

VET GUIDE

VOCATIONAL EDUCATION & TRAINING

WELCOME

The Vocational Education and Training (VET) program is learning which is directly related to work. Undertaking a VET option provides students with nationally recognised qualifications that are developed by industry to give students the knowledge and skills they need to work in a particular job. The Lakes College has partnered with leading industry institutions to deliver quality, real-world qualifications right here on our campus.

Our Industry Trainers on staff all have strong and relevant Industry connections along with personal experience to ensure that our students are industry ready once qualified and ready to step into work. In Vocational Education we believe that Lakes Learners are committed and enthusiastic about their certificate studies. They enjoy the mix of practical and theoretical elements embedded within all of their training. Lakes Learners know that their qualification will help them achieve their goals both here at school but more importantly beyond these gates as well.

As a result of the vocational education pathway, students become qualified individuals who have the opportunity to step out of school and into apprenticeships, traineeships, TAFE, or university for further study as lifelong learners with the skills and confidence to meet the challenges ahead of them.

Vocational qualifications have an additional cost involved, which are paid to and determined by the Registered Training Organisation (RTO) that coordinates each certificate. The alternate pathways offered at The Lakes College and their approximate costs are:

- Diploma of Business - \$900 (approximately)
- Certificate IV in Justice Studies - \$750 (approximately)
- Certificate II & III in Sport & Recreation - \$450 (approximately)

A once only VET Admin Levy of \$80 per VET course is applicable for all students undertaking an external course.

Our VET program values the opportunity for students to pursue real world qualifications that will support their future career aspirations and goals.

GLOSSARY

- QCE (Queensland Certificate of Education)
 - The Queensland Certificate of Education (QCE) is a school-based qualification awarded to young people at the completion of the senior phase of learning, usually at the end of Year 12.
- RTO (Registered Training Organisation)
 - An organisation, registered with ASQA in accordance with the requirements of the VET Quality Framework, to provide specific vocational education and training and/or assessment services.
- RPL (Recognition of prior learning)
 - An assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.
- Statement of attainment
 - A statement given to a person confirming that they have satisfied the requirements of units of competency or modules specified in the qualification.
- TAFE (Technical and Further Education)TAFE
 - An RTO that carries out the delivery of technical and vocational education qualifications.
- Unit of competency
 - The specification of the standards of performance required in the workplace as defined in a training package.
- VET (Vocational Education and Training)
 - Post-compulsory education and training (excluding degree and higher-level programs delivered by further education institutions) which provides people with occupational or work-related knowledge and skills.
- VETiS (Vocational Education and Training in Schools)
 - Vocational Education and Training in School courses are available to students while they are in Year 10, 11 or 12. VETiS qualifications are listed on the Priority Skills List and attract a one-time government subsidy per individual. The funding occurs for qualifications at a Certificate I and II level.
- School-based apprenticeships and traineeships
 - School-based apprenticeships and traineeships (SATs) allow high school students—typically Years 11 and 12—to work with an employer as paid employees, while studying for their senior certificate. At the same time, students undertake a training qualification with a supervising registered training organisation chosen by both the employer and the student.

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BSB50120 Diploma of Business (Business Development) **RTO Provider: Get Set Education (RTO Code: 45252)**

The Diploma of Business is a qualification that will provide students with the skills and experiences to become a Business Professional. It is designed to equip students with the practical and theoretical skills necessary to broaden their employment perspectives. Students will attain skills in leadership, marketing, social media, customer service, management, sustainability, finance and administration – incorporating the delivery of a range of projects and services within their school community.

The qualification will be suited to students seeking to enter the Business Services industries and/or as a bridging course to a tertiary pathway. Students who achieve success in this course are those who possess a high level of self-motivation and determination to complete tasks and achieve results. Students should possess a positive attitude towards enhancing future career and study options and a desire to develop their practical business knowledge and skills.

This nationally recognised qualification is offered through a partnership with an external provider and the School. Training is delivered in a blended model of face-to-face training and online modules and assessment.



Pathways

Upon successful completing of the BSB50120 Diploma of Business, student career options could be:

- Business Manager
- Business Development Manager
- Administrator
- Executive Officer
- Program Consultant
- Program Coordinator
- Business Owner.

Prerequisites

It is recommended that students have achieved a sound level (C) of achievement in Year 10 English and an average effort grade of a B across all of their subjects.

Objectives

Upon the successful completion of the course of study, students should be able to:

- Demonstrate skills in leadership, management and business administration
- Develop and implement business plans
- Describe and explain concepts and ideas regarding delivering a product and service to customers
- Apply strategies to manage financial plans and resources and control risks within a business
- Identify and evaluate marketing opportunities and develop social media engagement plans.

Resource requirements

Vocational Education and Training (VET) students have a significant component of related online theory work to complete. VET students should have a device that meets the requirements of the School's Bring Your Own Device (BYOD) policy.

Units of competency

The BSB50120 Diploma of Business (Business Development) requires the completion of 12 units of competency:

- BSBMKG541 Identify and evaluate marketing opportunities
- BSBOPS601 Develop and implement business plans
- SIRXMGT005 Lead the development of business opportunities
- BSBSUS511 Develop workplace policies and procedures for sustainability
- BSBOPS504 Manage business risk
- BSBFIN501 Manage budgets and financial plans.
- BSBOPS505 Manage organisational customer service
- BSBOPS501 Manage business resources
- BSBCRT511 Develop critical thinking in others
- BSBXCM501 Lead communication in the workplace
- BSBMKG546 Develop social media engagement plans
- SIRXMKT006 Develop a social media strategy

Assessment

Students will have both theoretical and practical assessments throughout the course.

Students are assessed through:

- Practical tasks/observations
- Written reports
- Group projects
- eLearning projects
- Learner portfolio.

Course Costs

- Full fee: \$849.00

The full fee includes a non-refundable \$49.00 enrolment fee which is collected upon submitting the online enrolment form.

Parent/guardians can then select to pay the remaining \$800.00 upfront or via a monthly payment plan.

Payment Plan:

If the monthly payment plan option is selected, parent/guardians will be emailed a link to Debit Success to set-up a fixed 12-monthly direct debit.

Please note, that the payment plan incurs a one-off administration fee of \$12.00 and a transaction fee of 4.4% (including GST).

- \$69.74 per month for 12 months + \$12.00 administration fee = \$848.88

Further details can be found in the Course Outline.

DISCLAIMER: All information contained is accurate at the time of publication but subject to change.

CERTIFICATE IV in Justice Studies (10971NAT)

(RTO – Unity College - 32123)

Certificate IV in Justice Studies		Duration:	2 years
Qualification description:	<p>Certificate IV in Justice Studies is an accredited course. The Certificate IV in Justice Studies is designed by justice professionals for people who would like to achieve employment in the criminal justice system and wish to develop a deeper understanding of the justice system.</p> <p>Aims: The Certificate IV in Justice Studies course is designed to</p> <ul style="list-style-type: none"> • provide students with a broad understanding of the justice system • develop the personal skills and knowledge which underpin employment in the justice system. 		
Entry requirements:	<p>Academic - There are no formal entry requirements for this course. It is recommended that students have a pass in Year 10 English to demonstrate sufficient spoken and written comprehension to successfully complete all study and assessment requirements.</p> <p>Attitude – students need to demonstrate independent learning skills</p> <p>Students will be required to undertake an LLN test to determine suitability and any support needs.</p>		
Qualification packaging rules:	<p>To attain this certificate, 10 units of competency (6 core and 4 elective) must be completed.</p>		
Units of Competency delivered:	<ol style="list-style-type: none"> 1. NAT10971001 Provide information and referral advice on justice-related issues 2. NAT10971002 Prepare documentation for court proceedings 3. NAT10971003 Analyse social justice issues 4. BSBXCM401 Apply communication strategies in the workplace 5. PSPREG033 Apply Regulatory Powers 6. BSBLEG421 Apply understanding of the Australian Legal System 7. BSBPEF402 Develop personal work priorities 8. BSBLEG523 Apply legal principles in tort law matters 9. PSPREG010 Prepare a brief of evidence 10. BSBLDR414 Lead team effectiveness or PSPREG012 Gather Information through interviews 		
Learning experiences:	<p>Content is delivered in a classroom environment through Legal Studies/Certificate IV in Justice Studies classes or via an online plus face-to face option. Course content provided by the trainer and assessor. This can be in the format of online reading and activities, whole day workshops, 3 x compulsory workshops with industry professionals</p> <p>Technology required: access to the internet</p>		
Assessment:	<p>Evidence contributing towards competency will be collected throughout the program. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies. Evidence is gathered through the following; Written projects, Online quizzes, Observation of skills, Oral and written questions.</p>		
Pathways:	<p>The Certificate IV in Justice Studies is recommended for students looking to gain employment or further study opportunities in justice and law related fields such as the police service, justice related occupations, corrective services, courts, legal offices, customs service, security industry and private investigations.</p>		
Course Costs:	<p>\$750 up-front fee (current at 30th September 2022)</p>		
Further information	<p>Refund Policy: Refund for students exiting a certificate course is on prorate basis related to the unit/s of competency covered (less a \$50.00 administration fee). Students must have evidence of the reason/s why exit from the course is being sought (e.g. a medical certificate or show extreme personal hardship). Applications for refund are made to the Unity College Principal and are at the discretion of the Principal.</p>		

2024 EDITION

SIS30122 CERTIFICATE III IN SPORT, AQUATICS AND RECREATION + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification reflects the role of individuals with well developed skills and knowledge to deliver recreational services.

Students assist with facilitation of sport and recreation programs within their school community including:

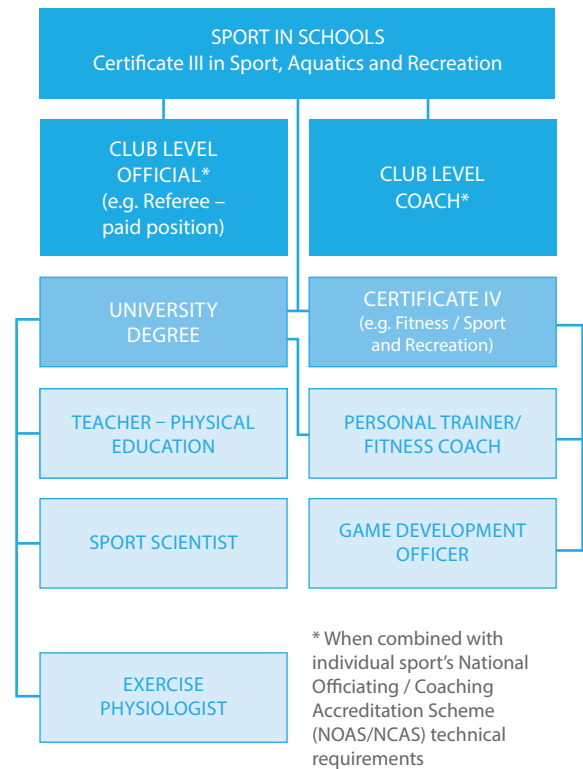
- › Officiating games
- › Conducting coaching sessions
- › Community sport, fitness and recreation programs

Available with a 'General' or 'Sport Specialty' Coaching and Officiating outcome - AFL, NRL, Netball, Rugby Union or Choose Your Own Sport!

WHAT DO STUDENTS ACHIEVE?

- › SIS30122 Certificate III in Sport, Aquatics and Recreation (max. 7 QCE Credits). Completing the 'Term 7 Add-On' as well can result in a maximum 8 QCE Credits
- › Entry qualification: SIS20122 Certificate II in Sport and Recreation (only in Dual Qualification)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › A range of career pathway options including Club Level Official and/or Coach
- › Successful completion of the Certificate III in Sport and Recreation may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

CAREER PATHWAYS



SKILLS ACQUIRED

- › Officiating games or competitions
- › Coaching beginner participants to develop fundamental skills
- › Effective communication skills
- › Using digital technologies in sport environments

FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



**Binnacle
Training**

RTO CODE 31319



1300 303 715
admin@binnacletraining.com.au
binnacletraining.com.au



SIS30122 CERTIFICATE III IN SPORT, AQUATICS AND RECREATION + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

(or as Standalone Qualification:
**SIS30122 Certificate III in Sport
and Recreation**)

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:
2-Year Format

Timetable Requirements:
1-Timetabled Line

Units of Competency:
Standalone Qualification - 15 Units
Dual Qualification - Additional 3 Units

Suitable Year Level(s):
Year 11 and 12

Study Mode:
Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

Cost (Fee-For-Service):
\$335.00 per person (Cert II entry qualification = \$265.00 + Cert III Gap Fee = \$70.00) (+ First Aid \$55.00)

QCE Outcome:
Maximum 7 QCE Credits.
› Completing the Term 7 Add-on as well can result in a maximum 8 QCE Credits

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

TERM 1	TOPICS	› Introduction to the Sport, Fitness and Recreation (SFR) Industry › Introduction to Coaching Programs
	PROGRAMS	› Coaching Program (Student Delivery): Plan and Deliver Coaching Sessions › SFR Coaching Program (Supervisor): Assist with Delivering Coaching Sessions
TERM 2	TOPICS	› Research Topics and Create a Group Presentation › Participate in a Conditioning Program
	PROGRAMS	› Group Nutrition Presentation: Create and Deliver a Presentation to your Peers › Conditioning Program: Participate in Conditioning Sessions
TERM 3	TOPICS	› Cardio and Conditioning Programs › Anatomy and Physiology › The SFR Industry
	PROGRAMS	› One-on-One Cardio Program › Group Conditioning Sessions for Adolescent Participants › Respond to an Emergency Situation: Fire Evacuation Drill
TERM 4	TOPICS	› Anatomy and Physiology › Provide First Aid
	PROGRAMS	› Recreation Program (Teacher Facilitated): Assist with Delivering Recreation Sessions › Sports Program: Plan and Conduct Sport Sessions for Participants
QUALIFICATION SCHEDULED FOR FINALISATION		
SIS20122 CERTIFICATE II IN SPORT AND RECREATION		
TERM 5	TOPICS	› Plan and Conduct Sports Programs › Apply Knowledge of Officiating Practices
	PROGRAMS	› Group Sports Program (Teacher Facilitated) › Use and Maintain Business Technology (Additional Project) › Community Officiating General Principles (Online Course)
TERM 6	TOPICS	› Plan and Deliver a Sports Competition › Community SFR Program
	PROGRAMS	› Community SFR Program: Plan and Conduct Community SFR Sessions for Participants › Round Robin Tournament
TERM 7 ADD-ON: 2 x Units of Competency	TOPICS	› Sport-Specific Coaching Sessions › Personal Development › Workplace Performance
	PROGRAMS	› Sport-Specific Coaching Program

UNITS OF COMPETENCY			
SISXIND011	Maintain sport, fitness and recreation industry knowledge	BSBPEF302	Develop self-awareness
BSBPEF301	Organise personal work priorities	BSBTWK201	Work effectively with others
SISSPAR009	Participate in conditioning for sport	SISSSCO001	Conduct sport coaching sessions with foundation level participants
BSBPEF202	Plan and apply time management	SISOFLD001	Assist in conducting recreation sessions *
BSBSUS211	Participate in sustainable work practices *	BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes
HLTWHS001	Participate in workplace health and safety	SISXPLD004	Facilitate groups
SISXFAC006	Maintain activity equipment	SISXIND009	Respond to interpersonal conflict
SISXCCS004	Provide quality service	SISXPLD002	Deliver recreation session
SISXEMR003	Respond to emergency situations	TERM 7 ADD-ON UNITS OF COMPETENCY	
HLTAID011	Provide First Aid	BSBPEF201	Support personal wellbeing in the workplace
* For students not enrolled in entry qualification SIS20122 Certificate II in Sport and Recreation - these will be issued as a separate Statement of Training (Subject Only Training)		HLTAID009	Provide cardiopulmonary resuscitation (Completed as part of Provide First Aid - HLTAID011)