



ST JAMES COLLEGE

**RTO 30526**

# **VOCATIONAL EDUCATION & TRAINING HANDBOOK 2020**



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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 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 <b>Certificate IV</b> <b>Certificate III</b> <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
BSB30115	Certificate III in Business	2 years
CUA20215	Certificate II in Creative Industries	2 years
CPC10111	Certificate I in Construction*	2 years
MSF10113	Certificate I in Furnishing	2 years
SIS20419	Certificate II in Outdoor Recreation	2 years
SIS20319	Certificate II in Sport Coaching	2 years
SIT10216	Certificate I in Hospitality	2 years
SIT20316	Certificate II in Hospitality	2 years
SIT20116	Certificate II in Tourism	2 years
SIT20416	Certificate II in Kitchen Operations	2 years
MSL20118	Certificate II in Sampling and Measurements	2 years

The following qualifications are also offered to St James College students. These qualifications are issued by an external RTO.

Code	Title	Estimated Duration	Training Provider	Delivery Location
MEM20413	Certificate II in Engineering (Pathways)	2 years	Formula Student	On campus St James College
SIS30315	Certificate III in Fitness	2 years	College of Health & Fitness	On campus St James College
104741NAT	Certificate III in Christian Ministry and Theology	2 years	Institute of Faith Education	On campus St James College
104742NAT	Certificate IV in Christian Ministry and Theology	2 years	Institute of Faith Education	On campus St James College

\*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).

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
Deputy Principal - Pastoral	Martin Wiseman
Guidance Counsellor	Shannon O’Gorman
Assistant Principal – Curriculum	Kristina Dolejs
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 sign 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:

S – Satisfactory

W – Working towards competency

### 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)
- an appeal against the results of an assessment or a complaint about 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).

Examples of USi forms can be found in the appendix.

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>

## Privacy Notice

Under the Data Provision Requirements 2012, St James College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by St James College for statistical, regulatory and research purposes.

St James College may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

**Personal information disclosed to NCVER may be used or disclosed for the following purposes:**

- issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys
- understanding how the VET market operates, for policy, workforce planning and consumer information
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## 18 APPENDIX A UNIQUE STUDENT IDENTIFIER FORMS

### Unique Student Identifier collection, verification and privacy form

Student details										
<b>Student's full legal name</b>										
<b>Date of birth</b>	Choose date.									
<b>Unique Student Identifier</b>										
<p><b>Note:</b> If you don't have a USI or have forgotten it, you can create or retrieve your USI at <a href="http://www.usi.gov.au/students">www.usi.gov.au/students</a> and complete this form.</p>										
Privacy notice: Use of your personal information and USI										
<p>You are advised and agree that you understand and consent to the use of the personal information you provide in connection with your application and verification of a Unique Student Identifier (USI).</p> <p>From 1 January 2015, we <i>[insert school RTO name]</i> can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment when you complete your course if you do not have a USI. The USI is collected by the student identifiers registrar for the purpose of:</p> <ul style="list-style-type: none"> <li>• applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation</li> <li>• replacing an authenticated AQF certification document</li> <li>• recording a student's final outcomes that will be made available on the national USI register.</li> </ul> <p>A student's verified USI and final assessment outcomes may be disclosed to:</p> <ul style="list-style-type: none"> <li>• Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for: <ul style="list-style-type: none"> <li>the purpose of administering and auditing VET, VET providers and VET programs</li> <li>education-related policy and research purposes</li> <li>assistance with determining eligibility for training subsidies</li> </ul> </li> <li>• VET regulators to enable them to perform their regulatory functions</li> <li>• VET admission bodies for the purpose of administering VET and VET programs</li> <li>• current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme</li> <li>• schools for the purpose of delivering VET courses to the individual and reporting on these courses</li> <li>• the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted</li> <li>• any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system.</li> </ul> <p>Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.</p>										
Student declaration										
<p>I hereby give permission for St James College to collect, verify and disclose my personal information (which may include sensitive information), along with my final outcomes in accordance with the privacy notice above.</p> <p>If you would like St James College to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information.</p>										
<b>Student name</b>					<b>Parent/carer name</b>					
<b>Student signature</b>					<b>Parent/carer signature</b>					
<b>Date</b>					<b>Date</b>					

We need to verify your identity to create your USI. Please fill in the following details or present to the VET office for verification.

**Please provide details for one of the forms of identity below (numbered 1 to 6).**

**Please ensure that the name written in the ‘Student’s full legal name’ section is identical to that written in the document you provide.**

In accordance with Section 11 of the *Student Identifiers Act 2014*, St James College will securely destroy personal information that we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.

Student details													
<b>Student’s full legal name</b>													
<b>Date of birth</b>													
<b>Town/city and country of birth</b>		<i>(name of the Australian or overseas town or city where you were born)</i>											
<b>1</b>	<b>Medicare card</b>	<i>Name identified on card</i>											
	Card number												
	Individual reference number (next to your name on Medicare card)												
	Expiry date	(MM/YYYY)						Green <input type="checkbox"/>					
<b>2</b>	<b>Australian birth certificate</b>	<i>Name identified on certificate</i>											
	State or Territory												
	Certificate number												
<b>3</b>	<b>Australian passport</b>	<i>Name identified on passport</i>											
	Passport number												
<b>4</b>	<b>Non-Australian passport (with Australian Visa)</b>	<i>Name identified on passport</i>											
	Country of birth												
	Town/City of birth												
	Country of issue												
	Passport number												
<b>5</b>	<b>Immigration card</b>	<i>Name identified on card</i>											
	ImmiCard number												
<b>6</b>	<b>Citizenship certificate</b>	<i>Name identified on certificate</i>											
	Certificate number												

For office use only				
<b>Processed by</b>		<b>Signature</b>		
<b>USI verified by</b>	<a href="https://portal.usi.gov.au/org/Usi/Verify">https://portal.usi.gov.au/org/Usi/Verify</a>			
<b>USI recorded in SMS</b>	<input type="checkbox"/>		<b>Date</b>	Choose date.

## 19 APPENDIX B 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.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a one-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a BSB10115 Certificate I in Business, 6 units of competency must be achieved:

Unit code	Title
BSBWHS201	Contribute to health and safety of self and others
BSBWOR202	Organise and complete daily work activities
BSBITU212	Create and use spreadsheets
BSBIND201	Work effectively in a business environment
BSBADM101	Use business equipment and resources
BSBITU112	Develop keyboard skills

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 6 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real office environment.

## Pathways

This qualification may articulate into:

- BSB20115 Certificate II in Business
- BSB30115 Certificate III in Business
- work within a business/office administration area.

See other business qualifications at [training.gov.au](http://training.gov.au).



# BSB20115 Certificate II in Business

## Qualification description

This qualification prepares students to perform basic business skills and knowledge in a business context under direct supervision. Job roles include administration assistant and receptionist.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a BSB20115 Certificate II in Business, 12 units of competency must be achieved:

Unit code	Title
BSBWH201	Contribute to health and safety of self and others
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBCMM201	Communicate in the workplace
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBITU213	Use digital technologies to communicate remotely
BSBIND201	Work effectively in a business environment
BSBADM101	Use business equipment and resources
BSBCUS201	Deliver a service to customers
BSBINM202	Handle mail
BSBITU112	Develop keyboard skills

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real office environment.

## Pathways

This qualification may articulate into:

- BSB30115 Certificate III in Business
- BSB40215 Certificate IV in Business
- work within a business/office administration area.

See other business qualifications at [training.gov.au](http://training.gov.au).



# BSB30115 Certificate III in Business

## Qualification description

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a BSB30115 Certificate III in Business, 12 units of competency must be achieved:

Unit code	Title
BSBWHS302	Apply knowledge of WHS legislation in the workplace
BSBADM311	Maintain business resources
BSBCM301	Process customer complaints
BSBCUS301	Deliver and monitor a service to customers
BSBDIV301	Work effectively with diversity
BSBFIA301	Maintain financial records
BSBFLM303	Contribute to effective workplace relationships
BSBITU312	Create electronic presentations
BSBPRO301	Recommend products and services
BSBPUR301	Purchase goods and services
BSBWRT301	Write simple documents
BSBITU212	Create and use spreadsheets

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real office environment.

## Pathways

This qualification may articulate into:

- BSB40215 Certificate IV in Business
- work within a business/office administration area.

See other business qualifications at [training.gov.au](http://training.gov.au).



# 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.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a one-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a FSK10113 Certificate I in Access to Vocational Pathways, 11 units of competency must be achieved:

Unit code	Title
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
FSKWGT03	Write basic workplace information
FSKWGT01	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

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 11 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning.

## Pathways

This course is a pre-vocational pathway to employment and vocational training.

See other qualifications at [training.gov.au](http://training.gov.au).



## ICT10115 Certificate I in Information, 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.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

### Entry requirements

There are no entry requirements for this qualification.

### Duration and location

This is a one-year course delivered in Years 11 and 12 on site at St James College

### Course units

To attain a ICT10115 Certificate I in Information, Media and Technology,

6 units of competency must be achieved:

Unit code	Title
ICTICT101	Operate a personal computer
ICTICT102	Operate word-processing applications
ICTICT103	Use, communicate and search securely on the internet
ICTICT104	Use digital devices
ICTICT105	Operate spreadsheet applications
BSBWHS201	Contribute to health and safety of others

### RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 6 units of competency will be awarded a Qualification and a record of results.

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

### Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

### Fees

There are no additional costs involved in this course.

### Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

### Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real IDMT environment.

### Pathways

This qualification may articulate into:

- Certificate II in IDMT
- Certificate III in IDMT
- Office Administrator or employment in any organisation which uses technology in its day-to-day business operations

See other Information and Communications Technology qualifications at [training.gov.au](http://training.gov.au).



## ICT20115 Certificate II in Information, 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.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

### Entry requirements

There are no entry requirements for this qualification.

### Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

### Course units

To attain a ICT20115 Certificate II in Information, Media and Technology, 14 units of competency must be achieved:

Unit code	Title
BSBWH201	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
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

### RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 14 units of competency will be awarded a Qualification and a record of results.

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

### Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

### Fees

There are no additional costs involved in this course.

### Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

### Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real IDMT environment.

### Pathways

This qualification may articulate into:

- ICT30115 Certificate III in IDMT
- Employment in any organisation which uses technology in its day-to-day business operations

See other Information and Communications Technology qualifications at [training.gov.au](http://training.gov.au).



# 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.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

Entry requirements is completion of White Card unit CPCCCM1012A

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a CPC10111 Certificate I in Construction, 11 units of competency must be achieved:

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

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 11 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real construction environment.

## Pathways

This qualification may articulate into:

- Certificate II in Construction
- Further studies or employment for Carpenter, Plasterer, Painter, Tiler, Bricklayer, Concreter, Roofer, Labourer

See other Construction qualifications at [training.gov.au](http://training.gov.au).



## Formula Student

External RTO number: 41124

# 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.

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

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

### Entry requirements

There are no entry requirements for this qualification.

### Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College in partnership with Formula Student

### Course units

To attain a MEM20413 Certificate II in Engineering (Pathways), 12 units of competency must be achieved.

Unit code	Title
MEM13014A	Apply principles of occupational health and safety in the work environment
MEMPE005A	Develop a career plan for the engineering and manufacturing industry
MEMPE006A	Undertake a basic engineering project
MSAENV272B	Participate in environmentally sustainable work practices
MEM16006A	Organise and communicate information
MEM16008A	Interact with computing technology
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
MEMPE001A	Use engineering workshop machines
MEMPE002A	Use electric welding machines
MEMPE003A	Use oxy-acetylene and soldering equipment
MSAPMSUP106	Work in a team

### Obligation

Employment is not guaranteed upon completion of this qualification. Student enrolment, complaints and appeals are managed by Formula Student

Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a Record of Results by Formula Student. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment issued by Formula Student

### Delivery modes

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

- face-to-face instruction
- work-based learning
- guided learning
- online training.

### Fees

The Formula Student program is run under VETiS (VET in Schools) in Queensland and is available fee free for VETiS eligible students.

### Assessment

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

### Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real engineering environment

### Pathways

This qualification will provide credit towards a range of manufacturing and engineering trade and production qualifications.



# MSF10113 Certificate I in Furnishing

## Qualification description

This 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.

It 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.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a MSF10113 Certificate I in Furnishing, 8 units of competency must be achieved:

Unit code	Title
MSMENV272	Participate in environmentally sustainable work practices
MSMWHS100	Follow WHS procedures
MSMOPS101	Make measurements
MSMSUP102	Communicate in the workplace
MSMSUP106	Work in a team
MSFFM1001	Construct a basic furniture finishing product
MSFFM2001	Use furniture making sector hand and power tools
MSFFM2002	Assemble furnishing components

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 8 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real furnishing environment.

## Pathways

This qualification may articulate into:

- Certificate II in Furnishing
- Further studies or employment for Cabinet-Maker, Shop Fitter, French Polisher, Upholsterer

See other Furnishing qualifications at [training.gov.au](http://training.gov.au).

## 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. Depending on the specialisation chosen, this qualification provides a pathway to work as an instructor providing exercise instruction for group, aqua or gym programs.

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.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

### Entry requirements

There are no entry requirements for this qualification.

### Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College in partnership with The College of Health & Fitness

### Course units

To attain a SIS30315 Certificate III in Fitness 16 units of competency must be achieved.

Unit code	Title
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 delivery
SISFFIT005	Provide healthy eating information
SISFFIT0014	Instruct exercise to older clients
SISXCCS001	Provide quality service
SISXFAC001	Maintain equipment for activities
SISXIND001	Work effectively in sport, fitness and recreation environments
BSBRK401	Identify risk and apply risk management processes
HLTAID003	Provide first aid
HLTWHS001	Participate in workplace health and safety
SISFFIT006	Conduct fitness appraisals
SISXCAI006	Facilitate groups
SISFFIT011	Instruct approved community fitness programs
BSBCMM201	Communicate in the workplace

### Obligation

Employment is not guaranteed upon completion of this qualification. Student enrolment, complaints and appeals are managed by College of Health & Fitness (CHF).

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

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

### Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

### Fees

The College of Health & Fitness program is run under VETiS (VET in Schools) in Queensland and is available fee free for VETiS eligible students.

### Assessment

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

### Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real fitness environment

### Pathways

- SIS40215 Certificate IV in Fitness
- Further studies or employment in the fitness industry as a Gym Instructor.

See other Sport, Fitness & Recreation qualifications at [training.gov.au](http://training.gov.au)



# SIS20419 Certificate II in Outdoor Recreation

## Qualification description

This qualification reflects the role of individuals who assist with operational logistics and the delivery of recreational activities. They work under direct supervision and with guidance from those responsible for planning, finalising and delivering activities, including program managers and leaders.

Assistants use a range of fundamental activity techniques during activities and can work in indoor and outdoor recreation environments, adventure learning centres or camps. The combined skills and knowledge provided by this qualification do not provide for a job outcome as a leader and further training would be required before moving into those roles.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a SIS20419 Certificate II in Outdoor Recreation, 11 units of competency must be achieved:

Unit code	Title
HLTWHS001	Participate in workplace health and safety
SISOFLD001	Assist in conducting recreation sessions
SISOFLD002	Minimise environmental impact
SISXIND002	Maintain sport, fitness and recreation industry knowledge
SISCAQU002	Perform basic water rescues
SISOBWG001	Bushwalk in tracked environments
SISOCNE001	Paddle a craft using fundamental skills
SISOFLD006	Navigate in tracked environments
HLTAID003	Provide first aid
SISXCA1001	Provide equipment for activities
SISXFAC002	Maintain sport, fitness and recreation facilities

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 11 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real recreation environment.

## Pathways

This qualification provides a pathway to work for any type of organisation that delivers outdoor recreation activities including commercial, not-for-profit and government organisations.

See other Sport, Fitness & Recreation qualifications at [training.gov.au](http://training.gov.au).



# SIS20319 Certificate II in Sport Coaching

## Qualification description

This qualification reflects the role of individuals who apply the skills and knowledge to conduct pre-planned coaching sessions with foundation level participants in a specific sport.

Individuals with this qualification use a defined and limited range of basic coaching skills to engage participants in a specific sport and are involved in mainly routine and repetitive tasks using limited practical skills and basic sport industry knowledge. They work under the supervision of a coach.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a SIS20319 Certificate II in Sport Coaching, 7 units of competency must be achieved:

Unit code	Title
HLTAID003	Provide first aid
SIRXWHS001	Work safely
SISSSCO002	Work in a community coaching role
SISSSCO001	Conduct sport coaching sessions with foundation level participants
SISSSOF003	Officiate sport competitions
ICTICT203	Operate application software packages
SISSPAR009	Participate in conditioning for sport

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 7 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real recreation environment.

## Pathways

This qualification provides a pathway to work in assistant coaching roles working or volunteering at community-based sports clubs and organisations in the Australian sport industry.

Possible job role titles depend on the specific sport may include assistant coach.

See other Sport, Fitness & Recreation qualifications at [training.gov.au](http://training.gov.au).



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

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a one-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a SIT10216 Certificate I in Hospitality, 6 units of competency must be achieved:

Unit code	Title
BSBWOR203	Work effectively with others
SITXWHS001	Participate in safe work practices
SITXCCS001	Provide customer information and assistance
SITXFSA001	Use hygienic practices for food safety
SITHKOP001	Clean kitchen premises and equipment
SITXCCS002	Provide visitor information

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 6 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning, where they could work in a real recreation environment.

## Pathways

This qualification may articulate into:

- Certificate II in Hospitality

Further studies or employment for

bar useful  
 food runner  
 glass runner  
 housekeeping assistant  
 kitchen steward  
 kitchen useful

See other Hospitality qualifications at [training.gov.au](http://training.gov.au).



# SIT20316 Certificate II in Hospitality

## Qualification description

This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

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

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a SIT20316 Certificate II in Hospitality, 12 units of competency must be achieved:

Unit code	Title
BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITHIND003	Use hospitality skills effectively
SITXCCS003	Interact with customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
SITXFSA001	Use hygienic practices for food safety
BSBCMM201	Communicate in the workplace
SITXCCS002	Provide visitor information
SITHKOP001	Clean kitchen premises and equipment
SITHFAB002	Provide responsible service of alcohol
SITFAB005	Prepare and serve espresso coffee

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students are required to do structured workplace learning, in a real hospitality environment.

## Pathways

This qualification may articulate into:

- Certificate III in Hospitality

Further studies or employment for

bar attendant  
café attendant  
catering assistant  
food and beverage attendant  
front office assistant  
porter  
room attendant.

See other Hospitality qualifications at [training.gov.au](http://training.gov.au).



# SIT20116 Certificate II in Tourism

## Qualification description

This qualification reflects the role of individuals who have a defined and limited range of tourism operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification provides a pathway to work in many tourism and travel industry sectors and for a diverse range of employers including travel agencies, tour wholesalers, tour operators, attractions, cultural and heritage sites, and any small tourism business.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

Completion of SIT20316 Certificate II in Hospitality is a pre-requisite for enrolment in this course

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a SIT20116 Certificate II in Tourism, 11 units of competency must be achieved:

Unit code	Title
BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITXCCS003	Interact with customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
SITXFSA001	Use hygienic practices for food safety
BSBCMM201	Communicate in the workplace
SITXCCS002	Provide visitor information
SITHFAB002	Provide responsible service of alcohol
SITFAB005	Prepare and serve espresso coffee
SITTIND001	Source and use information on the tourism and travel industry
HLTAID003	Provide First Aid

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 11 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning.

## Pathways

This qualification may articulate into:

- Certificate III in Tourism

Further studies or employment for documentation clerk for a tour wholesaler or travel agency, museum attendant, office assistant for a tour operator, receptionist and office assistant for a professional conference organiser or event management business, receptionist and office assistant in a travel agency.

See other Tourism qualifications at [training.gov.au](http://training.gov.au).



# 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 to prepare food and menu items. They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification does not provide the skills required by commercial cooks, which are covered in SIT30816 Certificate III in Commercial Cookery.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a SIT20416 Certificate II in Kitchen Operations, 13 units of competency must be achieved:

Unit code	Title
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
SITXCCS003	Interact with customers
SITHCCC002	Prepare and present simple dishes
SITHCCC003	Prepare and present sandwiches
BSBSUS201	Participate in environmentally sustainable work practices
HLTAID003	Provide First Aid

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

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

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students are required to do structured workplace learning, in a real hospitality environment.

## Pathways

This qualification may articulate into:

- Certificate III in Commercial Cookery

Further studies or employment for:

- breakfast cook
- catering assistant
- fast food cook
- sandwich hand
- takeaway cook.

See other Hospitality qualifications at [training.gov.au](http://training.gov.au).



# CUA20215 Certificate II in Creative Industries

## Qualification description

This qualification reflects the role of individuals with the skills and knowledge to perform in a range of varied activities in the creative industries where there is a clearly defined range of contexts. Activities are of limited complexity with required actions clearly defined.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a CUA20215 Certificate II in Creative Industries, 10 units of competency must be achieved:

Unit code	Title
BSBWOR203	Work effectively with others
CUAIND201	Develop and apply creative arts industry knowledge
CUAWHS302	Apply work health and safety practices
BSBCUS201	Deliver a service to customers
BSBDES201	Follow a design process
CUAACD101	Use basic drawing techniques
CUAACD201	Develop drawing skills to communicate ideas
CUADIG202	Develop digital imaging skills
ICTWEB201	Use social media tools for collaboration and engagement
CUAPPR302	Document the creative work progress

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 10 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning.

## Pathways

This qualification may articulate into:

- Certificate III in Creative Arts and Culture Training package

See other Creative Arts and Culture qualifications at [training.gov.au](http://training.gov.au).

## 10741NAT Certificate III in Christian Ministry and Theology

### Accredited course details

This course is intended to provide participants with the following knowledge and skills to deepen their understanding of Christian theology and to perform limited functions associated with serving in a Christian church group or ministry context. The subject is available to all students irrespective of individual religious beliefs but does specifically focus on the Catholic tradition. The subject is offered in selected Catholic colleges over four semesters involving face-to-face training.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

### Entry requirements

There are no entry requirements for this qualification however, a student who would struggle to pass year 10 English will find the course challenging and may need additional support with comprehending course materials and completing required tasks.

### Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College in partnership with Institute of Faith Education (IFE)

### Course units

To attain a 10741NAT Certificate III in Christian Ministry and Theology 8 units of competency must be achieved.

Unit code	Title
CMTMIN301	Apply theological knowledge to contemporary ethical issues
CMTMIN302	Communicate theology in everyday language
CMTTHE301	Research Christian Scripture and Theology
CMTTHE302	Identify theological data
CMTTHE303	Present information on a theological theme or issue
CMTTHE304	Apply new theological insights
BSBCRT101	Apply critical thinking techniques
MSMSUP106	Work in a team

### Obligation

Employment is not guaranteed upon completion of this qualification. Student enrolment, complaints and appeals are managed by Institute of Faith Education (IFE).

Students who are deemed competent in all 8 units of competency will be awarded a Qualification and a Record of Results by IFE.

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

### Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

### Fees

The Institute of Faith Education program is run under VETiS (VET in Schools) in Queensland and is available fee free for VETiS eligible students.

### Assessment

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

### Work placement

Not available for this course

### Pathways

Successful completion of this qualification contributes eight (8) points towards the Queensland Certificate of Education (QCE) and may contribute towards an ATAR in Queensland.

## 10742NAT Certificate IV in Christian Ministry and Theology

### Accredited course details

This course is a more advanced option to Certificate III in Christian Ministry and Theology as a Certificate IV level. There is additional depth and breadth of work covered at the advanced level.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

### Entry requirements

There are no entry requirements for this qualification however, a student who would struggle to pass year 10 English will find the course challenging and may need additional support with comprehending course materials and completing required tasks.

### Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College in partnership with Institute of Faith Education (IFE)

### Course units

To attain a 10742NAT Certificate IV in Christian Ministry and Theology 9 units of competency must be achieved.

Unit code	Title
CMTTHE401	Interpret and discuss Christian Scripture and Theology
CMTTHE402	Interpret theological data
CMTTHE403	Compare and present information on a theological theme or issue
CMTTHE404	Compare and apply new theological insights
CMTMIN401	Explain the application of Christian ethics to contemporary life issues
CMTMIN402	Communicate theological information
MSMSUP106	Work in a team
BSBCRT301	Develop and extend critical and creative thinking skills
BSBMGT401	Show leadership in the workplace

### Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

### Fees

The Institute of Faith Education program is run under VETiS (VET in Schools) in Queensland and is available fee free for VETiS eligible students.

### Assessment

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

### Work placement

Not available for this course

### Obligation

Employment is not guaranteed upon completion of this qualification. Student enrolment, complaints and appeals are managed by Institute of Faith Education (IFE).

Students who are deemed competent in all 8 units of competency will be awarded a Qualification and a Record of Results by IFE.

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

### Pathways

Successful completion of this qualification contributes eight (8) points towards the Queensland Certificate of Education (QCE) and may contribute towards an ATAR in Queensland.



# MSL20118 Certificate II in Sampling and Measurement

## Qualification description

This qualification covers the skills and knowledge required to perform a range of sampling and measurement activities as part of laboratory, production or field operations in the construction, manufacturing, resources and environmental industry sectors.

Employment outcomes targeted by this qualification include samplers and testers, production personnel, plant operators, production operators, field assistants, drivers, sample couriers and many others.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

## Entry requirements

There are no entry requirements for this qualification.

## Duration and location

This is a two-year course delivered in Years 11 and 12 on site at St James College

## Course units

To attain a MSL20118 Certificate II in Sampling and Measurement, 8 units of competency must be achieved:

Unit code	Title
MSL912001	Work within a laboratory or field workplace (induction)
MSL922001	Record and present data
MSL943004	Participate in laboratory or field workplace safety
MSMENV272	Participate in environmentally sustainable work practices
MSL952001	Collect routine site samples
MSL972001	Conduct routine site measurements
MSL973013	Perform basic tests
MSL973014	Prepare working solutions

## RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 8 units of competency will be awarded a Qualification and a record of results.

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

## Delivery modes

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

- face-to-face instruction
- simulated work-based learning
- guided learning
- online training.

## Fees

There are no additional costs involved in this course.

## Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folios of work
- questioning
- projects
- written and practical tasks.

## Work placement

Students may be provided with the opportunity to do structured workplace learning.

## Pathways

This qualification may articulate into:

- Certificate III in Laboratory Skills

See other Laboratory Operations qualifications at [training.gov.au](http://training.gov.au).

