacement or third party school will not be able to continue delivery, St James College will, if possible, arrange for agreed training and assessment to be completed through another RTO. (Fees may be incurred.) Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and an agreement to those arrangements, including any refund of fees, will be obtained. If transfer is not possible, the RTO will gain agreement for a subject/course transfer from the student and parent.

## 3 COURSE INFORMATION, ENROLMENT AND INDUCTION ORIENTATION PROCEDURES

Students enrolled in VET courses at St James College participate in the same enrolment and selection process as other students in the college with the exception of obtaining a Unique Student Identifier (USI). Students are required to provide their USI prior to commencing a VET subject.

Where numbers are limited for VET subjects, selection will be made on the basis of interview and/or the order in which enrolments were received.

At the commencement of all VET subjects, VET teachers will induct students on workplace health and safety issues and will continue to incorporate WH&S throughout VET delivery and assessment.

Prior to participation in structured work placement, all students will undergo a relevant induction program.

**Disclaimer: The offering of all courses of study is dependent on sufficient numbers of students to conduct a class and that there be qualified staff to teach the subject.**

## 4 COURSE INFORMATION, INCLUDING CONTENT AND VOCATIONAL OUTCOMES

The primary source of course information is the VET Student Handbook. Other information is located on the St James College website and course information documents which have been developed for each separate VET qualification offered at this school. The course information outlines industry/VET specific information relevant to the particular course, including qualification/course code and name, units of competency to be offered and vocational outcomes. A copy of all information is also available from your VET teacher.

Work placement is mandatory in some VET qualifications and strongly recommended for other VET subjects in order to obtain on-the-job experience.

## 5 COURSE FEES AND CHARGES (including refunds)

St James College does not charge student fees for VET services.

## 6 PROVISION FOR LANGUAGE, LITERACY AND NUMERACY SUPPORT

If you are undertaking a VET subject, which has embedded units of competency from a Training Package, you will find that basic literacy/numeracy elements have been incorporated. This should help you learn

these basic literacy/numeracy components more readily, as they are being delivered/assessed in the context of an industry vocational area of your liking/choice.

If you still feel you need additional language, literacy or numeracy support, please approach your class teacher or the HOF Vocational Education.

Students have a wide range of support, welfare and guidance services at this college, including for example:

St James College:

- assists students with learning and study plans
- helps students manage their behaviour
- provides career education, guidance and planning
- helps with school to work transition
- provides personal support
- liaises with other support agencies and make referrals where applicable
- provides targeted programs to address identified needs.

The student Support, Welfare and Guidance Team comprises:

Head of Faculty, Teaching & Learning Support	Donna Martin
Assistant Principal - Pastoral	Martin Wiseman
Guidance Counsellors	Jim Bartlett, Tania Munro & Shannon O’Gorman
Deputy Principal	Tony McCulkin
Head of Faculty – VET/Trade Skills	Anthony Hill

You will be provided with full information about the locations and contact details of all support services and personnel when you commence your VET course.

## 7 FLEXIBLE LEARNING AND ASSESSMENT PROCEDURES

All VET teachers will adjust learning procedures and processes to meet the different learning styles of students and the individual needs of students.

Types of assessment techniques which can be used to determine competency include: folio of work, scenarios – problem solving, written tests, case studies, teacher questioning, observations with checklists and self-assessment, diary/ journal, role plays, oral presentations, demonstrations, online learning etc.

## 8 VET LEARNING AND ASSESSMENT POLICY PRINCIPLES

The following is inherent in the college's assessment policy:

**All VET students at St James College will be fully informed of the VET assessment process and requirements and will have the right to appeal.**

Your VET teacher/trainer will provide you with a thorough overview of the assessment requirements for your individual VET program/s. The following information, however, represents some general information about the VET assessment process utilised at this college.

Refer also to the [St James College Assessment Policy](#) on the College Website.

### 8.1 Competency-based assessment

Assessment for the VET components of your course will be competency-based.

What does it mean to be competent?

Assessment in VET certificates is competency based. Competency means that consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situation and environments.

**This means that when you demonstrate a competency you will not just demonstrate that you can do a task on its own, but you must be able to demonstrate that you can do it in a range of different circumstances.**

### 8.2 Assessment Policy Principles

The following represent the basic VET Training and Assessment principles of this school. They are designed to promote fairness and equity in learning and assessment procedures.

- (i) All VET students at St James College will be fully informed of the VET Training and Assessment Strategy (TAS) for each VET course and will have the right to appeal.
- (ii) Information given to students will include:
  - the contents of the course including course competencies
  - the modes of delivery
  - the range of learning experiences
  - advice about the assessment methods
  - assessment procedures
  - space for comments and feedback
  - other course related information upon request.
- (iii) Students will sight their profile sheet of results in each VET subject on at least two occasions throughout a 2 year course.
- (iv) The Training and Assessment Strategy (TAS) will cater for the language, literacy and numeracy needs of students.
- (v) Reasonable adjustments will be made to the training and assessment strategy to ensure equity for all students, while maintaining the integrity of the training and strategy assessment outcomes.
- (vi) Opportunities for feedback and review of all aspects of training and assessment strategy will be provided to students.
- (vii) Clearly documented mechanisms for complaint/appeal against learning and assessment processes and decisions will be available to students.

### 8.3 Assessment of Competencies

Assessment of competencies will be graded as either:

SUCC – Competency achieved

CONT – Continuing enrolment

CT – Credit transfer

RPL – Recognition of Prior Learning granted

RPLN - Recognition of Prior Learning not granted

NC – not competent

SUP – Superseded subject

WITH - Withdrawn

### 8.4 Reassessment of assignments, examinations and practical assessments (VET)

- The framework for assessment gives students several attempts to demonstrate competency.
- The due date for submission of assignments will be clearly communicated by the VET Teacher/Trainer.
- Students who submit assignments by this due date, but who are unsuccessful in demonstrating competency, will receive appropriate feedback and support before reassessment.
- Students who complete examinations and practical assessments on the scheduled date, but who are unsuccessful in demonstrating competency, will receive appropriate feedback and support and be given a reassessment opportunity to demonstrate competency.
- A reassessment task need not be the same as the first assessment task but will assess the same element/s of competency

The scheduling of reassessment opportunities to demonstrate competency will be determined by teachers to fit in with the program planning and timetabling demands of the course. It will not be later than graduation at the end of 2nd Semester Year 12.

## 9 RECOGNITION OF PRIOR LEARNING (RPL)

When you commence a VET program, you may think there are some units of competency you can already do and would be competent at. You are able to apply for what is called '**RECOGNITION OF PRIOR LEARNING (RPL)**' for those specific units of competency. If you do, you will need to provide evidence that you can in fact already do these particular tasks. To assist you with applying for recognition, a 'Recognition of Prior Learning' Form is available from the RTO Manager.

## 10 CREDIT TRANSFER

You do not need to go through a RPL process if you already have a Statement of Attainment or Qualification from another Registered Training Organisation (RTO) for any units of competency/learning outcomes which are the same as those in any of the college's VET programs. You will be awarded automatic recognition in these cases. This is referred to as "mutual recognition" and you will be eligible for credit transfer. To apply for recognition you will need to provide the original or a certified copy of your qualification to the HOF Vocational Education or your VET Teacher.



## 11 COMPLAINTS & APPEALS

- If you are unhappy about any aspect of your VET program such as:
- an administrative matter (e.g.: the non-issue of qualifications/statements within the prescribed timeline etc.)
- a financial matter (e.g.: non-refund of VET curriculum/subject levies, etc.)
- another person in the school (student or teacher) – a person outside the school (e.g. a person at your place of work/training)
- a complaint about the results of an assessment or the way the assessment was undertaken

You will need to access the [College's Complaint and Appeals Policy](#). Copies of this policy can be obtained from the College website, or the Head of Faculty, VET.

## 12 ACCESS AND EQUITY

Discrimination occurs if a person treats someone differently on the basis of an attribute or characteristic such as gender, sexuality, race, pregnancy, physical or intellectual impairment, age, etc.

St James College strives to meet the needs of each student through incorporating access and equity principles and practices which acknowledge the right of all students to equality of opportunity without discrimination.

**For example, the following principles apply:**

- VET curriculum areas will be adequately resourced with teachers with the appropriate qualifications in order to ensure you have quality outcomes.
- VET training and assessment will be in line with industry standards to ensure quality outcomes for students.
- A variety of training/assessment methods will be used to cater for the different ways in which students learn. (e.g.: Students with learning differences will participate in an initial and annual panel meeting with their parent/guardian and relevant school staff to ensure that the training and assessment provided meets their needs).
- All students will be actively encouraged to participate in VET programs irrespective of background/cultural differences.
- Literacy/numeracy is integrated throughout all VET programs, as well as being delivered separately through your English/literacy and Maths/numeracy program.
- This school will openly value all students, irrespective of background/culture/other differences and all students will be made to feel valued through the delivery of appropriate training/assessment methods and support structures.
- Any complaints in relation to discrimination/harassment will be treated seriously, in line with St James College's Complaints and Appeals Policy.

## 13 ACCESS TO RECORDS

No staff member of this school can provide information about you to a third party without your written permission. It may be necessary however for the school to provide information about you to other government organisation (e.g.: the Queensland Curriculum & Assessment Authority, the Department of Education and Training etc.) for your results to be banked toward your QCE and other important Education Queensland documentation.

You can have access to your own personal records at any time by approaching your class teacher or the Head of Department for **the subject area** in which you wish to check your information. If the matter is not related to any one specific subject you will need to approach the Principal for permission.

## 14 USI AND ISSUE OF QUALIFICATION OR STATEMENT OF ATTAINMENT

Certificates and Statements of Attainment will be issued to students who have met all course requirements and where the school is in receipt of a verified unique student identifier (USI).

What is a USI?

The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
- will give you access to your training records and transcripts
- can be accessed online, anytime and anywhere
- is free and easy to create and
- stays with you for life

To apply for a unique student identifier (USI) go to [www.usi.gov.au](http://www.usi.gov.au)

You must have at least one, preferably two forms of ID ready:

- Birth Certificate (Australian)
- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for International students
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi Card

Where a student is completing a course with an external provider, it will be the responsibility of the student to follow up with the external provider any AQF Qualifications and Statements of Attainment. Where a student requires an additional copy of a certificate or statement of attainment, it is the student's responsibility to request this in writing from the RTO Manager.

## 15 INTERNAL VALIDATION AND AUDITING

To assist the school in continuous improvement of our services, products and operations, we welcome comments and suggestions. Each year, an Internal Validation for scheduled VET subjects, will occur to evaluate the delivery of its Certificate courses. Students are encouraged to provide feedback through annual course feedback surveys as well as directly to the classroom teacher.

## 16 LEGISLATION, POLICIES AND PROCEDURES

St James College management and staff will ensure compliance with all Commonwealth and State legislation and regulatory requirements relevant to its operations.

Below are those which are applicable:

- Education Policies and Procedures Register (EPPR)
- Australian Quality Training Framework (AQTF)
- Standards 1, 2 and 3 Access and Equity Policy (DET, 1997)
- Disability Standards for Education (2015) formulated under the Disability Discrimination Act (1992)
- Disability Services Act (2006)
- Queensland Anti-Discrimination Act (1991)
- Commonwealth Sex Discrimination Act (1984)
- Queensland Workplace Health and Safety Act (1995)
- Equal Employment Opportunity Act (1987)
- Equal Employment for Women in the Workplace Act (1999)
- Freedom of Information Act (1982)
- Privacy Act (1988)
- Copyright Act (1968)
- Copyright Amendment Act (2000)
- Vocational Education, Training and Employment Act 2000
- Education (General Provisions) Act 2006
- Education (Queensland Curriculum & Assessment Authority) Act 2014
- Education (Work Experience) Act 1996
- Standards for RTOs 2015

Copies of all policies and procedures are available online using the following links:

[www.legislation.gov.au](http://www.legislation.gov.au)

<http://ppr.det.qld.gov.au/Pages/default.aspx>

## 17 STUDENT AGREEMENT FORM

VET COURSE CODE AND TITLE:

As a VET student at St James College I will ensure I meet the following:

- Obtain a USI number from [www.usi.gov.au](http://www.usi.gov.au) and provide this to the VET Faculty **BEFORE OR AT** commencement in this course
- Have read and understood the information regarding VET courses on offer at St James College through the school website and/or VET handbook
- Can access and have knowledge of the Complaints and Appeals and Recognition of Prior Learning (RPL) process regarding VET qualifications through the school website [www.stjamescollege.qld.edu.au](http://www.stjamescollege.qld.edu.au)
- Understand that if I have chosen to enrol after the commencement of my course (end of Term 1, Year 11) that I may not be able to achieve the Qualification and will instead receive a Statement of Attainment listing the Competencies I have completed
- Complete all theoretical and practical components of my VET course. Practical components may include service periods, travel requirements, events or out of school hours functions if I want to achieve the qualification
- Meet all deadlines regarding my work progress throughout the course or have my course enrolment reviewed with the VET Faculty
- Demonstrate a good work ethic and apply myself throughout the duration of my course and respect the equipment and environment
- Understand and comply with Workplace Health and Safety requirements as outlined by the VET teacher
- Will participate in any Work Placement that may be necessary to meet the requirements of the course. This may occur outside school hours. **A work placement opportunity will only be offered to me by my teacher in recognition of completed course work and satisfactory course attendance.** Work placement is mandatory for SIT20416 Certificate II in Kitchen Operations.
- Attend class with all of my equipment in good working order to ensure progress can be made e.g. charged laptop and earphones

I \_\_\_\_\_ have read the above requirements relating to the VET course/s and agree to abide by the instructions as outlined.

**I HAVE READ THE VET COURSE STUDENT INFORMATION SHEET/S AND UNDERSTAND THAT IF I DO NOT FULFILL THE REQUIREMENTS AS OUTLINED IN THIS DOCUMENT I WILL NOT BE SUCCESSFUL IN THE COMPLETION OF THE VET COURSE.**

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 18 APPENDIX (VET COURSE INFORMATION FOR STUDENTS)

VET course information for students has been developed for each separate VET curriculum area offered at St James College.

# BSB10115 – CERTIFICATE I IN BUSINESS

**QUALIFICATION DESCRIPTION:** This entry-level qualification allows individuals across a variety of industry sectors to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

**FUTURE PATHWAYS:** After achieving this qualification students may undertake

BSB20115 Certificate II in Business.

To achieve the Certificate I in Business qualification, the student must demonstrate competency in six (6) units of competency including one (1) core units and five (5) elective units. If the student does not successfully achieve competency in all six (6) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

BSBWHS201	Contribute to health and safety of self and others
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## Elective Units of Competency

BSBADM101	Use business equipment and resources
BSBIND201	Work effectively in a business environment
BSBITU102	Develop keyboard skills
BSBITU202	Create and use spreadsheets
BSBWOR202	Organise and complete daily work activities

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only <https://stjcollege.sharepoint.com/teams/VET/Marketing/2017 VET student handbook.docx>

be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaints and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Access to Recognition of Prior Learning (RPL) Process via [St James College Website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# BSB20115 – CERTIFICATE II IN BUSINESS

**QUALIFICATION DESCRIPTION:** This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

**FUTURE PATHWAYS:** Students who successfully complete this qualification have the underpinning knowledge and skills to gain entry to the Certificate III in Business

To achieve the Certificate I in Business qualification, the student must demonstrate competency in twelve (12) units of competency including one (1) core unit and eleven (11) elective units. If the student does not successfully achieve competency in all six (6) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

BSBWHS201	Contribute to health and safety of self and others
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## Elective Units of Competency

BSBADM101	Use business equipment and resources
BSBIND201	Work effectively in a business environment
BSBITU102	Develop keyboard skills
BSBITU202	Create and use spread sheets
BSBCMM201	Communicate in the Workplace
BSBWOR202	Organise and complete daily work activities
BSBITU201	Produce simple word processed documents
BSBITU203	Communicate electronically
BSBWOR203	Work effectively with others
BSBINM202	Handle Mail
BSBCUS201	Deliver a service to customers

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence



**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# CPC10111 – CERTIFICATE I IN CONSTRUCTION

**QUALIFICATION DESCRIPTION:** This nationally recognised qualification provides an introduction to 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 knowledge and develops employability skills.

**FUTURE PATHWAYS:** Carpentry, Plasterer, Painter, Tiler, Bricklayer, Concreter, Roofer, Labourer

To achieve the Certificate I in Construction qualification, the student must demonstrate competency in eleven (11) units of competency including eight (8) core units and three (3) elective units. If the student does not successfully achieve competency in all eleven (11) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

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

## Elective Units of Competency

CPCCCM1011A	Undertake basic estimation and costing
CPCCCM2004A	Handle construction materials
CPCCCM1015A	Carry out measurements and calculations

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence

In a classroom for some components of training for knowledge evidence

Blue Dog Training Organisation <https://bluedogtraining.com.au/> RTO: 31193 deliver this Certificate to some students on campus at St James College using both St James teaching staff and Blue Dog training staff.

Where the qualification is delivered by St James College a pre-requisite for the course is completion of the White Card Training Course (currently delivered by Blue Dog Training).

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# FSK10113 – CERTIFICATE I IN ACCESS TO VOCATIONAL PATHWAYS

**QUALIFICATION DESCRIPTION:** This qualification is designed for individuals who require significant foundation skills support to access a vocational learning pathway.

The qualification is suitable for individuals who require:

- a prevocational pathway to employment and vocational training
- reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 1
- entry level digital technology and employability skills.

**FUTURE PATHWAYS:** This course is a pre-vocational pathway to employment and vocational training.

To achieve the Certificate I in Access to Vocational Pathways qualification, the student must demonstrate competency in eleven (11) units of competency including seven (7) core units and four (4) elective units. If the student does not successfully achieve competency in all six (6) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

FSKDIG01	Use digital technology for basic workplace tasks
FSKLRG04	Use basic strategies for work-related learning
FSKNUM03	Use whole numbers and money up to one thousand for work
FSKNUM04	Locate, compare and use highly familiar measurements for work
FSKOCM02	Engage in basic spoken exchanges at work
FSKRDG04	Read and respond to basic workplace information
FSKWTG03	Write basic workplace information

## Elective Units of Competency

FSKWTG01	Write personal details on basic workplace forms
FSKRDG03	Read and respond to basic workplace instructions
FSKNUM07	Locate specific information in highly familiar tables, graphs and charts for work
FSKRDG01	Recognise highly familiar workplace signs and symbols

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students' sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# ICT10115 – CERTIFICATE I IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

**QUALIFICATION DESCRIPTION:** This qualification provides the skills and knowledge for individuals to safely perform foundation digital literacy tasks using a personal computer and a range of software applications and digital devices.

**FUTURE PATHWAYS:** This entry level qualification provides foundation digital literacy skills to support a wide range of varying industry occupations.

To achieve the Certificate I in Information, Digital Media and Technology qualification, the student must demonstrate competency in six (6) units of competency including four (4) core units and two (2) elective units. If the student does not successfully achieve competency in all six (6) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

ICTICT101	Operate a personal computer
ICTICT102	Operate word-processing applications
ICTICT103	Use, communicate and search securely on the internet
ICTICT104	Use digital devices

## Elective Units of Competency

BSBWHS201	Contribute to health and safety of self and others
ICTICT105	Operate spreadsheet applications
or	
ICTICT106	Operate presentation packages

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

Face to face in a simulated workplace environment for required performance and knowledge evidence

- In a classroom for some components of training for knowledge evidence

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# ICT20115 – CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

**QUALIFICATION DESCRIPTION:** This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

**FUTURE PATHWAYS:** Office Administrator or employment in any organisation which uses technology in its day-to-day business operations

To achieve the Certificate II in Information, Digital Media and Technology qualification, the student must demonstrate competency in fourteen (14) units of competency including seven (7) core units and seven (7) elective units. If the student does not successfully achieve competency in all fourteen (14) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

BSBWHS201	Contribute to health and safety of self and others
BSBSUS201	Participate in environmentally sustainable work practices
ICTICT201	Use computer operating systems and hardware
ICTICT202	Work and communicate effectively in an ICT environment
ICTICT203	Operate application software packages
ICTICT204	Operate a digital media technology package
ICTWEB201	Use social media tools for collaboration and engagement

## Elective Units of Competency

CUADIG303	Produce and prepare photo images
CUFSOU202	Perform basic sound editing
CUADIG201	Maintain interactive content
ICTICT206	Install software applications
ICTSAS208	Maintain ICT equipment and consumables
ICTSAS203	Connect hardware peripherals
BSBITU302	Create electronic presentations

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:



Face to face in a simulated workplace environment for required performance and knowledge evidence

- In a classroom for some components of training for knowledge evidence

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students' sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# MEM20413 – CERTIFICATE II IN ENGINEERING (PATHWAYS)

**QUALIFICATION DESCRIPTION:** This qualification applies to a learning and assessment environment where access to structured on-the-job learning in a workplace may not be available. This qualification is only for delivery in learning institutions. This qualification will equip graduates with knowledge and skills which will enhance their prospects of employment in an engineering or related working environment.

**FUTURE PATHWAYS:** 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.

The minimum requirements for achievement of the Certificate II in Engineering Pathways are completion of a minimum of twelve (12) units of competency. If the student does not successfully achieve competency in all twelve (12) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

**All of the core units of competency listed below**

**A minimum of seven (7) Group A electives**

**A maximum of one (1) Group B elective.**

## Core Units of Competency

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

## Group A electives

MEM16006A	Organise and communicate information
MEM16008A	Interact with computing technology
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
MEMPE001A	Use engineering workshop machines
MEMPE002A	Use electric welding machines
MEMPE003A	Use oxy-acetylene and soldering equipment

## Group B elective

MSAPMSUP106A	Work in a team
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**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence

Blue Dog Training Organisation <https://bluedogtraining.com.au/> RTO: 31193 deliver this Certificate to some students on campus at St James College using both St James teaching staff and Blue Dog training staff.

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# MSF10113 – CERTIFICATE I IN FURNISHING

**QUALIFICATION DESCRIPTION:** This nationally recognised qualification describes the skills and knowledge required to perform basic furnishing industry tasks used in a range of industry job roles involving given routines and procedures and limited accountability for the quality of outcomes while supporting others.

This qualification is typically used to develop skills and knowledge in basic furnishing techniques that include a variety of employment-related skills, including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. It involves collaboration with others through members of a group or team and meaningful involvement with industry.

**FUTURE PATHWAYS:** Cabinet-Maker, Shop Fitter, French Polisher, Upholsterer

## UNITS OF COMPETENCY:

To be awarded the MSF10113 Certificate I in Furnishing, competency must be achieved in all eight (8) units of competency.

**Five (5) core units of competency**

**Three (3) elective units of competency**

If the student does not successfully achieve competency in all eight (8) units the student will be awarded a Statement of Attainment listing only for the competencies achieved.

### Core Units of Competency

MSMENV272	Participate in environmentally sustainable work practices
MSMWHS100	Follow WHS procedures
MSMOPS101	Make measurements
MSMSUP102	Communicate in the workplace
MSMSUP106	Work in a team

### Elective Units of Competency

MSFFM1001	Construct a basic furniture finishing product
MSFFM2001	Use furniture making sector hand and power tools
MSFFM2002	Assemble furnishing components

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

- Face to face in a simulated or real workplace environment for required performance and knowledge evidence.
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence

Blue Dog Training Organisation <https://bluedogtraining.com.au/> RTO: 31193 deliver this Certificate to some students on campus at St James College using both St James teaching staff and Blue Dog training staff.

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, Personal Protective Equipment (PPE), internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# SIS30315 – CERTIFICATE III IN FITNESS

**QUALIFICATION DESCRIPTION:** This qualification reflects the role of instructors who perform a range of activities and functions within the fitness industry.

They work independently with some level of autonomy in a controlled environment such as fitness, leisure, aquatic and community centres where risks are managed through pre-existing risk assessment and hazard control processes.

Individuals who specialise in Group Exercise Instruction deliver exercise sessions designed for participation by a group of clients with a mix of ages/fitness levels. Sessions may be freestyle, pre-choreographed or circuit style. These individuals instruct and demonstrate complete exercise sessions to groups with limited individual interaction.

**FUTURE PATHWAYS:** This qualification provides a pathway to work as an instructor providing exercise instruction for group programs. Group Fitness Instructor. Sports Coach, Gym Floor Supervisor. Entry to SIS40215 Certificate IV in Fitness

To achieve the Certificate III in Fitness qualification, the student must demonstrate competency in sixteen (16) units of competency including nine (9) core units and seven (7) elective units. If the student does not successfully achieve competency in all sixteen (16) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

SISFFIT001	Provide health screening and fitness orientation
SISFFIT002	Recognise and apply exercise considerations for specific populations
SISFFIT003	Instruct fitness programs
SISFFIT004	Incorporate anatomy and physiology principles into fitness programming
SISFFIT005	Provide healthy eating information
SISFFIT014	Instruct exercise to older clients
SISXCCS001	Provide quality service
SISXFAC001	Maintain equipment for activities
SISXIND001	Work effectively in sport, fitness and recreation environments

## Elective Units of Competency

ISFFIT006	Conduct fitness appraisals
HLTWHS001	Participate in workplace health and safety
BSBRK401	Identify risk and apply risk management processes
HLTAID003	Provide first aid
SISFFIT007	Instruct group exercise sessions
SISFFIT011	Instruct approved community fitness programs
SISFFIT012	Instruct movement programs to children aged 5 to 12 years

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence

In a classroom for some components of training for knowledge evidence

Australian Institute of Personal Trainers Pty Ltd <https://www.aipt.edu.au/> RTO: 32363 deliver this Certificate to students on campus at St James College using both St James teaching staff and Foundation Education training staff.

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement is required to meet the requirements of the course (30 hours). This may occur outside school hours, weekends and/or school holiday periods.

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department.

- Grade A or B in PE (Year 10)
- Grade A or B in English (Year 10)
- A record of high attendance
- Successful enrolment interview with Mr Anderson

This course will be strictly limited to 18 places due to practical logistics. There will be no late enrolments in this course after Term 1.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students' sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** There may be deposit charged and held by the school for this course.

# SIS20213 – CERTIFICATE II IN OUTDOOR RECREATION

**QUALIFICATION DESCRIPTION:** This qualification provides the skills and knowledge for an individual to be competent in performing core skills in outdoor recreation environments and assisting with the conduct of a range of outdoor activities.

Work may be undertaken as part of a team and would be performed under supervision. Work would be undertaken in field locations such as camps or in indoor recreation centres or facilities, in differing environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

**FUTURE PATHWAYS:** This qualification is suitable for an Australian Apprenticeship pathway

To achieve the Certificate II in Outdoor Recreation qualification, the student must demonstrate competency in fifteen (15) units of competency including five (5) core units and ten (10) elective units. If the student does not successfully achieve competency in all fifteen (15) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

LTAID003	Provide first aid
SISOODR201A	Assist in conducting outdoor recreation sessions
SISOOPS201A	Minimise environmental impact
SISXIND101A	Work effectively in sport and recreation environments
SISXOHS101A	Follow occupational health and safety policies

## Group A – Abseiling – Artificial Surfaces

SISOABA201A	Demonstrate abseiling skills on artificial surfaces
SISOABN202A	Safeguard an abseiler using a single rope belay system

## Group B – Abseiling – Natural Surfaces

SISOABN201A	Demonstrate abseiling skills on natural surfaces
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## Group F - Climbing - Top Rope - Artificial Surfaces

SISOCLA201A	Demonstrate top rope climbing skills on artificial surfaces
SISXCAI102A	Assist in preparing and conducting sport and recreation sessions

## Group G - Climbing - Top Rope - Natural Surfaces

SISOCLN201A	Demonstrate top rope climbing skills on natural surfaces
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## Group D - Canoeing – Flat Water



SISOCNE201A	Demonstrate simple canoeing skills
SISOCNE202A	Perform deep water rescues

**Group L - Kayaking**

SISOKYK201A	Demonstrate simple kayaking skills
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**General Electives**

SISOOPS202A	Use and maintain a temporary or overnight site
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**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# SIS20513 – CERTIFICATE II IN SPORT COACHING

**QUALIFICATION DESCRIPTION:** This qualification reflects the role of individuals who apply the skills and knowledge to be competent in delivering a basic instruction session for a sport. Work may be undertaken as part of a team and would be performed under supervision or independently in a structured environment such as a sporting club or school. Individuals wishing to undertake this qualification should be current or past participants in the respective sport specialisation chosen as part of this qualification.

**FUTURE PATHWAYS:** This qualification is suitable for an Australian Apprenticeship pathway and for VET in Schools delivery.

To achieve the Certificate II in Sport Coaching qualification, the student must demonstrate competency in thirteen (13) units of competency including eight (8) core units and five (5) elective units. If the student does not successfully achieve competency in all thirteen (13) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

BSBWOR202A	Organise and complete daily work activities
HLTAID003	Provide first aid
SISSCO101	Develop and update knowledge of coaching practices
SISSCO202	Coach beginner or novice participants to develop fundamental motor skills
SISSDE201	Communicate effectively with others in a sport environment
SIXCAI102A	Assist in preparing and conducting sport and recreation sessions
SIXIND211	Develop and update sport, fitness and recreation industry knowledge
SIXWHS101	Follow work health and safety policies

## Group B – Basketball

SISSBSB201A	Teach fundamental basketball skills
SISSBSB202A	Teach fundamental basketball tactics and game strategy
SISSBSB205	Interpret and apply the rules of basketball

## General Electives

SISSOF101	Develop and update officiating knowledge
SISSOF202	Officiate games or competitions

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website\\dc1\Groups\Students\VET\STUDENT INFO DOCS\VET RPL Procedure.pdf](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# SIT10216 – CERTIFICATE I IN HOSPITALITY

**QUALIFICATION DESCRIPTION:** This qualification reflects the role of individuals who participate in a range of routine and predictable hospitality work activities. They work under close supervision and are given clear directions to complete tasks.

This preparatory qualification provides individuals with knowledge and skills for initial work, community involvement and further learning.

**FUTURE PATHWAYS:** After achieving SIT10216 Certificate I in Hospitality, individuals could progress to a wide range of other qualifications in the hospitality and broader service industries.

To achieve the Certificate I in Hospitality qualification, the student must demonstrate competency in six (6) units of competency including three (3) core units and three (3) elective units. If the student does not successfully achieve competency in all six (6) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

BSBWOR203	Work effectively with others
SITXWHS001	Participate in safe work practices
SITXCCS001	Provide customer information and assistance

## Elective Units Group A

SITXFSA001	Use hygienic practices for food safety
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## Elective Units Group B – Commercial Cookery and Catering

SITHCCC001	Use food preparation equipment
SITHCCC002	Prepare and present simple dishes

**ESTIMATED DURATION:** One (1) academic year (11 or 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

Face to face in a simulated workplace environment for required performance and knowledge evidence

- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

<https://stjcollege.sharepoint.com/teams/VET/Marketing/2017 VET student handbook.docx>

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

# SIT20416 – CERTIFICATE II IN KITCHEN OPERATIONS

**QUALIFICATION DESCRIPTION:** This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills. They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification does not reflect the skills required by commercial cooks. Those skills are reflected in SIT30812 Certificate III in Commercial Cookery.

**FUTURE PATHWAYS:** This qualification is suitable for VET in Schools (VETiS) delivery and for an Australian Apprenticeship pathway

To achieve the Certificate II in Kitchen Operations qualification, the student must demonstrate competency in thirteen (13) units of competency including eight (8) core units and five (5) elective units. If the student does not successfully achieve competency in all six (6) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

## Core Units of Competency

BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC011	Use cookery skills effectively
SITHKOP001	Clean kitchen premises and equipment
SITXFSA001	Use hygienic practices for food safety
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices

## Elective Units – Commercial Cookery and Catering

SITHCCC002	Prepare and present simple dishes
SITHCCC003	Prepare and present sandwiches
SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes

**ESTIMATED DURATION:** Two (2) academic years (11 & 12)

**TRAINING/ASSESSMENT LOCATION:** St James College, 201 Boundary St, Brisbane

**MODE OF DELIVERY:** A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence

**RELATED SUPPORT SERVICES:** Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

**WORK PLACEMENT ARRANGEMENTS:** Work Placement is required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods.

**OBLIGATIONS TO STUDENTS:** The College will be responsible for the quality of training and assessment and the issuance of Certification

**ENTRY REQUIREMENTS/PRE-REQUISITES:** Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

**STUDENT OBLIGATIONS:** This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

**STUDENT REQUIREMENTS TO COMPLETE COURSE:** As detailed in the VET course information for students sheet

**RTO COMPLAINTS & APPEALS PROCESS:** Access to Complaint and Appeals Process via [St James College website](#)

**RECOGNITION OF PRIOR LEARNING (RPL):** Recognition of Prior Learning (RPL) Process via [St James College website](#)

**ASSESSMENT:** Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

**FEE INFORMATION:** No cost to student

