Disclaimer: The information in this handbook is subject to change without notice due to human and physical resource allocations.

Some courses identified in this handbook that attract a fee, has been identified as a full cost inclusive of statements of attainment. Where a fee applies it has been mentioned in the course brief throughout this handbook and will specify a full cost or a yearly cost if the course is completed over two years. All subject fees are outlined in the Student Resources Handbook which is available at the office.

Fees payment must be current to remain enrolled in the course. Invoices for certificate courses will be issued and be payable in term 1 of each year. Certificates and statements of attainment will be withheld until payment is finalised.

Some courses will only proceed if sufficient numbers of students enrol at the time of SET Plan and Subject Selection process.

ASQA has waived the requirement for schools seeking registration and renewal of registration with QCAA as delegate of AQSA, to submit to an assessment of financial viability. The waiver is granted on the grounds that the financial viability risk for Queensland secondary school is considered low.
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Certificate III in Fitness
Certificate III in Fitness (Football Excellence)
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Certificate IV in Business
INTRODUCTION

Purpose of this Handbook

This handbook has been written to provide VET students with important information about the VET programs offered by this School as well as your rights and responsibilities as a VET student.

You will be asked to sign that you have read this handbook, so please take the time to study it carefully and to ask your VET teachers about anything which you are unsure. This handbook is located on the school’s website as well as the student drive and student One Portal section for Senior Schooling. This document should be used as a reference in regards to policies and procedures the support you as a student who is completing your VET course at Corinda SHS, with Corinda SHS as the registered training organization.

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 School in accordance with the QCAA requirements. The trainers and assessors of this registered training organisation (RTO) will support students to understand their rights as student learners with this training organisation. Corinda VET trainers and Assessors access RTO policies and procedures from the School Vet OnePortal website.

What is VET?

Vocational education and training (VET) assists in the learning of practical workplace skills to prepare for employment. VET links hands-on learning with theoretical understanding. In the past ten years Australia has more than doubled the number of people doing VET. Nearly half of all teenage full-time employees are now completing some form of training leading to a recognised qualification.

Why does VET exist?

- VET exists to give people better skills and more opportunities.
- No matter what type of skills you need or what job you’re interested in, you can get the training you want and deserve.
- VET qualifications are recognised by employers Australia wide. Your qualification proves that you are competent to do the job.
- VET is a great way to build your career in almost any industry you can think of. VET can take place within an Australian Apprenticeship, at school, at a Registered Training Organisation such as a TAFE, or in the workplace.
- VET assists students to develop the personal qualities of independence, initiative and self-determination that will benefit them in employment and life.

The VET Quality Framework (VQF)

The VET programs offered by this School can lead to a nationally recognised Certificate if you complete all of the requirements of the qualification, or a Statement of Attainment for those parts that you have successfully completed during your course study with this registered training organisation (even if you do not complete the full qualification, you will be awarded a statement of attainment in a timely manner). This Certificate / Statement of Attainment will be recognised in all eight States / Territories in Australia, as Corinda SHS is a nationally accredited training provider is subject to national regulations from ASQA and QCAA. Corinda State High School’s National Registered Training Organisation’s accreditation number is 30464.

There are 12 different types of qualifications that students are able to obtain with nationally recognised training providers. They are shown in the diagram below.
### AQF Qualifications by Educational Sector

<table>
<thead>
<tr>
<th>Schools Sector</th>
<th>Vocational Education and Training Sector (eg TAFE, Private RTOs)</th>
<th>Higher Education Sector (eg Universities)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advanced Diploma</td>
<td>Doctoral Degree</td>
</tr>
<tr>
<td></td>
<td>Diploma</td>
<td>Masters Degree</td>
</tr>
<tr>
<td>Senior Secondary</td>
<td>Certificate IV</td>
<td>Graduate Diploma</td>
</tr>
<tr>
<td>Certificate of Education</td>
<td>Certificate III</td>
<td>Graduate Certificate</td>
</tr>
<tr>
<td>Certificate I</td>
<td>Certificate II</td>
<td>Bachelor Degree</td>
</tr>
<tr>
<td>Certificate II</td>
<td>Certificate I</td>
<td>Advanced Diploma</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diploma</td>
</tr>
</tbody>
</table>

Your VET teacher will provide you with full documentation and details in regards to the VET qualification/s you are aiming to complete at School, including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes and support you with any applications for recognition of prior learning or credit transfer between courses.
CORINDA STATE HIGH SCHOOL VET COURSES

The following is a list of the Certificate Courses offered by Corinda State High School in 2017. **Students who are commencing a course in year 11 are required to complete their training of this course over the duration of the two years.** All of these qualifications will provide students with a vocational qualification and upon successful completion of each of the core and elective competencies determined within the assessment and training strategy, students will complete the full qualification and have a certificate issued by Corinda SHS with the national provider number 30464, or by the external provider as listed below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Qualification</th>
<th>Provider</th>
<th>Corporate Code</th>
<th>Full Certificate Cost</th>
<th>QCE points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPC10111</td>
<td>Certificate I in Construction</td>
<td>Blue Dog</td>
<td>VCO</td>
<td>$160.00</td>
<td>3</td>
</tr>
<tr>
<td>SIT10216</td>
<td>Certificate I in Hospitality (Year 10)</td>
<td>Corinda SHS</td>
<td>VHP</td>
<td>$77.00</td>
<td>2</td>
</tr>
<tr>
<td>ICT10115</td>
<td>Certificate I in Information, Digital Media and Technology</td>
<td>Corinda SHS</td>
<td>VIT</td>
<td>$28.00</td>
<td>2</td>
</tr>
<tr>
<td>AHC20110</td>
<td>Certificate II in Agriculture</td>
<td>Agforce</td>
<td>VAT</td>
<td>$695.00</td>
<td>4</td>
</tr>
<tr>
<td>BSB20115</td>
<td>Certificate II in Business</td>
<td>Corinda SHS</td>
<td>VBN</td>
<td>$80.00</td>
<td>4</td>
</tr>
<tr>
<td>SIS20113</td>
<td>Certificate II in Community Activities</td>
<td>Corinda SHS</td>
<td>VCA</td>
<td>$50.00</td>
<td>4</td>
</tr>
<tr>
<td>CUF20107</td>
<td>Certificate II in Creative Industries (Media)</td>
<td>Corinda SHS</td>
<td>VCM</td>
<td>$100.00</td>
<td>2</td>
</tr>
<tr>
<td>UEE22014</td>
<td>Certificate II in Electrotechnology</td>
<td>Electrogroup</td>
<td>VEL</td>
<td>$120.00</td>
<td>4</td>
</tr>
<tr>
<td>MEM20413</td>
<td>Certificate II in Engineering Pathways</td>
<td>Electrogroup</td>
<td>VEP</td>
<td>$140.00</td>
<td>4</td>
</tr>
<tr>
<td>HLT21212</td>
<td>Certificate II in Health support</td>
<td>Diversity</td>
<td>VHE</td>
<td>$50.00</td>
<td>4</td>
</tr>
<tr>
<td>ICT20115</td>
<td>Certificate II in Information, Digital Media and Technology</td>
<td>Corinda SHS</td>
<td>VDT</td>
<td>$38.00</td>
<td>4</td>
</tr>
<tr>
<td>LMT20807</td>
<td>Certificate II in Millinery (fashion accessories &amp; hat making)</td>
<td>TAFE Brisbane</td>
<td>VMI</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>CUA20615</td>
<td>Certificate II in Music Industry</td>
<td>Corinda SHS</td>
<td>VMS</td>
<td>$45.00</td>
<td>4</td>
</tr>
<tr>
<td>MSL20116</td>
<td>Certificate II in Sampling and Measurement</td>
<td>Corinda SHS</td>
<td>VSM</td>
<td>$120.00</td>
<td>4</td>
</tr>
<tr>
<td>SIT20112</td>
<td>Certificate II in Tourism</td>
<td>Corinda SHS</td>
<td>VTM</td>
<td>$40.00</td>
<td>4</td>
</tr>
<tr>
<td>CVA20715</td>
<td>Certificate II in Visual Arts</td>
<td>Corinda SHS</td>
<td>VVS</td>
<td>$160.00</td>
<td>4</td>
</tr>
<tr>
<td>HLT32412</td>
<td>Certificate III in Allied Health Assistance</td>
<td>Cairns Training</td>
<td>VAH</td>
<td>$650.00</td>
<td>8</td>
</tr>
<tr>
<td>CHC30113</td>
<td>Certificate III in Early Childhood Education and Care</td>
<td>Cairns Training</td>
<td>VEC</td>
<td>$700.00</td>
<td>8</td>
</tr>
<tr>
<td>SIS30310</td>
<td>Certificate III in Fitness</td>
<td>Binnacle</td>
<td>VFT</td>
<td>$350.00</td>
<td>8</td>
</tr>
<tr>
<td>SIS30310</td>
<td>Certificate III in Fitness (Football Excellence)</td>
<td>Binnacle</td>
<td>FEX</td>
<td>$350.00</td>
<td>8</td>
</tr>
<tr>
<td>SIT30713</td>
<td>Certificate III in Hospitality (includes Cert II)</td>
<td>Training Direct</td>
<td>VHT</td>
<td>$995.00</td>
<td>8</td>
</tr>
<tr>
<td>BSB40215</td>
<td>Certificate IV in Business+ 2 Diploma units</td>
<td>Sarina Russo</td>
<td>VBS</td>
<td>$1700.00</td>
<td>8</td>
</tr>
</tbody>
</table>

* Students who wish to undertake a VETiS funded course need to be fully aware that they can only be subsidised by VETiS for one course that is funded under the VETiS stream list. Further information regarding VETiS is available on page 4.
PAYMENT OF FEES

Payment of fees will be processed by the school administration team and students will be informed of the process for payment during the enrolment process with this registered training organisation. If a student withdraws before meeting competency then a refund can be processed, this refund will be in accordance with the Department of Education and Training’s refund policy (reference: TRIM#12/16392). If competency and training has been awarded and a Statement of Attainment will be processed and therefore refund will be determined in consultation with the amount of study, and time provided to support the student in their training arrangement with the school. If the full qualification has been paid, but the student has cancelled their training arrangement early, the amount will be refunded on a pro-rata basis.

Fees payment must be current to remain enrolled in the course. Invoices for certificate courses will be issued and be payable in term 1 of each year. Certificates and statements of attainment will be withheld until payment is finalised.

VETiS FUNDING

Vocational Education and training in Schools (VETiS) is delivery of nationally recognised qualifications to school students, providing them with the skills and knowledge required for specific industries. VETiS can be undertaken in years 10, 11 and 12, and can count towards the Queensland Certificate of Education. VET can also be undertaken while a young person is still enrolled at school through a school-based apprenticeship or traineeship (SAT).

The VET investment budget funds a range of certificate I and II level VETiS qualifications, which have been identified in consultation with industry and based on skills shortages and Queensland Government priorities.

Students who wish to undertake a VETiS funded course need to be fully aware that they can only be subsidised by VETiS for one course that is funded under the VETiS stream list.

STUDENT SELECTION, ENROLMENT AND INDUCTION / ORIENTATION PROCEDURES

Students enrolled in VET subjects at this School participate in the same enrolment and selection processes as other students at the School. Where numbers are limited for VET subjects, selection will be based on interview and/or review of student SET Plan document and further career direction in order to manage enrolments within VET courses on offer.

Access to VET Courses is open to all students in Year 10-12, if enrolment numbers are viable and support for the human and physical resources available to the school to support the delivery and operational requirements of the courses listed in this booklet.

In some instance, students may be required to complete an application process prior to commencing their course. This is to ensure that the student has the necessary literacy and/or numeracy skills required to complete the qualification, and to identify any requirements for the student support services.

Individual Student VET Agreement

At the commencement of all VET subjects, VET teachers/trainers will induct students on Occupational Health and Safety measures and will continue to incorporate OH&S issues throughout the VET course. Students who complete these qualifications are required to support the Corinda SHS Vet induction and sign and complete an ‘Individual Student VET Agreement’ for each qualification the student is undertaking with this Corinda SHS as a registered training organisation. This VET Agreement details, the specific qualification requirements, and requests students to acknowledge any additional work placement requirements, mandatory aspects of the course or VET fees levy’s required with the qualification. It is mandatory for students to complete and return the VET Contract for Certification.

Unique Student Identifier (USI)

A key legislative requirement in accordance with the National Vocational Education and Training Regulator Act 2011 (Cth) and Standards for Registered Training Organisations (RTOs) 2015 (Cth) requires Corinda State High School to register students for each different qualification and unit of competency they complete using a USI (Unique Student Identifier). From 1 January...
2015 each student will need a Unique Student Identifier (USI) to obtain their certificate or qualification from their registered training organisation, when studying nationally recognised training in Australia. This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course. An USI provides students with access to an online USI account in order to support them to review and record their vocational education and training records.

In order for the school to validate this legislative requirement, students will record their USI number on each different ‘Individual Student Vet Agreement’ and ensure that they have provided the Senior Schooling Department with evidence of at least one form of identification (eg Medicare card, Birth Certificate) to support the identification requirement for this application. As of June 2015, students will be required to register for their own USI and advise their trainer and assessor and register this number on their Vet agreement before commencing their training. This requirement will be highlighted by their vocational education and training assessor prior to commencement of training.

It is mandatory for all students to have a a verified USI number in order to be issued with their certificates and statements of attainment.

Employability Skills

The Employability Skills for your qualification are noted on your Course Outline. During the course students will also be required to develop and display key employability skills in order to support awarding of individual competencies. Students may be asked to complete additional work placement requirements outside of the core curriculum time in order to support the development and exposure to these different employability skills. These additional requirements will be highlighted during the VET induction, and be specified on the VET contract students complete during the induction process.

COURSE INFORMATION, INCLUDING CONTENT AND VOCATIONAL OUTCOMES.

Subject information for VET courses has been included in the Senior Secondary Curriculum Handbook. This information outlines industry/VET specific information relevant to the particular course including the individual vocational competencies being delivered with a statement that relates to the direct outcomes that each qualification will achieve. Further information in regards to the competencies delivered with each VET qualification; consult with the Senior Secondary Curriculum Handbook available at: https://corindashs.eq.edu.au/Curriculum/Seniorsecondary/Pages/Seniorsecondary.aspx

Units of Competency

A VET qualification is made up of a specified number of units of competency. These are simply units of work which are structured to train a student in a particular set of skills and knowledge required by industry. Competency is achieved when a student can appropriately perform and apply a combination of skills and knowledge to the standard required in a range of work-related situations.

Competency standards have set outcomes, conditions of performance and benchmarks for measuring performance. The successful completion of each unit of competency contributes towards the overall qualification. Within each different qualification, students will be asked to complete core units of competency and elective units of competency in order to support the awarding of a full qualification. The Corinda SHS trainers and assessors are governed by the requirements of the training packages and are limited to elective units of competency, in accordance Corinda State High School’s scope of registration.

If a student does not achieve competency in their first attempt at an assessment task, they are given the opportunity to revisit units of competency, resubmit evidence or request additional time to complete a difficult task provided the student consults with the trainer and this arrangement is approved by the school.

Student Induction

Once a student has enrolled in a VET course, students will be provided with the following:

- Individual Student Vet Agreement (for each qualification they are completing)
• Supporting documentation in regards to the course outline indicating units of work, units of competency, assessment requirements and links to employability skills
• RPL and credit transfer process and appeals processes will be discussed with the students and the individual trainers/assessors
• Vocational outcomes and opportunities that this qualification provides will also be discussed with the students.

PROVISION FOR LANGUAGE, LITERACY AND NUMERACY SUPPORT

If you are undertaking a VET subject that 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 these skills are delivered and or assessed in the context of an industry vocational area that individuals have agreed to complete while attending this RTO.

Language, literacy and numeracy assistance can be obtained from a specialised Vet trainer and assessor involved with the course, a Language Literacy and Numeracy Specialist within this VET area or the Senior Schooling Heads of Department. Where additional assistance is required this can be requested from the Learning Support Unit via the course teacher.

If you still feel you need additional language, literacy or numeracy support, please approach the Senior Schooling Heads of Department, Guidance Officer or a Language Literacy and Numeracy Specialist within the school.

Language Literacy and Numeracy

Students may be asked to complete a Language Literacy and Numeracy (LLN) to support a pre-enrolment, pre-training requirements, whereby the VET trainer and assessor will identify the individual learning needs of the student to support the completion of the vocational qualification. This pre-enrolment assessment may be completed in more than one vocational qualification and may include itemised questions in relation to key content, assessment and qualification requirements identified within the training and assessment strategy of the qualification.

Vet trainers and assessors will use the feedback and data gathered from this diagnostic tool to support individualised learning experiences in order support students to obtain the required level of performance expected within the qualification and unit of competency being delivered. Vet trainers and assessors will consult with Language Literacy and Numeracy Specialists in order to support students improvement within the five core skills of learning, reading, writing, oral communication and numeracy.

STUDENT SUPPORT, WELFARE, GUIDANCE AND SUPPORT SERVICES

Students have access to a wide range of support, welfare and guidance services at Corinda State High School. Whilst attending Corinda State High School and completing a VET qualification, students are given the opportunity to consult with the following key personnel in regards to their vocational, educational and personal counselling needs:

• Senior Schooling Heads of Department
• Guidance Officers
• Vocational Education and Training Coordinator
• Senior Secondary Academic Coaches
• Careers Coordinator
• Community Liaison Officer
• Youth Support Coordinator
• School Nurse
• Year Coordinators
• External Agencies
• Industry Partners
• Community Partners
Guidance Officer/Senior Schooling Head of Department

Provides help solving problems at school with work, VET trainers and assessors support from additional teachers or friends. Can also help you make decisions about subjects or your future career path. This RTO also refers students who need additional support from internal and external support agencies to provide the required assistance needed to support this student to complete the individual competencies or the qualification.

Senior Secondary Academic Coach

The coach will individually review student performance with competency based assessment. The academic coach reviews student achievement data, academic transcripts and competency completion provided by Senior Schooling HODs to support student with completion of competency based assessment.

Vocational Education Coordinator/Work Education Coordinator

These coordinators provide career related information, assistance with work related activities, organise structured industry placement for on the job assessment relating to VET subjects, coordinate school-based traineeships and apprenticeships and assist with work experience.

Community Liaison Officer

Provides support for the Aboriginal and Torres Strait Islander students and liaises between the school and the Aboriginal and Torres Strait Islander community.

Senior Nurse

Provides help with issues related to health and well-being. School nurse is available to discuss health issues such as puberty, drugs, nutrition, sexual health, vision and hearing testing, stress and family problems.

Youth Support Coordinator

Provides support outside of the school in areas that relate to student welfare such as community support, housing and related issues.

Year Coordinator

Provides support within the school in areas that relate to student welfare.

Visiting Health Psychologist

For problems, which require additional support, extra assistance is provided by the community-based psychologists who may visit the school.

Industry Partners

Provides additional support to students and staff members to offer additional learning experiences within industry. Corinda engages with various industry partnerships to provide additional learning experiences to students studying VET qualifications. These experiences include industry talks, structured work placement or professional evaluations with training and assessment with qualifications offered by Corinda SHS. Our Industry links may include but are not limited to Sarina Russo Institute, Blue Dog Training, Electrogroup as well as other industry experts relevant to specific industries.

Community Partners
Provides additional support to students in order to gain meaningful engagement in structured work placement experiences or to complete work placement. Corinda SHS has engaged various not for profit organisations to support continued community engagement with the Certificate II in Active Volunteering qualification. Students are also able to access additional work experience opportunities to support their vocational education and training through the Senior Schooling Department.

**Vet Assessment Policy Principles**

The following represent the basic VET assessment principles of this School. They are designed to promote fairness and equity in assessment.

I. **NOTE:**

   All VET students at this school will be fully informed of the VET assessment procedures and requirements and will have the right to appeal.

II. Information given to students, on the assessment cover sheet, will include:

   - the criteria against which they will be assessed
   - advice about the assessment methods
   - assessment procedures
   - space for comments and feedback

III. Students will have access to their student profile sheet of results in each VET subject at timely intervals throughout the 2 year course. Students are encouraged to consult with their subject teacher about their assessment, units of competency and request feedback during each learning phase within the course.

IV. The assessment approach chosen will cater for the language, literacy and numeracy needs of students.

V. Any special geographic, financial or social needs of students will be considered in the development and conduct of the assessment.

VI. Reasonable adjustment will be made to the assessment strategy to ensure equity for all students, while maintaining the integrity of the assessment outcomes.

VII. Opportunities for feedback and review of all aspects of assessment will be provided to students. Students will be engaged in a process of review of training and assessment, this may in the form of formal feedback in a learner engagement survey or an information discussion and review of the assessment with the trainer/assessor. A Student Progress Report will be issued for each VET subject studied at the end of each semester this will be in line with the School assessment reporting timelines set each semester.

VIII. Clearly documented mechanisms for appeal against assessment processes and decisions will be available to students.

**VET Assessment Policy – Competency Based Assessment**

Competency based assessment is a system for assessing a person’s knowledge and skills. Assessment is based on the actual skills and knowledge a person can demonstrate in the workplace or in other relevant contexts. An individual must demonstrate competency in all of the required tasks in order to be recognised as competent overall.

Competencies and modules studied at Corinda State High School are part of accredited courses and National Training Packages. In order to be successful in gaining competency, students must demonstrate they have the necessary underpinning knowledge and can apply this in a practical way in a workplace setting to industry standard as well as the standard appropriate to the level of training and assessment delivered in accordance with the National Training Packages.

In most VET subjects competency based assessment will be assessed a number of times throughout the duration of the course. Results for each assessment item will be marked on a subject student profile sheet. This allows students to become competent as their skills improve.
Assessment Grades for Competency Based Assessment:

Units of Competency:
- CA Certificate achieved
- CNA Certificate not achieved
- WTC Working towards competency

Individual Assessment Items:
- S = Satisfactory
- U = Unsatisfactory

Assessment Modes

In most courses a variety of assessment modes will be used to document skills and knowledge of competency based assessment. Assessment methods may include, but not limited to:

<table>
<thead>
<tr>
<th>Assessment Mode</th>
<th>Explanation of the document students are expected to produce to demonstrate level of competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short answers or workbooks</td>
<td>Questions which need answers of a single word, a few words, a sentence or paragraph.</td>
</tr>
<tr>
<td>Projects</td>
<td>A task related to developing documents for delivery and assessment of a vocational qualification.</td>
</tr>
<tr>
<td>Oral Response</td>
<td>Questions which need oral answers of a single word, a few words, a sentence or paragraph.</td>
</tr>
<tr>
<td>Third Party Report</td>
<td>A means of gathering information on the demonstration of a student’s performance by someone other than the assessor.</td>
</tr>
<tr>
<td>Case Study</td>
<td>Allows opportunity for students to display process and problem-solving skills in a set of integrated tasks in a simulated context.</td>
</tr>
<tr>
<td>Practical exercise</td>
<td>A task which involves an application of knowledge with or without supporting documentation or student review of practical skills.</td>
</tr>
<tr>
<td>Observation</td>
<td>Involves observing the demonstration of a student’s performance. School may document evidence within a check list or photograph evidence of trainer review notes.</td>
</tr>
</tbody>
</table>

All assessment instruments must be supported by documentary evidence. For example observation instruments must be supported by a checklist.

It is through this portfolio of documentary evidence that the student shows competence against the required competencies and performance elements that students need to demonstrate in relation to the level of competency being assessed. When this occurs for all Units of Competency then the full qualification can be awarded to the student.

Resubmissions

If a student has not achieved an individual competency or an instrument assessing a cluster of competencies within their first attempt, they can then submit their second attempt of this assessment task. When submitting their second attempt they are given the opportunity to obtain competency, but addressing the feedback and correcting the errors. The assessor will provide the student with feedback whenever an assessment is not yet competent in the first attempt.

Plagiarism
Plagiarism is a form of dishonesty that occurs when a person submits someone else’s work as their own. This can range from:

- copying another student’s work
- providing your own work to another student for the purposes of submitting it as their own
- cutting and pasting paragraphs from different websites
- copying information from books, pamphlets, legislation and websites without acknowledging or citing the author in your own assessments.

If you share your work with another student and he or she plagiarises it, then you are also considered to be guilty of plagiarism as you enabled the plagiarism to take place.

In some instances, assessment tasks may require you to work collaboratively with a partner or group. Unless the task is explicit in permitting students to work together, you should always ensure that the work you are submitting is your own.

Students who are suspected of plagiarism will be contacted by the VET trainer or assessor/Head of Department will meet with the student and their teacher to discuss the matter and determine a suitable outcome. Students who are found to plagiarise will have this entered onto their student record and will be required to submit a new assessment.

ASSIGNMENTS, EXAMINATIONS, PRACTICAL ASSESSMENTS AND ORALS

The framework for assessment gives students two attempts to demonstrate competency when presenting assignments. If successful on the first attempt, students will not need to present a second attempt.

The due date for submission of assignments will be clearly set out in the Semester Assessment Planner for this VET qualification as well as clearly stated on the Assessment Cover Sheet.

For examinations, practical assessments and orals, students will be given a date or schedule to complete their first attempt, however students and their trainers will need to negotiate any second attempt date and time in a reasonable timeframe suitable to both individuals. This date will be clearly set out for students and given them enough time to demonstrate their level of competence.

Students who complete examinations, practical assessments, project work, orals or work placement on their first attempt date, but who are unsuccessful in demonstrating competency, will receive appropriate feedback and additional support before they are given a second opportunity to demonstrate competency.

The scheduling of this second opportunity will provide the students with the opportunity to demonstrate competence. This opportunity will be reviewed by the individual staff trainer and assessor and will fit in with the program planning and timetabling demands of the course (however this second opportunity must not extend for more than semester in order to allow for the student learner to progress with the course).

RECOGNITION (RECOGNITION OF PRIOR LEARNING — RPL)

When students commence a VET programme, some units of competency or modules they may be competent at. Students are able to apply for what is called ‘RECOGNITION’ for those specific units of competency or modules. If student’s do, they will need to provide evidence that you can in fact already do these particular tasks. Individual students wishing to apply for RPL are eligible to complete the relevant documentation required by the RTO and provided to the student by the trainer and assessor.

Evidence might include: letters of testimonials from employers – samples of work – certificates etc.
Recognition of Prior Learning

Recognition of Prior Learning (RPL) is the process used to assess individuals’ existing level of knowledge and skills against individual or multiple units of competencies. Students are provided with the school’s RPL policy prior to enrolment in SDCS. They are made aware of the RPL application form. As part of their student induction, the process and types of evidence that can be used to support RPL applications is provided to them.

RPL applications will only be considered if the school’s RPL application form is used. RPL applications must be submitted to the teacher of the qualification, or the Senior Schooling Heads of Department.

How does RPL work?

| Application: | To apply for RPL you will need to fill out an application form giving details of any skills or knowledge that you already have. It is your responsibility to provide information in the application to support your case. Request a Credit Transfer or ‘RPL’ Application form from Senior Schooling HOD. |
| Assessment: | You may be asked to attend a meeting to discuss the details of your application. This meeting is held to find out whether your skills and/or knowledge match what would be learned in the vocational education parts of the course. |
| Notification: | You will be told whether or not your application has been successful. If you have been granted RPL for some vocational parts of the course, you will not have to do those parts. |

Corinda SHS recognises AQF qualifications and statements of attainment issued by any other RTO and have a separate policy and procedure regarding the credit transfer process for this, as outlined in the Conditions of Registration – VET Policies and Procedures.

The RECOGNITION process is a very supportive one. VET Trainers and Assessors will guide student’s through the process, including the steps of which are outlined as follows.

COMPLAINTS AND APPEALS

POLICY STATEMENT

To be compliant with Standard 6 of the Standards for Registered Training Organisations (RTOs) 2015 the school RTO must have a publically available complaints and appeals policy.

The school RTO (CORINDA STATE HIGH SCHOOL) will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal.

If the school RTO considers more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.

If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.

The designated person will maintain a secure Complaints and Appeals Register, which documents all formal complaints, appeals and their outcomes.

Any substantiated complaints, as well as the complaints and appeals policy, will be reviewed as part of the continuous improvement processes and appropriate corrective action taken to eliminate or mitigate the likelihood of reoccurrence.
The Principal (as the chief executive officer) of the school RTO is ultimately responsible for ensuring that the school RTO complies with the VQF. This includes the complaints and appeals policy and procedures.
COMPLAINTS PROCEDURE

- All formal complaints must be in writing and addressed to the Principal, as CEO of the RTO.
- On receipt of a written complaint:
  - a written acknowledgement is sent to the complainant from the Principal (via admin support)
  - the complaint is forwarded to the RTO Manager.
- If the complaint is not finalised within 60 calendar days, the complainant is informed of the reasons in writing and regularly updated on the progress of the matter.
- The Principal and/or the RTO Manager will either deal with the complaint or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.
- The complaints committee shall not have had previous involvement with the complaint and will include representatives of:
  - the Principal
  - the teaching staff (Individual vet trainer and assessor)
  - an independent person.
- The complainant shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The relevant staff member, third party or student (as applicable) shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The outcome/decision will be communicated to all parties in writing within 60 days.
- If the processes fail to resolve the complaint, the individual making the complaint will have the outcome reviewed (on request) by an appropriate party independent of the RTO.
- If the complainant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints (www.qcaa.qld.edu.au/3141.html).
- The root cause of any complaint will be included in the systematic monitoring and evaluation processes of the RTO so that appropriate corrective action can be instigated to eliminate or mitigate the likelihood of reoccurrence.

INFORMAL COMPLAINTS PROCEDURE

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Student makes an informal complaint to the teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>↓</td>
</tr>
<tr>
<td>Resolution</td>
<td>Teacher makes a decision, communicates the decision to the student and records the outcome</td>
</tr>
<tr>
<td></td>
<td>↓ Student dissatisfied</td>
</tr>
<tr>
<td>Resolution</td>
<td>Student makes complaint to the Head of Department (HOD)</td>
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<tr>
<td></td>
<td>↓</td>
</tr>
<tr>
<td></td>
<td>HOD makes a decision, communicates the decision to the student and records outcome</td>
</tr>
<tr>
<td></td>
<td>↓ Student dissatisfied</td>
</tr>
<tr>
<td></td>
<td>Student makes a formal complaint</td>
</tr>
</tbody>
</table>
**INFORMAL COMPLAINT RECORD**

CORINDA STATE HIGH SCHOOL  
VET Senior Schooling  
*(To be completed by the Senior Schooling HOD only)*

<table>
<thead>
<tr>
<th>Student Name:</th>
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<tbody>
<tr>
<td>Subject:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teacher:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Complaint Summary:</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Decision/Reason/Circumstances:</th>
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<tbody>
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<tr>
<th>Outcome:</th>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures of Committee</th>
<th>Date</th>
<th>Student signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal or Appointee:</td>
<td></td>
<td>Student:</td>
<td></td>
</tr>
<tr>
<td>Teacher:</td>
<td></td>
<td>HOD Senior Schooling:</td>
<td></td>
</tr>
<tr>
<td>Independent:</td>
<td></td>
<td>Witness:</td>
<td></td>
</tr>
</tbody>
</table>

*(This Form to be filed with the HOD Senior Schooling)*
**FORMAL COMPLAINTS**

Formal complaints can only be proceed after the informal procedure has been investigated by the student and their parents. Formal complaint forms are available from the Heads of Department for Senior Schooling. All formal complaints will be heard and decided with 15 working days of receipt of the written complaint.

An independent complaint committee shall hear the complaint. The committee will be representatives of the Formal Complaints Procedure.

The complainant/appellant will be notified in writing including the reasons why if more than 60 days are required to resolve the complaint. The complainant will be regularly updated in regards to their complaint.

**FORMAL COMPLAINTS PROCEDURE**

<table>
<thead>
<tr>
<th>Resolution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student makes complaint to the Head of Department (HOD)</td>
<td>↓</td>
</tr>
<tr>
<td>Head of Department arranges and convenes a meeting of the Complaints Committee, the student (and a witness should the student or teacher wish)</td>
<td>↓</td>
</tr>
<tr>
<td>Complaint Committee makes a decision, communicates the decision to the student and records outcome</td>
<td></td>
</tr>
</tbody>
</table>
FORMAL COMPLAINT RECORD
CORINDA STATE HIGH SCHOOL
VET Senior Schooling
(To be completed by the Senior Schooling HOD only)

Student Name: ____________________________
Subject: __________________________________
Teacher: __________________________________
Complaint Summary: _______________________

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Copy of written complaint attached

Complaint committee: 1. Principal or person appointed by the Principal
2. Teacher/HOD Senior Schooling
3. Independent Person

Date Of Hearing: ____________________________
Time: ______________________________________

Reason: ___________________________________

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Signatures of Committee Date Student signature Date
Principal or Appointee: ____________________ Student: ____________________________
Teacher: ________________________________ HOD Senior Schooling:____________________
Independent: ____________________________ Witness: _______________________________

(This Form to be filed with the HOD Senior Schooling)
APPEALS PROCEDURE

- All formal appeals must be in writing and addressed to the Principal, as CEO of the RTO.
- On receipt of a written appeal:
  - a written acknowledgement is sent to the appellant from the Principal (via admin support)
  - the appeal is forwarded to the RTO Manager.
- If the appeal is not finalised within 60 calendar days, the appellant is informed of the reasons in writing and regularly updated on the progress of the matter.
- The Principal and/or the RTO Manager will either deal with the appeal or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee.
- The appeals committee shall not have had previous involvement with the appeal, and will include representatives of:
  - the Principal
  - the teaching staff
  - an independent person.
- The appellant shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The relevant staff member, if applicable, shall be given an opportunity to present their case and may be accompanied by other people as support or as representation.
- The outcome/decision will be communicated to all parties in writing within 60 days.
- If the processes fail to resolve the appeal, the individual making the appeal will have the outcome reviewed by an appropriate party independent of the RTO.
- If the appellant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints ([www.qcaa.qld.edu.au/3141.html](http://www.qcaa.qld.edu.au/3141.html)).
- The root cause of any appeal will be included in the systematic monitoring and evaluation processes of the RTO so that appropriate corrective action can be instigated to eliminate or mitigate the likelihood of reoccurrence.

POLICY INFORMATION REQUIRED ON SCHOOL RTO WEB SITE

The school RTO must include the following information on its public website.

The school, as an RTO, has a complaints and appeals policy specific to its RTO operations.

A complaint can be made to the school RTO regarding the conduct of:

- the school RTO, its trainers, assessors or other school RTO staff
- students of the RTO
- any third parties providing services on behalf of the school RTO (if relevant).

An appeal can be made to the school RTO to request a review of a decision, including assessment decisions.

The school RTO will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process. All formal complaints and appeals will be heard and decided on within 60 calendar days of receiving the written complaint or appeal.

If the school RTO considers more than 60 calendar days are required to process and finalise the complaint or appeal, the complainant or appellant will be informed of the reasons in writing and will be regularly updated on the progress of the matter.

If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.

Complaints or appeals should be directed to the Principal as CEO of the school RTO: [the.principal@corindashs.eq.edu.au](mailto:the.principal@corindashs.eq.edu.au).
CONTINUOUS IMPROVEMENT: INTERNAL REVIEW COMMITTEE (IR), LEARNER ENGAGEMENT SURVEYS, INTERNAL REVIEW

To assist the School in continuous improvement of our services, products and operations, we welcome comments and suggestions. These comments can be passed on through meetings conducted by the Student Council or at any time directly to the Head of Department for Senior Schooling.

By the end of Term 3 each year, the Internal Review Committees (IR) for each VET subject will have met to evaluate the delivery of the Certificate courses. This IQR committee will comprise of the relevant Head of Department for the qualification, subject teacher, community representative and evidence from a student completing the course. The School will also aim to link get the advice and support from an industry representative from the community to help support a more formal review process.

Teachers and students may also be asked to complete evaluation forms. This will allow the School to obtain written feedback, which will be addressed by the School Internal Review Committee. This Committee comprises the Principal or Nominee, Head of Department Senior schooling, VET Coordinator and HOD’s of VET subject areas, and will meet in Term 3 to discuss and review the delivery of VET at Corinda State High School.

STUDENT FEEDBACK

During the course, students will be asked to provide feedback on the progression of the course, level of feedback provided by the trainer/assessor and the organisation of the units of competency. Students will be required to complete an on-line survey each year provided by the VET Coordinator for the course to review student learner feedback. This survey will then help to inform appropriate decision making in regards to the training and assessment of this qualification for the future with this registered training organisation.

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.

This School strives to meet the needs of each student through incorporating access and equity principles and practices in line with Education Queensland Policy which acknowledge the right of all students to equality of opportunity without discrimination.

OCCUPATIONAL HEALTH AND SAFETY

The safety and well-being of the staff and students of this School is one of our greatest responsibilities. All of us, including you, have responsibilities to ensure a safe environment.

You are required to:

- Use and take reasonable care of any protective equipment that is provided
- Obey any reasonable instructions in relation to health and safety
- Not interfere with or remove any safety devices from machinery
- Ensure that you do not endanger your own or others’ safety by the consumption of alcohol or drugs
- Report unsafe acts or equipment to a teacher and observe good housekeeping practices
- Report all injuries or “near misses” to a teacher
- Ensure that your conduct does not interfere with:
  - School property
  - School staff safety or welfare, or with their ability to perform their duties
  - Student safety or welfare, or their ability to participate in and benefit from instruction.
Occupational Health and Safety and Accidents/Incidents while on Structured Work Placement/Work Experience.

Where you find that you are required to undertake work that is a risk to your health and safety, you must advise your Work Education Coordinator immediately. Action may include withdrawing you from the work placement.

The school will investigate all serious accidents as soon as possible after they occur so that an accurate account of events is recorded and remedial action taken to reduce the risk of other similar accidents.

ACCESS TO RECORDS STUDENT / PARENT CONSENT / ACKNOWLEDGEMENT FORM

No staff member of this school can provide information about you to a third party without your written permission. You will be required to sign a consent form for those occasions when it is necessary for the school to provide information about you to another organisation (eg: the Department of Employment and Training or another registered training organisation, etc) for your results.

The school will provide you with a copy of the consent form.

You can have access to your own personal records at any time by approaching the Head of Department or Subject Co-ordinator 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.

VET CURRICULUM / SUBJECT LEVIES AND REFUND POLICIES

VET curriculum/subject levies for the academic year are required to be paid at the beginning of term 1 or unless otherwise stated by the VET contract for the qualification. For a full list of qualifications, competencies and subject levy information see senior secondary curriculum handbook available:

https://corindashs.eq.edu.au/Curriculum/Seniorsecondary/Pages/Seniorsecondary.aspx

Refund Policy

Once a student commences in a VET program/curriculum area, no refunds of levies will be granted for particular term. Where levies have been paid for the whole year, a pro rata refund system will apply for terms in which the student has not commenced, but had paid levies. All fees and charges are known to participants before enrolment. Should Corinda State High School cancel any program, participants are entitled to a full refund or transfer of funds to another program.

CODE OF PRACTICE

VET curriculum/subject levies for the academic year are required to be paid at the beginning of Term 1.

Educational Standards

As a Registered Training Organisation, Corinda State High School will operate within the Principles and Standards of the Australian Skills Quality Authority. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations.

Legislative Requirements

Corinda State High School will meet all legislative requirements of the State and Federal governments. In particular, Workplace Health and Safety, Workplace Relations, Vocational Placement and Copyright Standards will be met at all times.
Access and Equity

All post-compulsory students are offered access to vocational education subjects through our subject selection process. All post-compulsory students receive individual counselling from the Guidance Office or Administration prior to finalisation of subjects.

 Appropriately qualified staff will, based on their qualifications and experience, assess the extent to which the application is likely to achieve the stated competency standards and outcomes of the course. Course content, assessment procedures and vocational outcomes are outlined to students prior to their commencement of a subject.

Quality Management Focus

Corinda State High School is committed to providing a quality service and a focus on continuous improvement. We value feedback from participants, staff and employers for incorporation into future programs. This includes data collection through the SMART learner surveys and individual faculty assessment feedback.

Client Service

We operationalise sound management practices to ensure an effective service is provided to students. Results are issued to students in accordance with QSA requirements, are appropriate to competence achieved and issued in accordance with national guidelines.

Our quality focus includes a Recognition of Prior Learning Policy, a Grievance and Appeal process, and the provision of student welfare and guidance services. Where necessary, arrangements are made for those students requiring additional literacy and numeracy support. We will take every opportunity to ensure that this information is disseminated, understood and valued by members of our school community.

External Review

Corinda State High School agrees to participate in external monitoring and audit processes required by the Australian Skills Quality Authority.

Management and Administration

Corinda State High School has policies and management strategies, which ensure sound financial and administrative practices. Student records are managed securely and confidentially and are available for student perusal on request.

Marketing and Advertising

Corinda State High School provides students with a sound subject selection process aimed at helping students select a course of study best suited to their needs. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product. The qualifications identified in this handbook are consistent with the training and assessment of Corinda State High School as the RTO.

Training and Assessment Standards

Corinda State High School has staff with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles (including Recognition of Prior Learning and Credit Transfer) as required by QCAA. Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of students.

Corinda State High School will implement strategies and practices consistent with the requirements of training packages and students will be provided with opportunities to obtain credit transfers or receive RPL for their training.

Guarantee

Corinda State High School will honour all guarantees outlined in this Code of Practice.
# INDIVIDUAL STUDENT VET AGREEMENT

**CORINDA STATE HIGH SCHOOL**  
VET Senior Schooling

This document is required to be completed by you, and counter-signed by your parent/career, as part of your undertaking to commence certificate courses with Corinda State High School. Your understanding and acknowledgement is essential. Please read through and complete ALL sections of this student contract. When completed, this document may be scanned and emailed or provided in person to your qualification trainer or the Senior Schooling Department.

It is a mandatory requirement that this completed form is returned.

**Student Name:**

**Internal/External VET Course:**
- Corinda State High School
- External VET Course

**Year and Level:**
- In 2017 I will be in Year 10 11 12

**Gender:**
- Male
- Female

**Date of Birth:**
- dd / mm / yyyy

**Unique Student Identifier:**

**Student LUI number:**

**Completion Year:**
- 2017, 2018, 2019

**Internal Vet Course Corinda SHS**

------

Enrolled course offered by Corinda State High School:  
(Please select or state the appropriate course)

<table>
<thead>
<tr>
<th>Qualification Level</th>
<th>I Level</th>
<th>II Level</th>
<th>III Level</th>
<th>IV level</th>
<th>Qualification Name:</th>
</tr>
</thead>
</table>

These courses are delivered and assessed by Corinda State High School have qualified trainers and assessors, however, student evidence is verified with sufficient documentation regarding Statements and Certificate that may be issued or completed in conjunction with an external Registered Training Organisation (RTO).

## Specific Qualification Requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I understand that this qualification requires full payment of a course fee inclusive of $_____ payable over the two year course in yearly payments.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2. I agree to undertake and complete the mandatory _______ work placement that is required as part of this qualification. I also agree to undertake this placement during nominated times during the school year. I agree to complete the other mandatory aspects of this qualification which include: completion of a First Aid certificate and CPR. I will submit and commit to completing this qualification including any work placement nominal hours or service periods in order to satisfy any qualification requirements.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3. I understand (highlight other required aspects of the qualification that students and parents must agree to in order to complete this qualification).</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

I understand and acknowledge the following aspects of the Vet qualification offered by Corinda SHS.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. I have read through, or am familiar with Corinda State High School’s enrolment processes, fees and charges as well as the contents of school Policies and Procedures that contains the Assessment, Attendance and Grievance (Appeal) policies. (If required, refer to <a href="https://corindashs.eq.edu.au/Curriculum/Seniorsecondary/Pages/Seniorsecondary.aspx">https://corindashs.eq.edu.au/Curriculum/Seniorsecondary/Pages/Seniorsecondary.aspx</a>)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>5. As part of my selection for the qualification/s I am enrolled in, I have read the information such as Course Outline and/or Course or VET Handbook, either hard copy or via school website, that provides an overview of the certificate, the qualification or accredited course code and title, units to be delivered, entry requirements, course outcomes and pathways and, if applicable, work experience requirements.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6. All qualifications are subject to a VET levy and this includes a $10 enrolment fee paid as part of the VET levy. Any student that requests a subject change from a Vet Qualification will be required to pay the enrolment fee and the VET levy with the balance paid pro-rata. This is in accordance with the school’s refund policy (provided page 2 of Vet Contract).</td>
<td>Yes/No</td>
</tr>
<tr>
<td>7. Vocational Education Training (VET) qualifications and courses differ from other school courses and criteria-based assessment, by including work-like activities, competency based training and assessment and competency standards, which are an industry-determined specification of performance that sets out the skills, knowledge and attitudes required to operate effectively in employment. Everything ‘counts’ in VET, for example, conversations, demonstrations and</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>
Refund Policy

At Corinda State High School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations. School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child’s non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student’s account at the school, and used to offset any future charges.

Department of Education and Training policy references:
- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNM-PR-019: State Education Fees

Please note a refund payment will only be issued to a parent who is free of any outstanding balance on their student’s school account. Where a balance is owing, a refund will be issued as a credit directly onto the student’s school account to offset any outstanding amounts.
**VET Student Induction Checklist 2017**

**Corinda State High School**

**VET Senior Schooling**

Vet Trainer and Assessor: 

Qualification: 

These items must be discussed during the 2017 Student VET Induction. VET Staff are required to review the Student Induction PPT presentation with students during the first VET lesson for 2017.

<table>
<thead>
<tr>
<th>Items to be reviewed with students learners/clients:</th>
<th>Actioned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student selection, enrolment and induction/orientation procedures</td>
<td></td>
</tr>
<tr>
<td>2. Course information, including content and vocational outcomes</td>
<td></td>
</tr>
<tr>
<td>3. Unique Student Identifier (USI) number registered with Senior Schooling Department</td>
<td></td>
</tr>
<tr>
<td>4. Provision for language, literacy and numeracy support</td>
<td></td>
</tr>
<tr>
<td>5. Student support, welfare and guidance services</td>
<td></td>
</tr>
<tr>
<td>6. Assessment Policy and Procedures</td>
<td></td>
</tr>
<tr>
<td>7. Recognition (including Recognition of Prior Learning (RPL))</td>
<td></td>
</tr>
<tr>
<td>8. Complaints/Grievances/Appeals</td>
<td></td>
</tr>
<tr>
<td>9. Continuous Improvement: (IQR’s, Internal Audit), engagement of students in learner engagement survey, review</td>
<td></td>
</tr>
<tr>
<td>10. Access and Equity – identify on antidiscrimination provisions, language, literacy and numeracy support provided to students</td>
<td></td>
</tr>
<tr>
<td>11. Workplace Health and Safety – requirements and safety procedures required within vocational training area.</td>
<td></td>
</tr>
<tr>
<td>12. Guarantee to students that a pathway will be provided for students to complete their course of study once commenced</td>
<td></td>
</tr>
</tbody>
</table>
**Certificate I in Agrifood Operations (Yr 10)**

**ACH10210**  
1 Year Course  
VET Certificate Subject  
QCE Credits 2  
Year 10 only

**Corinda State High School (RTO number: 30464)**

**Brief Description of Subject**

This qualification is designed for individuals who require significant foundation skills support to access a vocational learning pathway and is offered by invitation through the ISS. The qualification is suitable for individuals who require a prevocational pathway to employment and/or vocational training. The course provides an exposure to agricultural skills and practice. This subject is a VET in Schools qualification, and may serve as a basis for workplace entry training for people with a disability seeking agricultural preparation. Vocational skills within this course include:

| Communication                  | Listening and understanding  
|                               | Speaking clearly and directly  
|                               | Reading and interpreting workplace related documentation |
| Teamwork                      | Working as an individual and a team member  
|                               | Working with diverse individuals and groups |
| Problem-solving               | Solving problems individually or in teams |
| Initiative and enterprise     | Adapting to new situations |
| Planning and organising       | Collecting analysing and organising information  
|                               | Taking initiative and making decisions within workplace role  
|                               | Participating in continuous improvement and planning |
| Self-management               | Taking responsibility at the appropriate level |
| Learning                      | Learning in order to accommodate change |
| Technology                    | Using technology and related workplace equipment  
|                               | Using basic technology skills  
|                               | Applying OHS knowledge when using technology |

**Brief Course / Assessment Outline:**

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program overview, and Induction</strong></td>
<td>Written or Oral Response</td>
</tr>
<tr>
<td>• Team building activities</td>
<td>Role Play</td>
</tr>
<tr>
<td>• Establish code of conduct and expectations</td>
<td>Log Book Checklist</td>
</tr>
<tr>
<td><strong>OHS and environmentally sustainable work practices</strong></td>
<td>Observation with Checklist</td>
</tr>
<tr>
<td>• Working safely</td>
<td></td>
</tr>
<tr>
<td>• Risk Assessments</td>
<td></td>
</tr>
<tr>
<td>• Maintaining the work site, tools and equipment</td>
<td></td>
</tr>
<tr>
<td>• Accessing relevant emergency services, evacuation and fire safety</td>
<td></td>
</tr>
<tr>
<td>• Manual handling and PPE, emergency signals, safety signs</td>
<td></td>
</tr>
<tr>
<td>• Site hazards and procedures including environmental hazards and risks.</td>
<td></td>
</tr>
<tr>
<td>• Accessing legislation, codes and national standards</td>
<td></td>
</tr>
<tr>
<td>• Employment terms and conditions</td>
<td></td>
</tr>
<tr>
<td><strong>Gardening - Students use plants raised in the nursery environment to plant</strong></td>
<td></td>
</tr>
<tr>
<td>into a particular area of the school</td>
<td></td>
</tr>
<tr>
<td>• Practice various gardening skills such as soil improvement, weed control,</td>
<td></td>
</tr>
<tr>
<td>watering, fertilising, mulching as required</td>
<td></td>
</tr>
<tr>
<td>• Using appropriate tools in a safe and sustainable manner</td>
<td></td>
</tr>
<tr>
<td><strong>Introduction to growing plants - Basic plant physiology</strong></td>
<td></td>
</tr>
<tr>
<td>• Potting up plants</td>
<td></td>
</tr>
<tr>
<td>• Tending the nursery</td>
<td></td>
</tr>
<tr>
<td>• Basic propagation</td>
<td></td>
</tr>
</tbody>
</table>

Corinda State High School RTO #3046427
Ongoing OHS and environmentally sustainable work practices
- Ongoing Risk assessments
- PPE
- Safe and Environmentally Sustainable work practices

Growing plants
- Basic plant physiology
- Potting up plants
- Tending the nursery
- Basic propagation - Gardening

Students use plants raised in the nursery environment to plant into a particular area of the school
- Practice various gardening skills such as soil improvement, weed control, watering, fertilising, mulching as required.
- Using appropriate tools in a safe and sustainable manner

Units of Competency

The following competencies are required to complete the Certificate I in Access to Vocational Pathways course:

- AHC0HS101A Work Safely
- AHCWRK101A Maintain the Workplace
- AHCNSY101A Support Nursery Work
- AHCNSY201A Pot up Plants
- AHCPOD101A Support Gardening Work
- MEM18001C Use Hand Tools

Future Pathway Opportunities

Certification in Agrifood Operations Yr 10
Certificate II in Agriculture Yrs 11 & 12
Certificate II in Business Yrs 11 & 12
Certificate II in Sampling and Measurement Yrs 11 & 12

Cost

Full qualification cost $80.00.

Required Course Materials:

Students will be required to have a plastic wallet, a large ruled notebook, pens, pencils, ruler, eraser, calculator, glue stick, highlighters and manila student folder for collation of assessment evidence.

Garden beds, first aid kit, sun protection and hat provided.
Certificate I in Construction

CPC10111 2 Year Course
VET Certificate Subject  QCE Credits 3
Qualification offered by external RTO:  Blue Dog Training (RTO number 31193)

Brief Description of Subject

Certificate I in Construction is co-delivered in partnership with Blue Dog Training and is designed to give students a broad and general introduction, experience and practical skills needed to start as an apprentice whilst achieving a basic industry recognized qualification. Through undertaking a study in Construction students develop important, transferable skills for use in the industrial technologies trades of a building/construction nature. Students receive three (3) QCE points on successful completion of the Certificate 1 following successful completion of all competencies over a 4 semester period.

Brief Course/Assessment Outline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>Saw Stools, Footings and Excavation</td>
<td>Assignment, Exam, Practical Project</td>
</tr>
<tr>
<td>Sem 2</td>
<td>Site Set Out, Framing exercises</td>
<td>Assignment, Exam, Practical Project</td>
</tr>
<tr>
<td>Sem 3</td>
<td>Plastering project, Painting project, Tiling project</td>
<td>Practical Hand and Power tools Project Work and Assignment, Exam, Practical Project</td>
</tr>
<tr>
<td>Sem 4</td>
<td>Employment Skills reviews and assessment</td>
<td>Assignment, Exam, Practical Project</td>
</tr>
</tbody>
</table>

Units of Competency

The following competencies are covered in this course:

- CPCCCM1011A Undertake basic estimation and costing
- CPCCOHS1001A Work safely in the construction industry
- CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry
- CPCCCM1012A Work effectively and sustainably in the construction industry
- CPCCCM1013A Plan and organise work
- CPCCCM104A Conduct workplace communication
- CPCCCM1015A Carry out measurements and calculations
- CPCCCM2001A Read and interpret plans and specifications
- CPCCVE1011A Undertake a basic construction project
- CPCCCM2005A Use construction tools and equipment
- CPCCCM2004A Handle construction materials
Future Pathway Opportunities

Cost

*VETIS – VET in schools government funding.*

Full qualification cost $160.00, payable $80.00 per year

Required Course Materials (if any):

Sketchbook and pack of pencils.

*Please note:* To comply with Workplace, Health and Safety requirements students will be required to supply their own Personal Protective Equipment.

Students will receive instructions and an order form for the required Personal Protective Equipment from the teacher within the first two weeks of commencing the course, cost of equipment approximately $140.00.
Certificate I in Hospitality (Yr 10)

VHP

SIT10216 1 Year Course
VET Certificate Subject QCE Credits 2
Year 10 only

Corinda State High School (RTO number: 30464)

Brief Description of Subject

This course offers the SIT10213 Certificate I Hospitality and students will need to be competent in the four core units and two electives to achieve the certificate.

The core units are knowledge based and are aimed at providing students with an awareness of key areas within the hospitality and tourism industry so that they can make more informed decisions regarding areas of further study or employment. This course is aimed as the service area and beverage production.

Brief Course/Assessment Outline:

<table>
<thead>
<tr>
<th></th>
<th>Course Outline</th>
<th>Assessment Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem1</td>
<td>SITXFSA101 Use hygienic practices for food safety</td>
<td>Folio and project work</td>
</tr>
<tr>
<td></td>
<td>SITXWHS101 Participate in safe work practices</td>
<td>Practical and observation checklists</td>
</tr>
<tr>
<td></td>
<td>BSBWOR203B Work effectively with others</td>
<td></td>
</tr>
<tr>
<td>Sem 2</td>
<td>SITXFSA101 Use hygienic practices for food safety</td>
<td>Folio and project work</td>
</tr>
<tr>
<td></td>
<td>SITXWHS101 Participate in safe work practices</td>
<td>Practical and observation checklists</td>
</tr>
<tr>
<td></td>
<td>SITHFAB203 Prepare and serve non-alcoholic beverages</td>
<td>Practical coffee skills</td>
</tr>
<tr>
<td></td>
<td>SITHFAB204 Prepare and serve espresso coffee</td>
<td>Beverage venture.</td>
</tr>
</tbody>
</table>

The competencies to be studied are:

- BSBWOR203B Work effectively with others
- SITXCCS101 Provide information and assistance
- SITXFSA101 Use hygienic practices for food safety
- SITXWHS101 Participate in safe work practices
- SITHFAB203 Prepare and serve non-alcoholic beverages
- SITHFAB204 Prepare and serve espresso coffee

Students need to be aware that the competencies are very knowledge and understanding based and though they will participate in a range of activities to achieve the competencies the practical opportunities will be fortnightly.
Future Pathway Opportunities

**Job roles:** This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. It provides options for specialisation in areas such as accommodation services, food and beverage and gaming. The qualification also allows an outcome for small businesses requiring multi-skilled employees.

Cost

Full qualification cost is $77.00.

Required Course Materials:

Students will require a USB, notebook and writing equipment.
CERTIFICATE IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

ICT10115

VET Certificate Subject

1 Year Course

This course is by invitation only – Year 12 Non OP students only completing subject SLP

Brief Description of Subject

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. This qualification provides foundation digital literacy skills to support a wide range of varying industry occupations.

Brief Course/Assessment Outline:

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Observations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activity Sheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interactive Quizzes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online simulations</td>
</tr>
<tr>
<td>Term 1</td>
<td>Topic 1: Understanding computers</td>
<td>Assignment – screen shots</td>
</tr>
<tr>
<td></td>
<td>Topic 2: Electronic communication</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Topic 3: Using the internet</td>
<td>Observations</td>
</tr>
<tr>
<td></td>
<td>Topic 4: Word processing</td>
<td>Activity Sheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interactive Quizzes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online simulations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment – screen shots</td>
</tr>
<tr>
<td>Term 3</td>
<td>Topic 5: Spread sheeting</td>
<td>Observations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activity Sheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interactive Quizzes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online simulations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment – screen shots</td>
</tr>
<tr>
<td>Term 4</td>
<td>Topic 6: Digital Devices</td>
<td>Observations</td>
</tr>
<tr>
<td></td>
<td>Topic 7: Electronic Presentations</td>
<td>Activity Sheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interactive Quizzes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online simulations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assignment – screen shots</td>
</tr>
</tbody>
</table>

The following competencies are covered in this course:

- ICAICT101 Operate a personal computer Core
- ICAICT102 Operate word-processing applications Core
- ICAICT103 Use, communicate and search securely on the internet Core
- ICAICT104 Use digital devices Core
- BSBITU201 Produce simple word processed documents (RPL provisions) Elective
- ICAICT105 Operate spreadsheet applications Elective
- ICAICT106 Operate presentation packages Elective
Future Pathway Opportunities

**Cost**

Full qualification cost is $28.00.

**Required Course Materials (if any):**

Students will be required to have two ruled exercise books.

Pens, pencils, ruler, eraser, student folder for collation of assessment evidence

USB stick for backup of evidence
**CERTIFICATE II IN ACTIVE VOLUNTEERING**

**CHC20212**

<table>
<thead>
<tr>
<th>Year 10</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 2</td>
<td>HLTWHS001</td>
<td>Student Portfolio of Evidence</td>
</tr>
<tr>
<td></td>
<td>CHCVOL001</td>
<td>Online Learning Assessment</td>
</tr>
<tr>
<td></td>
<td>CHCDIV001</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSB201</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSBCMM201</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSBITU201</td>
<td>Observation check list</td>
</tr>
<tr>
<td></td>
<td>BSB202</td>
<td>Student Portfolio of Evidence</td>
</tr>
<tr>
<td></td>
<td>CHCDIV201</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 11</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>FSKOCM07</td>
<td>Observation check list</td>
</tr>
<tr>
<td></td>
<td>BSB201</td>
<td>Student Portfolio of Evidence</td>
</tr>
<tr>
<td></td>
<td>BSB202</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSWOR202</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHCDIV201</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSB201</td>
<td>Observation check list</td>
</tr>
<tr>
<td></td>
<td>BSB202</td>
<td>Student Portfolio of Evidence</td>
</tr>
<tr>
<td></td>
<td>FSKOCM07</td>
<td></td>
</tr>
</tbody>
</table>

The following competencies of the Certificate II in Business training package (BSB20115) are covered in this course:

- HLTWHS001: Participate in workplace health and safety
- BSBCMM201: Communicate in the work place
- CHCVOL201B: Be an effective Volunteer
- CHCDIV001: Work with diverse people
- BSBITU201: Produce simple word processed documents
- BSBWOR202: Organise and complete daily work activities
- FSKOCM07: Interact effectively with others at work
Future Pathway Opportunities

Cost

Full qualification cost is $15.00 (cost of course is included as part of the student resource scheme). This cost is included in Yr 11 as part of the Student Resource Scheme. Students who do not partake in this scheme will be required to pay for the cost of this course.

Required Course Materials (if any):

- Students will be required to have an exercise book
- Pens, pencils, ruler, eraser, student folder for collation of assessment evidence

Students will engage in the Active Volunteering program Semester 2 of Yr 10. Students will work towards a total of 30 hours of volunteering for a not-for-profit volunteer organisation or any other community organisation to support existing community groups and organisations.
Brief Description of Subject

The Certificate II in Agriculture is a hands-on application of the concepts applied and practiced in rural animal and plant industries. This covers a broad base of knowledge and transferrable skills in many diverse areas such as communication, machinery, tractor operation and beef cattle husbandry. The course is geared towards employment in areas such as landscaping, rural merchandising, agribusiness or a variety of horticultural or livestock enterprises.

Brief Course Assessment /Outline:

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sem 1</strong> Workforce Health and</td>
<td>Ongoing assessment based on student work books. Tasks are clustered around projects</td>
</tr>
<tr>
<td>Workplace Health and</td>
<td>on the school Agricultural Section where students are required to demonstrate</td>
</tr>
<tr>
<td>AHC20110</td>
<td>practical skills.</td>
</tr>
<tr>
<td>Safety/machinery and equipment</td>
<td></td>
</tr>
<tr>
<td>AHC20203A</td>
<td></td>
</tr>
<tr>
<td><strong>Sem 2</strong> Operate Tractors</td>
<td>Ongoing assessment based on student work books. Tasks are clustered around projects</td>
</tr>
<tr>
<td>and Chemicals</td>
<td>on the school Agricultural Section where students are required to demonstrate</td>
</tr>
<tr>
<td>AHC20202A</td>
<td>practical skills.</td>
</tr>
<tr>
<td>AHC20203A</td>
<td></td>
</tr>
<tr>
<td><strong>Sem 3</strong> Sheep Husbandry</td>
<td>Ongoing assessment based on student work books. Tasks are clustered around projects</td>
</tr>
<tr>
<td>AHCC20202A and</td>
<td>on the school Agricultural Section where students are required to demonstrate</td>
</tr>
<tr>
<td>AHCC20204A</td>
<td>practical skills.</td>
</tr>
<tr>
<td>AHCC20211A</td>
<td></td>
</tr>
<tr>
<td><strong>Sem 4</strong> Beekeeping/Data</td>
<td>Ongoing assessment based on student work books. Tasks are clustered around projects</td>
</tr>
<tr>
<td>Recording</td>
<td>on the school Agricultural Section where students are required to demonstrate</td>
</tr>
<tr>
<td>AHCBE201A</td>
<td>practical skills.</td>
</tr>
<tr>
<td>AHC20207A</td>
<td></td>
</tr>
</tbody>
</table>

Units of Competency

The following competencies of the Certificate II in Agriculture training package are covered in this course:

- AHC20110 Participate in OHS processes Core
- AHC20203A Operate Machinery and Equipment Elective
- AHC20201A Apply Chemicals Under Supervision Elective
- AHC20202A Operate Tractors Elective
- AHC20205A Participate in Workplace Communication Elective
- AHC20204A Work Effectively in the Industry Elective
- AHC20201A Observe and Report on Weather Elective
- AHCBE201A Support Beekeeping work Elective
- AHCC20211A Provide Feed For Livestock Elective
- AHC20207A Collect and Record Production Data Elective
- AHC20202A Care of the Health and Welfare of Livestock Elective
Future Pathway Opportunities

Junior Secondary

Senior Secondary

Post School

Year 7 - 10 Core Science/ Excellence
Year 7 - 9 Ag Technology
Year 10 Certificate 1 in Agrifood Operations

Certificate II in Agriculture

University
- Environmental Sciences;
- Diploma in Agricultural Technology
- Conservation and land management

TAFE/ Agricultural College
- Cert II in Conservation and Land Management
- Cert in Veterinary Nursing
- Cert in Agricultural Technology

Work
- Livestock industry
- Agriculture Support Services
- Farm and related industries
- Crops and export industries
- Wild life carer
- Conservation and land care
- Range land management

Cost

*VETIS – VET in schools government funding.*

Full qualification cost $695.00, payable at $380.00 in Year 11 and $315.00 in Year 12.

Additional fees will apply to students that leave the course early.

Required Course Materials:

Students will be required to have two ruled exercise books.

Pens, pencils, ruler, eraser, student folder for collation of assessment evidence

*Please note:* To comply with Workplace, Health and Safety requirements students will be required to supply their own Personal Protective Equipment. Students must purchase and wear steel capped boots and jeans during some livestock activities.
Certificate II in Business

Course Outline: BSB20115

2 Year Course
QCE Credits 4

Corinda State High School (RTO number: 30464)

Brief Description of Subject

This study area specification in Business helps to develop students’ understanding of business and the environment in which business operates. It provides students with a range of personal and interpersonal skills with a general application to personal and work life as well as specific knowledge and skills related to employment within the business sector. This program of study enables students to respond to the ever-changing nature of business technologies, to perform a variety of tasks, to communicate effectively to operate efficiently in business and to relate appropriately to other people. Students may be asked to participate in a simulated workplace environment in order to engage with different types of business equipment and business like resources.

Brief Course / Assessment Outline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>Skills development</td>
<td>Case Studies</td>
</tr>
<tr>
<td></td>
<td>BSBWOR202</td>
<td>Role Play</td>
</tr>
<tr>
<td></td>
<td>BSBITU201</td>
<td>Written Assessment</td>
</tr>
<tr>
<td></td>
<td>BSBITU202</td>
<td></td>
</tr>
<tr>
<td>Sem 2</td>
<td>Working in the business world</td>
<td>Observation Record</td>
</tr>
<tr>
<td></td>
<td>BSBWOR204</td>
<td>Project</td>
</tr>
<tr>
<td></td>
<td>BSBCCMM201</td>
<td>Written Assessment</td>
</tr>
<tr>
<td></td>
<td>BSBITU203</td>
<td>Case Study Analysis</td>
</tr>
<tr>
<td>Sem 3</td>
<td>Working in the business world</td>
<td>Case Study Analysis</td>
</tr>
<tr>
<td></td>
<td>BSBWHS201</td>
<td>Observation check list</td>
</tr>
<tr>
<td></td>
<td>BSBIND201</td>
<td>Observation</td>
</tr>
<tr>
<td></td>
<td>BSBWOR203</td>
<td></td>
</tr>
<tr>
<td>Sem 4</td>
<td>Business venture</td>
<td>Assignment</td>
</tr>
<tr>
<td></td>
<td>BSBUSUS201</td>
<td>Student Portfolio</td>
</tr>
<tr>
<td></td>
<td>BSBINM201</td>
<td>Assignment Task</td>
</tr>
<tr>
<td></td>
<td>BSBCUS201</td>
<td></td>
</tr>
</tbody>
</table>

The following competencies of the Certificate II in Business training package are covered in this course:

- BSBWHS201 Contribute to health and safety of self and others Core
- BSBCCMM201 Communicate in the workplace Elective
- BSBCUS201 Deliver a service to customers Elective
- BSBIND201 Work effectively in a business environment Elective
- BSBINM201 Process and maintain workplace information Elective
- BSBITU201 Produce simple word processed documents Elective
- BSBITU202 Create and use spreadsheets Elective
- BSBITU203 Communicate electronically Elective
- BSBUS201 Participate in environmentally sustainable work practices Elective
- BSBWOR202 Organise and complete daily work activities Elective
- BSBWOR203 Work effectively with others Elective
- BSBWOR204 Use business technology Elective

Future Pathway Opportunities

Cost

Full qualification cost $80.00, payable $40 per year. This includes $50.00 ($22.50 p.a.) towards reprographics.

Required Course Materials:

Students will be required to have two ruled exercise books.

Pens, pencils, ruler, eraser, student folder for collation of assessment evidence
Certificate II in Community Activities

SIS20113

2 Year Course
QCE Credits 4

Corinda State High School (RTO number: 30464)

Brief Description of Subject
Recognition of the need for people to be physically and socially active has led to increasing development of a recreation industry that aims for a healthier community.

Community Activities is designed to provide students with a variety of physical, intellectual, technical, operational and workplace skills. It encompasses learning in, about and through recreation activities.

Brief Course / Assessment Outline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>Workplace Health and Safety</td>
<td>Project</td>
</tr>
<tr>
<td></td>
<td>Responding to Emergencies</td>
<td>Quiz</td>
</tr>
<tr>
<td></td>
<td>SISXOHS101A (Workplace Health and Safety)</td>
<td>Demonstration</td>
</tr>
<tr>
<td></td>
<td>BSBWOR202A (Responding to Emergencies)</td>
<td>Scenario</td>
</tr>
<tr>
<td></td>
<td>SISXEMR201A</td>
<td>Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sem 2</td>
<td>The Sport and Recreation Industry</td>
<td>Project</td>
</tr>
<tr>
<td></td>
<td>First Aid</td>
<td>Observation</td>
</tr>
<tr>
<td></td>
<td>SISXIND101A (The Sport and Recreation Industry)</td>
<td>Review</td>
</tr>
<tr>
<td></td>
<td>SISXFAC207 (First Aid)</td>
<td>Quiz</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Demonstration</td>
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<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sem 3</td>
<td>Customer Service</td>
<td>Quiz</td>
</tr>
<tr>
<td></td>
<td>Dealing with Customer Complaints</td>
<td>Scenario</td>
</tr>
<tr>
<td></td>
<td>Preparing and Conducting Sessions</td>
<td>Demonstration</td>
</tr>
<tr>
<td></td>
<td>SISXCAI101A (Customer Service)</td>
<td>Project</td>
</tr>
<tr>
<td></td>
<td>SISXCAI102A (Dealing with Customer Complaints)</td>
<td>Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SISXCCS201A (Preparing and Conducting Sessions)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sem 4</td>
<td>Environmental Sustainability in Sport and Recreation</td>
<td>Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SBSUS201A (Environmental Sustainability in Sport and Recreation)</td>
<td></td>
</tr>
</tbody>
</table>

The following competencies of the Certificate II in Community Activities training package (SIS10) are covered in this course:

- SISXOHS101A Follow occupational health and safety policies and procedures Core
- BSBWOR202A Organise and complete daily work activities Core
- SISXEMR201A Respond to emergency situations Core
- SISXIND101A Work effectively in sport and recreation environments Core
- HLTAID003 Provide first aid Core
- SISXCCS201A Provide customer service Core
- SISXCAI102A Assist in preparing and conducting sport and recreation sessions for participants Core
- BSBUS201A Participate in environmentally sustainable work practises Core
- BSBWOR204A Use business technology Elective
- ICAICT203A Operate application software packages Elective
- SISXFAC207 Maintain sport, fitness and recreation equipment for activities Elective
- SISXCAI101A Provide equipment for activities Elective
- BSBINM201A Process and maintain workplace information Elective

Future Pathway Opportunities

Cost
Those students eligible for inclusion in the Certificate II in Community Activities course will be required to meet course fees of $50.00. This includes all course materials and a First Aid course, which is required for successful completion of this qualification.

Required Course Materials:
Students will be required to have a ruled exercise books. Pens, pencils, ruler, eraser, student folder are required for collation of assessment evidence.
CERTIFICATE II IN CREATIVE INDUSTRIES (MEDIA)

CUF20107  
2 Year Course  
QCE Credits 4  
Corinda State High School (RTO number: 30464)

Brief Description of Subject

Certificate II in Creative Industries (Media) prepares students for work at an entry level in creative arts industries with a particular focus on media. Students work in a simulated design studio environment using industry standard programmes from the Adobe Master Collection CS5. Students will have the opportunity to work with industry experts and designers.

Brief Course/Assessment Outline:

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Assessment Summary</th>
</tr>
</thead>
</table>
| **Sem 1** Moving image fundamentals: Using camera equipment and editing software | Design task  
Short response paper  
Response to design brief |
| **Sem 2** Marketing and the media: Design, edit and produce a piece of advertising | Design task  
Short response paper |
| **Sem 3** Critical thinking and the use of multimedia: Apply critical thinking skills to a design brief and create a storyboard for a moving image production and use multimedia to present your idea | Short response paper  
Multimedia Presentation  
Moving image production |
| **Sem 4** The creative arts industry & maintaining interactive content: Develop and apply creative arts industry knowledge and use interactive content through creating their own website | Short response paper  
Website |

Skills covered in these units include technical, multimedia and creative thinking skills. The following units of competency are covered during the course to enable students to complete the certificate:

- CUFIND201A  
  Develop and apply creative arts industry knowledge
- BSBCRT101  
  Apply critical thinking techniques
- CUSOHS301A  
  Follow occupational health and safety procedures
- BSBWOR203  
  Work effectively with others
- CUFCAM201A  
  Assist with a basic camera shoot
- CUFPOS201A  
  Perform basic vision and sound editing
- BSBDES201A  
  Follow a design process
- BSBWOR202A  
  Organise and complete daily work activities
Future Pathways

Junior Secondary

Senior Secondary

Post School

Junior Art/ Certificate I in Creative Industries (Media)

Introduction to Media

University
- Graphic Design
- Animator
- Web Design
- Film and Media
- Photographer
- Games Developer
- Editor

TAFE
- Graphic Design
- Animator
- Photographer
- Desktop Publisher
- Web Design
- Publisher

Work
- Graphic design assistant
- Copywriter
- Film and television assistant
- Photographer

Cost

Full qualification cost is $100.00, payable $50.00 per year.

Required Course Materials:

1 32 GB USB
1 16GB SD card
CERTIFICATE II IN ELECTROTECHNOLOGY

Subject Prerequisite: Must be studying Maths A, or B in Senior.

Qualification offered by external RTO: Electro Group (RTO number: 30185)

Brief Description of Subject

This prevocational course in electrotechnology is recommended as a pre-apprenticeship pathway to a full electrotechnology trade qualification in the fields of electrical or refrigeration and air-conditioning. Students gain practical experience in a hands-on training environment and will also be required to complete a vocational placement where students learn from a tradesperson working in the industry. Successful completion of this course also provides students with a 3 month "credit" they can apply to a future apprenticeship.

Brief Course / Assessment Outline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Topic</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sem 1</strong></td>
<td>UEEEEE101A – Occupational Health and Safety</td>
<td>Theory exams</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work experience</td>
</tr>
<tr>
<td></td>
<td>HLTAID001 – Provide cardiopulmonary resuscitation</td>
<td>Practical demonstration</td>
</tr>
<tr>
<td></td>
<td>UEEEEE105A – Fix and secure electrotechnology equipment</td>
<td>Theory exam</td>
</tr>
<tr>
<td></td>
<td>Mandatory Work Placement</td>
<td>Work experience</td>
</tr>
<tr>
<td><strong>Sem 2</strong></td>
<td>UEEEEE105A – Fix and secure electrotechnology equipment</td>
<td>Practical tasks demonstrating competency</td>
</tr>
<tr>
<td></td>
<td>UEEEEE102A – Fabricate, assemble and dismantle utilities industry components</td>
<td>Theory exam</td>
</tr>
<tr>
<td></td>
<td>UEEEEE102A – Fabricate, assemble and dismantle utilities industry components</td>
<td>Practical tasks demonstrating competency</td>
</tr>
<tr>
<td></td>
<td>Mandatory Work Placement</td>
<td>Work experience</td>
</tr>
<tr>
<td><strong>Sem 3 &amp; 4</strong></td>
<td>UEEEEE104A – Solve problems in DC circuits</td>
<td>Theory exams</td>
</tr>
<tr>
<td></td>
<td>UEEEEEK142A – Apply environmentally and sustainable procedures in the energy sector</td>
<td>Practical exams</td>
</tr>
<tr>
<td></td>
<td>UEEEEPA – Apply environmentally and sustainable procedures in the energy sector</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mandatory Work Placement</td>
<td>Work experience</td>
</tr>
</tbody>
</table>
Future Pathway Opportunities

Corinda has a number of industry partners and students may be given an opportunity to undertake work placement in an electrical or electronic related business committed to supporting the program and school. Due to the professional nature of the businesses these opportunities are limited to those students displaying an aptitude and attitude to the subject.

Cost

∗ VETIS – VET in schools government funding.

Full qualification cost: $3260.00 (price and payment schedule to be confirmed)

Required Course Materials

Note pad, scientific calculator, sketchbook & a pack of pencils.

Please note: To comply with Workplace, Health and Safety requirements students will be required to supply their own Personal Protective Equipment.

Students will receive instructions and an order form for the required Personal Protective Equipment from the teacher within the first two weeks of commencing the course, cost of equipment approximately $140.00.
Certificate II in Engineering Pathways

MEM20413  
2 Year Course

VET Certificate Subject  
QCE Credits 4

Qualification offered by external RTO:  
Blue Dog Training (RTO number: 31193)

Brief Description of Subject

Certificate II in Engineering Pathways is co-delivered in partnership with Blue Dog Training and is intended for students interested in exposure to an engineering or related work environment with a view to entering employment in that area. This qualification will equip students with knowledge and skills which will enhance their prospects of employment in an engineering or related work environment.

Brief Course/Assessment Outline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
</table>
| Sem 1    | Intro to fabrication and production  
Intro to welding (MMAW)  
Workshop sketching skills | Clamp assembly  
Weld skills exercise  
Theory |
| Sem 2    | Sheet metal fabrication  
Machining  
Intro to welding (GMAW)  
Industry orientation | Toolbox  
Meat mallet  
Weld skills exercise  
Theory |
| Sem 3    | Precision machining and fabrication  
Fabrication and production  
Industry Orientation | Injection mould  
Bench seating  
Theory |
| Sem 4    | Machining, fabrication and production  
Fabrication and production | G clamp  
Bench seating  
Theory |

Units of Competency

The following competencies are covered in this course:

- 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
- MSAPMSUP106A  
  Work in a team
Future Pathway Opportunities

Cost

* VETIS – VET in schools government funding.

Full qualification cost $

Required Course Materials (if any):

Sketchbook and pack of pencils.

Please note: To comply with Workplace, Health and Safety requirements students will be required to supply their own Personal Protective Equipment.

Students will receive instructions and an order form for the required Personal Protective Equipment from the teacher within the first two weeks of commencing the course, cost of equipment approximately $140.00.
CERTIFICATE II IN HEALTH SUPPORT

HLT21212  2 Year Course
Qualification offered by external RTO: Diversity Education Training College

Brief Description of Subject:

This qualification covers workers who provide support for the effective functioning of health services. These workers do not provide direct care assistance functions such as assisting other staff with the care of clients. The registered training organisation supporting the delivery of this course is Diversity Education Training College.

Brief Course / Assessment Outline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>Working in the Health Industry</td>
<td></td>
</tr>
<tr>
<td>Sem 2</td>
<td>BSBWOR203B, HLTIN301C, HLTWHS200A, BSBWOR204A</td>
<td>BSBWOR301B, BSBITU201A, BSBINM201A, BSBADM101A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online Written Assessment</td>
</tr>
<tr>
<td>Sem 3</td>
<td>Working With Clients</td>
<td></td>
</tr>
<tr>
<td>Sem 4</td>
<td>BSBMED303B, BSBCUS201B</td>
<td>BSBINM202A, HLTHIR301C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online Written Assessment</td>
</tr>
</tbody>
</table>

The following competencies of the Certificate II in Health Support training package (HLT07) are covered in this course:

- **Core**
  - BSBWOR203B: Work effectively with others
  - HLTIN301C: Comply with infection control policies and procedures in health work
  - HLTWHS200A: Participate in OHS processes
  - HLTHIR301C: Communicate and work effectively in health
  - BSBMED303B: Maintain patient records
  - BSBWOR204A: Use business technology
  - BSBWOR301B: Organise personal work priorities and development
  - BSBITU201A: Produce documents
  - BSBINM201A: Process information
  - BSBINM202A: Handle mail
  - BSBADM101A: Use business equipment and resources
  - BSBCUS201B: Deliver customer service

- **Elective**
  - BSBWOR301B

Students will be required to complete work placement to achieve this qualification.
Future Pathway Opportunities

Cost

Those students eligible for inclusion in the Certificate II in Health Support course will be required to meet course fees of $50.00. This fee includes all course materials and a first aid qualification.

Required Course Materials:

Students will be required to have two ruled exercise books.

Pens, pencils, ruler, eraser, student folder for collation of assessment evidence
Certificate II in Information, Digital Media and Technology

ICT20115

2 Year Course
QCE Credits 4
Corinda State High School (RTO number: 30464)

Brief Description of Subject

This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry. This subject is concerned with using information and communications technologies (ICTs) to provide practical solutions to real life or simulated real life problems. By using a task-orientated instead a tool-orientated approach, emphasis is placed on using ICTs to solve problems or complete tasks. It is aimed to introduce students to ICTs and their use in real life situations.

Brief Course Assessment /Outline:

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sem 1</strong></td>
<td></td>
</tr>
<tr>
<td>PROJECT 1 ICTICT205 - Design Basic Organisational</td>
<td>Microsoft Word</td>
</tr>
<tr>
<td>Documents</td>
<td>Microsoft Excel</td>
</tr>
<tr>
<td>PROJECT 2 CUAPoS201 - Video Editing</td>
<td>Microsoft PowerPoint</td>
</tr>
<tr>
<td></td>
<td>Video editing software</td>
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<tr>
<td></td>
<td>Observation check list</td>
</tr>
<tr>
<td></td>
<td>Student Portfolio</td>
</tr>
<tr>
<td><strong>Sem 2</strong></td>
<td></td>
</tr>
<tr>
<td>PROJECT 3 CUADIG303-Produce Photos</td>
<td></td>
</tr>
<tr>
<td>ICPDMT321 - Capture Digital Image</td>
<td></td>
</tr>
<tr>
<td>PROJECT 4 BSBWHS201 - Participate in OHS Processes</td>
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<tr>
<td><strong>Sem 3</strong></td>
<td></td>
</tr>
<tr>
<td>PROJECT 5 ICTWEB201 - Use Social Media Tools for</td>
<td>Photo editing software</td>
</tr>
<tr>
<td>Collaboration &amp; Engagement</td>
<td>Observation check list</td>
</tr>
<tr>
<td>PROJECT 6 ICTICT201 &amp; ICTICT206 - Install software</td>
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<tr>
<td><strong>Sem 4</strong></td>
<td></td>
</tr>
<tr>
<td>PROJECT 7 ICTICT209 &amp; ICTSAS208 - Maintain equipment</td>
<td>Assignment</td>
</tr>
<tr>
<td>&amp; Interact with clients</td>
<td>Observation</td>
</tr>
<tr>
<td>PROJECT 8 ICTICT202 -Work &amp; Communicate Effectively</td>
<td>Assignment Task</td>
</tr>
<tr>
<td>PROJECT 9 BSBUS201 - Environmentally sustainable</td>
<td></td>
</tr>
<tr>
<td>practices</td>
<td></td>
</tr>
</tbody>
</table>

The following competencies are covered in this course:

- BSBWHS201 Participate in OHS processes Core
- BSBSUS201 Participate in environmentally sustainable work practices Core
- ICTICT201 Use computer operating systems and hardware Core
- ICTICT202 Work and communicate effectively in an IT environment Core
- ICTICT203 Operate application software packages Core
- ICTICT204 Operate a digital media technology package Core
- ICTWEB201 Use social media tools for collaboration and engagement Core
- ICTICT205 Design basic organisational documents using computing packages Elective
- ICTICT206 Install software applications Elective
- ICTICT209A Interact with ICT clients Elective
- ICPDMT321 Capture a digital image Elective
- CUFDPOS201 Perform basic vision and sound editing Elective
- CUFDIG303 Produce and prepare photos Elective
- ICTSAS208 Maintain IT equipment and consumables Elective
- BSBITU302 Create electronic presentations Elective
Future Pathway Opportunities

Cost

Full qualification cost is $38.00, payable $19.00 per year.

Required Course Materials:

USB stick for backup of evidence, pen, pencil, ruler, eraser, student folder for collation of assessment evidence.
CERTIFICATE II IN MILLINERY (FASHION ACCESSORIES & HAT MAKING) VMF

LMT20807 2 Year Course
QCE Credits 4

Qualification offered by external RTO: TAFE (RTO number: 0275)

Brief Description of Subject

This subject will equip you for the beginning of a fascinating fashion career. The Certificate II in Millinery offers study at entry level into the fashion area of hat-making, headpieces and flower making. Students will learn the basic techniques required to design and create wearable millinery and embellishments.

Get an edge in the fashion world. Whether you want to make exquisite headpieces, stylish hats or contemporary costume jewellery, TAFE Queensland Brisbane can show you how with our Certificate II in Millinery (Fashion Accessories & Hat-making) program.

You will learn skills in headwear construction, working with unusual fabrics and objects and creating decorative wearable art. This qualification teaches you how to design, create and finish, saleable fashion accessories.

Brief Course / Assessment Outline:

The successful achievement of this qualification requires you to complete all core and 5 elective units from the list below. Electives may differ between TAFE Queensland locations and regions.

<table>
<thead>
<tr>
<th>Course Outline</th>
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</thead>
<tbody>
<tr>
<td><strong>Sem 1</strong></td>
</tr>
<tr>
<td>LMTGN2001B</td>
</tr>
<tr>
<td>LMTGN2002B</td>
</tr>
<tr>
<td>LMTML2002A</td>
</tr>
<tr>
<td>LMTCL2001B</td>
</tr>
<tr>
<td><strong>Sem 2</strong></td>
</tr>
<tr>
<td>LMTML2007A</td>
</tr>
<tr>
<td>LMTML2001A</td>
</tr>
<tr>
<td>MSAENV272B</td>
</tr>
<tr>
<td>LMTML2003A</td>
</tr>
<tr>
<td><strong>Sem 3</strong></td>
</tr>
<tr>
<td>LMTGN2003A</td>
</tr>
<tr>
<td>LMTML2008A</td>
</tr>
<tr>
<td>LMTML2009A</td>
</tr>
<tr>
<td><strong>Sem 4</strong></td>
</tr>
<tr>
<td>CUVTEX201A</td>
</tr>
<tr>
<td>LMTML3001A</td>
</tr>
</tbody>
</table>
Future Pathway Opportunities

This qualification provides a pathway to work in various areas of the Fashion Industry.

From research to building a concept, a crazy design, making a pattern right through to production and fitting of the item or head piece; this will prepare you to embark on design, fashion and creative future pathways, such as:

- Fashion design
- Fashion retail
- Design
- Creative industries.

Cost

*VETiS – VET in schools government funding.*

Full qualification cost is $, payable $ per year.

Required Course Materials:

Students will also require a USB, notebook and writing equipment.
Certificate II in Music Industry

CUA20615

2 Year Course

QCE Credits 4

Corinda State High School (RTO number: 30464)

There are no formal pre-requisites. Experience with musical performance, composition, producing, DJ-ing or sound / lighting will support student performance in qualification.

Brief Description of Subject

Certificate II in Music Industry prepares students for employment in the music industry and for further study in music performance, song-writing and technical jobs. Certificate II in Music focuses on the student’s development of practical, listening, analytical and theoretical skills, as well as studying the practices of today’s music industry. All eight units of competency must be completed successfully to gain the certificate. Students are required to participate in regular performances and complete considerable practice on a chosen musical instrument in their own time, as well as complete all written and practical work.

Brief Course/Assessment Outline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Outline</th>
<th>Assessment Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td>The soloist</td>
<td>Solo performance recital</td>
</tr>
<tr>
<td></td>
<td>The Roadie</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The industry</td>
<td>Song composition - presentation</td>
</tr>
<tr>
<td>Sem 2</td>
<td>The composer</td>
<td>Produce a song recording</td>
</tr>
<tr>
<td></td>
<td>The end game</td>
<td>Plan and Stage a real music event</td>
</tr>
<tr>
<td></td>
<td>The reflection</td>
<td></td>
</tr>
<tr>
<td>Sem 3</td>
<td>The ensemble</td>
<td>Ensemble performance recital</td>
</tr>
<tr>
<td></td>
<td>The load out</td>
<td>Live and studio production task</td>
</tr>
<tr>
<td></td>
<td>The manager</td>
<td></td>
</tr>
<tr>
<td>Sem 4</td>
<td>The producer</td>
<td>Manage a real event</td>
</tr>
<tr>
<td></td>
<td>The end game</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The load out</td>
<td></td>
</tr>
</tbody>
</table>

Units of competency that need to be completed to achieve the certificate are:

- BSBWOR203A Work effectively with others
- BSBWHS201 Contribute to health and safety of self and others
- CUAMPF201 Play or sing simple musical pieces
- CUASOU203 Assist with sound recordings
- CUAMCP201 Incorporate technology into music making
- BSBITU201 Produce simple word processed documents
- CUASTA202 Assist with bump in and bump out of shows
Future Pathways

Cost

Full qualification cost is $45.00, payable $22.50 per year.

Required Course Materials:

1 Music Manuscript Book (Tudor)
1 A4 Refillable Display Book
1 A4 Notebook (included in General Requirements)
2 2B Pencils (Staedtler)
1 pair of Headphones with ¼” jack adapter (Liquid Ears in Ear or similar).

There may be additional costs for event management units depending on how students choose to promote and run their event. Ie: AV crew t-shirts, poster printing.
**Certificate II in Sampling and Measurement (Lab. Skills & Technology) - VSM**

**MSL20116**

**2 Year Course**

| QCE Credits | 4 |

**Corinda State High School (RTO number: 30464)**

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**Brief Description of Subject**

Certificate II in Sampling and Measurement will be using the trade training centre for the delivery of this course and students will have the opportunity to use the latest equipment and technology for food science. This course provides the skills and knowledge for an individual to be competent in routine tasks in various laboratory settings and operations.

This qualification is designed for people seeking a pathway into entry level laboratory and field work skills applied across a range of industries including manufacturing, environmental, resource and the food industry.

Certificate II in Sampling and Measurement have recently engaged with Pepsico Snack Foods to incorporate real world examples of sampling and measurement in the food processing industry in the areas of food quality analysis and sensory evaluation.

**Brief Course / Assessment Outline:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sem 1</strong></td>
<td>The Laboratory as a workplace MSL912001A / MSL943002A / MSAENV272B</td>
<td>Workplace Health and Safety</td>
</tr>
<tr>
<td></td>
<td>The Chemistry of Food MSL922001A / MSL973001A / MSL973002A</td>
<td>Further Career Opportunities</td>
</tr>
<tr>
<td></td>
<td>Water testing and Environment MSL943002A / MSL952001A / MSL972001A</td>
<td>Roles and Responsibilities of a Lab Technician</td>
</tr>
<tr>
<td></td>
<td>Materials Testing MSL952001A MSL912001A / MSL973001A</td>
<td>Basic Testing Procedures of food components</td>
</tr>
<tr>
<td></td>
<td>Food Science and testing. MSL922001A / MSL943002A / MSL952001A</td>
<td>Recording Data</td>
</tr>
<tr>
<td></td>
<td>MSL973001A / MSAENV272B / MSL943002A</td>
<td>Cheese making</td>
</tr>
<tr>
<td></td>
<td>MSL912001A</td>
<td>Preparing solutions for use</td>
</tr>
<tr>
<td><strong>Sem 2</strong></td>
<td>Advanced Cheese making MSL922001A / MSL943002A / MSL952001A</td>
<td>Field safety</td>
</tr>
<tr>
<td></td>
<td>MSL973001A / MSAENV272B / MSL943002A</td>
<td>Techniques for field and laboratory sampling and testing.</td>
</tr>
<tr>
<td></td>
<td>MSL912001A</td>
<td>Measurements in the field</td>
</tr>
<tr>
<td><strong>Sem 3</strong></td>
<td>Site sampling (water/soil/climate) MSL922001A / MSL952001A / MSL972001A</td>
<td>Soil grading and analysis</td>
</tr>
<tr>
<td></td>
<td>Site measurements (Quadrats/transects) MSL973001A / MSL943002A</td>
<td>Concrete slump testing</td>
</tr>
<tr>
<td></td>
<td>Environmental Sampling and testing - Practices and techniques MSL922001A / MSL952001A</td>
<td>Product testing (construction challenge)</td>
</tr>
<tr>
<td></td>
<td>MSL973001A / MSL943002A</td>
<td>Safety in the field</td>
</tr>
<tr>
<td></td>
<td>MSL922001A</td>
<td>Environmental sustainability in the Laboratory and field as a workplace.</td>
</tr>
<tr>
<td><strong>Sem 4</strong></td>
<td>Environmental Sustainability in the Laboratory and Field as a workplace. MSL922001A / MSL952001A / MSL972001A</td>
<td></td>
</tr>
</tbody>
</table>
The following competencies of the Certificate II in Sampling and Measurement (Release 2) - MSL20109 are covered in this course:

- MSAENV272B Participate in environmentally sustainable work practices  
  - Core
- MSL912001A Work within a laboratory field workplace (induction)  
  - Core
- MSL943002A Participate in laboratory/field workplace safety  
  - Core
- MSL922001A Record and present data  
  - Core
- MSL952001A Collect routine site samples  
  - Elective
- MSL972001A Conduct routine site measurements  
  - Elective
- MSL973001A Perform basic tests  
  - Elective
- MSL973002A Prepare working solutions  
  - Elective

Future Pathway Opportunities

Cost

Full qualification cost is $120.00, payable $60.00 per year

Required Course Materials:

Students will be required to have a ruled A4 note book and display folder for collation of assessment evidence.
CERTIFICATE II IN TOURISM

SIT20116

2 Year Course

QCE Credits 4

Corinda State High School (RTO number: 30464)

Brief Description of Subject

This qualification provides a pathway to work in many tourism and travel industry sectors and for a diversity of employers including retail travel agencies, tour wholesalers, tour operators, attractions, cultural and heritage sites and any small tourism business requiring multi-skilled employees. Students will collect, analyse, and organise information, individually and in teams, particularly in the performance of practical tasks. They will plan and organise activities, and will have opportunities to propose and implement solutions to tourism-related situations.

Brief Course / Assessment Outline:

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sem 1</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction to the Tourism Industry- Local area tourism</td>
<td>Folios of evidence</td>
</tr>
<tr>
<td>SITTIND201 / SITXWH5001 / SITXCOM101</td>
<td>Oral</td>
</tr>
<tr>
<td>BSBITU201 / SITTSL004 / SITXCCS002</td>
<td>Case studies</td>
</tr>
<tr>
<td><strong>Sem 2</strong></td>
<td></td>
</tr>
<tr>
<td>Australian Destinations, attractions and Theme Parks</td>
<td>Folios of evidence</td>
</tr>
<tr>
<td>SITTIND201 / SITXCOM101 / BSBITU201</td>
<td>Case studies</td>
</tr>
<tr>
<td>SITTTSL202 / SITTSL004 / SITXCCS002</td>
<td>Role plays</td>
</tr>
<tr>
<td><strong>Sem 3</strong></td>
<td></td>
</tr>
<tr>
<td>International and responsible Tourism</td>
<td>Folios of evidence</td>
</tr>
<tr>
<td>SITXCCS202 / SITXCOM002 / SITXCOM101</td>
<td>Case Studies</td>
</tr>
<tr>
<td>BSBITU201 / SIRXSL001 / SITXCCS002</td>
<td>Oral</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Role Play</td>
</tr>
<tr>
<td><strong>Sem 4</strong></td>
<td></td>
</tr>
<tr>
<td>Working in tourism and the changing nature of the industry</td>
<td>Folios of evidence</td>
</tr>
<tr>
<td>SITXCCS002 / SITXCOM002 / SITXCOM101</td>
<td>Oral</td>
</tr>
<tr>
<td>BSBITU201 / SIRXSL001 / BSBWOR203</td>
<td></td>
</tr>
</tbody>
</table>

The following competencies of the Certificate II in Tourism are covered in this course:

- SITTIND001 Source and use information on the tourism and travel industry    Core
- SITXCCS003 Interact with customers                                          Core
- SITXCOM002 Show social and cultural sensitivity                            Core
- SITXWH5001 Participate in safe work practices                                Core
- SITXCOM101 Source and present information                                   Elective
- BSBITU201 Produce simple word processed documents                          Elective
- SIRXSL201 Sell products and services                                       Elective
- SITTTSL202 Access and interpret product information                        Elective
- SITTTSL302 Provide advice on Australian destinations                       Elective
- SITXCCS201 Provide visitor information                                     Elective
- BSBWOR203 Work effectively with others                                     Elective
Future Pathway Opportunities

**Cost**

Full qualification cost is $40.00, payable $20.00 per year

Possible additional costs for excursions relevant to the local tourism industry.

**Required Course Materials:**

Students will be required to have one A4 ruled note book and a folder for collation of assessment evidence. Writing materials and coloured pencils.
Certificate II in Visual Arts

CUA20715

Pre-requisite: Previous studies in Art recommended
QCE Credits: 4

Corinda State High School (RTO number: 30464)

Brief Description of Subject

Certificate II in Visual Art is an industry based visual arts course.

Students will gain experience of the varied roles of the arts practitioner including maker, presenter, technician and manager through exhibiting work, visiting exhibitions or experiencing artists’ workshops in the classroom and making art works in different environments.

All nine units of competency must be completed successfully to gain the certificate.

Brief Course / Assessment Outline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Outline</th>
<th>Assessment Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td><strong>Printmaking:</strong> A variety of printmaking process and techniques – monoprinting, collagraphs, lino prints and etchings&lt;br&gt;<strong>Ceramics:</strong> will involve a variety of decorating and glazing techniques along with learning hand building processes - coil, punch, slab and mould</td>
<td>Evidence of Folio&lt;br&gt;Visual Diary</td>
</tr>
<tr>
<td>Sem 2</td>
<td><strong>Ceramics:</strong> continued&lt;br&gt;<strong>Painting:</strong> Students will gain a clear understanding of painting by using a variety of painting techniques with both acrylic and ink paints.</td>
<td>Evidence of Folio&lt;br&gt;Visual Diary</td>
</tr>
<tr>
<td>Sem 3</td>
<td><strong>Painting:</strong> continued&lt;br&gt;<strong>Drawing:</strong> Students will use a wide variety of drawing techniques and mediums, eg ink, pastel, charcoal, pencil, conte, graphite, oil stick, etc.&lt;br&gt;<strong>Sculpture:</strong> Students will explore a variety of 3 dimensional processes and techniques – paper sculpture, wire sculpture, found objects and plaster bandage</td>
<td>Evidence of Folio&lt;br&gt;Visual Diary</td>
</tr>
<tr>
<td>Sem 4</td>
<td><strong>Sculpture continued and finishing own art practices.</strong></td>
<td>Evidence of Folio&lt;br&gt;Visual Diary</td>
</tr>
</tbody>
</table>

Units of study may include:
- BSBOHS201A Participate in OHS processes
- CUVACD101A Use basic drawing techniques
- SCUVRES201A Source and use information relevant to own arts practice
- CUVDRA201A Develop drawing skills
- CUVPAI201A Develop painting skills
- CUVPAI201A Develop printmaking skills
- CUVSCU201A Develop sculptural skills
- CUVCER201A Develop ceramics skills
Future Pathways

Cost

Full qualification cost is $160.00, payable $80.00 per year.

If necessary, there may be additional costs if students participate in any extra-curricular activities/competitions.

Required Course Materials:

1 visual process diary
1 x 2B pencil
1 x black fine liner
**Certificate III in Allied Health Assistance**

**HLT33015**

**2 Year Course**

**Pre-requisite:** C in year 10 English

**Qualification offered by external RTO:** Cairns Training Company (RTO number: 30857)

**Publication:** 5 August 2016

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**Brief Description of Subject:**

This qualification covers workers who provide assistance to allied health professionals. Workers at this level operate under direct supervision and do not conduct programs or therapeutic interventions. The registered training organisation supporting the delivery of this course is by Cairns Training Company.

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**Brief Course/Assessment Outline:**

<table>
<thead>
<tr>
<th>Year 11</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHCCCS010</td>
<td>Maintain a high standard of service</td>
</tr>
<tr>
<td></td>
<td>CHCCOM005</td>
<td>Communicate and work in health or community service</td>
</tr>
<tr>
<td></td>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
</tr>
<tr>
<td></td>
<td>HLTAAAP001</td>
<td>Recognise healthy body systems</td>
</tr>
<tr>
<td></td>
<td>HLTAAHA001</td>
<td>Assist with an allied health program</td>
</tr>
<tr>
<td></td>
<td>HLTINF001</td>
<td>Comply with infection prevention and control policies and procedures</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 12</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
</tr>
<tr>
<td></td>
<td>BSBMED301</td>
<td>Interpret and apply medical terminology appropriately</td>
</tr>
<tr>
<td></td>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
</tr>
<tr>
<td></td>
<td>HLTAAID003</td>
<td>Provide First Aid</td>
</tr>
<tr>
<td></td>
<td>BSBFLM312</td>
<td>Contribute to team effectiveness</td>
</tr>
</tbody>
</table>

|        | Written Assessment | Oral Assessment | Observation of Work Experience Performance |

The following competencies of the Certificate III in Allied Health Assistance training package (HLT07) are covered in this course:

- CHCCCS010: Maintain a high standard of service
- CHCCOM005: Communicate and work in health or community service
- CHCDIV001: Work with diverse people
- HLTAAAP001: Recognise healthy body systems
- HLTAAHA001: Assist with an allied health program
- HLTINF001: Comply with infection prevention and control policies and procedures
- HLTWHS001: Participate in workplace health and safety
- BSBMED301: Interpret and apply medical terminology appropriately
- CHCDIV002: Promote Aboriginal and/or Torres Strait Islander cultural safety
- HLTAAID003: Provide First Aid
- BSBFLM312: Contribute to team effectiveness

Students will be required to complete work placement to achieve this qualification.
Future Pathway Opportunities

Cost

Those students eligible for inclusion in the Certificate III in Allied Health Assistance course will be required to meet course fees of $650.00, payable $325.00 per year. This fee includes first aid qualification and subject levy.

Required Course Materials:

Students will be required to have two ruled exercise books.

Pens, pencils, ruler, eraser, student folder are required for collation of assessment evidence
**Certificate III in Early Childhood Education and Care**

**CHC30113**  
2 Year Course  
QCE Credits 8

*Qualification offered by external RTO: Cairns Training Academy (RTO number: 30857)*

**Brief Description of Subject**

The Certificate III in Early Childhood Education and Care is an entry level qualification for anyone wishing to commence a career in the early childhood sector. Students will learn the necessary knowledge and skills required to provide quality care through the support of children’s wellbeing, learning and development. In addition, students will also learn about the role of organisational policies and procedures, legislation, learning frameworks and national standards for quality care in relation to providing quality early childhood education and care.

The course will be delivered through 6 cluster areas as prescribed by private provider Cairns Training Academy. An example of a course outline is provided for selection purposes and the final outline will be at the discretion of the private provider.

**Brief Course / Assessment Outline:**

<table>
<thead>
<tr>
<th>Sem 1</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
<td>Knowledge Assessment</td>
</tr>
<tr>
<td>CHCECE001</td>
<td>Develop cultural competence</td>
<td>Workplace Skills and Communication Assessment</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
<td></td>
</tr>
<tr>
<td>CHCECE003</td>
<td>Provide care for children</td>
<td></td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drinks</td>
<td></td>
</tr>
<tr>
<td>CHCECE005</td>
<td>Provide care for babies and toddlers</td>
<td></td>
</tr>
<tr>
<td>CHCECE007</td>
<td>Develop positive and respectful relationships with children</td>
<td></td>
</tr>
<tr>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
<td></td>
</tr>
<tr>
<td>CHCECE010</td>
<td>Support the holistic development of children in early childhood</td>
<td></td>
</tr>
<tr>
<td>CHCECE011</td>
<td>Provide experiences to support children’s play and learning</td>
<td>Knowledge Assessment</td>
</tr>
<tr>
<td>CHCECE013</td>
<td>Use information about children to inform practice</td>
<td>Workplace Skills and Communication Assessment</td>
</tr>
<tr>
<td>CHCPRT001</td>
<td>Identify and respond to children and young people at risk</td>
<td></td>
</tr>
<tr>
<td>HLTAIM004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
<td>Knowledge Assessment</td>
</tr>
<tr>
<td>HLTWHS001</td>
<td>Participate in work health and safety</td>
<td>Workplace Skills and Communication Assessment</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
<td>Knowledge Assessment</td>
</tr>
<tr>
<td>CHCECE006</td>
<td>Support behaviour of children and young people</td>
<td></td>
</tr>
<tr>
<td>CHCECE012</td>
<td>Support children to connect with their world</td>
<td>Knowledge Assessment</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td></td>
</tr>
</tbody>
</table>

*Assessment to take place during structured work-placement. Guidelines state that students are required to complete a minimum of 120 hours in a regulated education and care service.*

The Certificate III in Early Childhood Education and Care is a nationally recognised qualification from the CHC Community Services Training Package.

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Corinda State High School RTO #3046465
Future Pathway Opportunities

Cost

Full qualification cost is $650.00, payable yearly over two years at $300.00 per year, plus $50.00 for first aid qualification, payable in year 11.

Required Course Materials:

Students will be required to have computer access both at school and home and for this reason, we encourage all students studying this course to consider the school laptop program.

Students will also require a USB, notebook and writing equipment.
CERTIFICATE III IN FITNESS

SIS30310 2 Year Course
Pre-requisite C in year 10 English QCE Credits 8
Qualification offered by external RTO: Binnacle Training (RTO number: 31319)

Brief Description of Subject:
The Certificate III in Fitness is an elective subject that may be studied by Year 11 and 12 students who are interested in a career in the Fitness Industry. The course aims to prepare graduates to lead clients through fitness training and programming. It develops interpersonal skills and group leadership through planning single and a series of group sessions whether it be in a gym setting or an outdoor setting. The registered training organisation supporting the delivery of this course is Binnacle Training.

Brief Course/Assessment Outline:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• HLTWHS001</td>
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<td>• SISXIND001</td>
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<td>• SISXCCS001</td>
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<td>• SISXFAC001</td>
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<td>• SISSSPT303A</td>
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<td>• SISFFIT004</td>
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<td>• SISFFIT011</td>
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<td>• BSBRSK401</td>
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<tr>
<td></td>
<td>• Participate in workplace health and safety</td>
<td>Project Quiz Demonstration Scenario Review</td>
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<tr>
<td></td>
<td>• Work effectively in sport, fitness and recreation environments</td>
<td></td>
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<tr>
<td></td>
<td>• Provide quality service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Maintain equipment for activities</td>
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<tr>
<td></td>
<td>• Conduct basic warm-up and cool-down programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Incorporate anatomy and physiology principles into fitness programming</td>
<td></td>
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<tr>
<td></td>
<td>• Instruct approved community fitness programs</td>
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<td></td>
<td>• Identify risk and apply risk management processes</td>
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<tr>
<td>Sem 4</td>
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<tr>
<td></td>
<td>• SISFFIT001</td>
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<td>• SISFFIT006</td>
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<td>• HLTAID003</td>
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<td>• HLTAID001</td>
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<td>• Provide health screening and fitness orientation</td>
<td>Project Quiz Demonstration Scenario Review</td>
</tr>
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<td></td>
<td>• Conduct fitness appraisals</td>
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<td>• Instruct fitness programs</td>
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<td></td>
<td>• Provide healthy eating information</td>
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<td></td>
<td>• Recognise and apply exercise considerations for specific populations</td>
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<td>• Instruct exercise to older clients</td>
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<td></td>
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<td></td>
<td>• Perform cardiopulmonary resuscitation</td>
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</tr>
</tbody>
</table>

IMPORTANT Program Disclosure Statement (PDS) This document is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides and those services carried out by the ‘Partner School’ (i.e. the delivery of training and assessment services).


The following competencies of the Certificate III in Fitness training package (SIS10) are covered in this course:

- SISFFIT001 Provide health screening and fitness orientation Core
- SISFFIT002 Recognise and apply exercise considerations for specific populations Core
- SISFFIT003 Instruct fitness programs Core
- SISFFIT004 Incorporate anatomy and physiology principles into fitness programming Core
- SISFFIT005 Provide healthy eating information Core
Future Pathway Opportunities

- **Junior Secondary**
- **Senior Secondary**
- **Post School**

- **Health and Physical Education**
- **Certificate III in Fitness**
- **TAFE** - Certificate IV in Fitness
- **Work** - Group Trainer - Sports Development Officer

**University**
Work towards entry into
- Bachelor of Science - Human Movement Studies

**Cost**
Those students eligible for inclusion in the Certificate III in Fitness course will be required to meet course fees of $350.00, payable $175.00 per year. This fee includes first aid qualification.

**Required Course Materials:**
Students will be required to have two ruled exercise books.
Pens, pencils, ruler, eraser, student folder are required for collation of assessment evidence.
CERTIFICATE III IN FITNESS (FOOTBALL EXCELLENCE) FEX

SIS30310 2 Year Course
Pre-requisite C in year 10 English QCE Credits 8
Qualification offered by external RTO: Binnacle Training (RTO number: 31319)

ADMISSION INTO THIS SUBJECT IS BY APPLICATION ONLY (PLEASE SEE HOD OF HPE)

Brief Description of Subject:

The Football Program of Excellence is an elective subject that may be studied by Year 10 students who have displayed an aptitude and commitment to improve their Football skills. Students will complete the Certificate III in Fitness, while the practical units will focus on developing the knowledge and skills associated with football (soccer).

The course aims to prepare graduates to lead clients through fitness training and programming. It develops interpersonal skills and group leadership through planning single and a series of group sessions whether it be in a gym setting or an outdoor setting. The registered training organisation supporting the delivery of this course is Binnacle Training.

Brief Course/Assessment Outline:

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sem 1</strong></td>
<td></td>
</tr>
<tr>
<td>• HLTWH5001</td>
<td>Participate in workplace health and safety</td>
</tr>
<tr>
<td>• SISXIND001</td>
<td>Work effectively in sport, fitness and recreation environments</td>
</tr>
<tr>
<td>• SISXCCS001</td>
<td>Provide quality service</td>
</tr>
<tr>
<td>• SISXFAC001</td>
<td>Maintain equipment for activities</td>
</tr>
<tr>
<td>• SISSSPT303A</td>
<td>Conduct basic warm-up and cool-down programs</td>
</tr>
<tr>
<td>• SISFFIT004</td>
<td>Incorporate anatomy and physiology principles into fitness programming</td>
</tr>
<tr>
<td>• SISFFIT011</td>
<td>Instruct approved community fitness programs</td>
</tr>
<tr>
<td>• BSBRSK401</td>
<td>Identify risk and apply risk management processes</td>
</tr>
<tr>
<td><strong>Sem 4</strong></td>
<td></td>
</tr>
<tr>
<td>• SISFFIT001</td>
<td>Provide health screening and fitness orientation</td>
</tr>
<tr>
<td>• SISFFIT006</td>
<td>Conduct fitness appraisals</td>
</tr>
<tr>
<td>• SISFFIT003</td>
<td>Instruct fitness programs</td>
</tr>
<tr>
<td>• SISFFIT005</td>
<td>Provide healthy eating information</td>
</tr>
<tr>
<td>• SISFFIT002</td>
<td>Recognise and apply exercise considerations for specific populations</td>
</tr>
<tr>
<td>• SISFFIT014</td>
<td>Instruct exercise to older clients</td>
</tr>
<tr>
<td>• HLTAID003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>• HLTAID001</td>
<td>Perform cardiopulmonary resuscitation</td>
</tr>
</tbody>
</table>

PROJECT Quiz Demonstration Scenario Review

IMPORTANT Program Disclosure Statement (PDS)

This document is to be read in conjunction with Binnacle Training’s Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides and those services carried out by the ‘Partner School’ (i.e. the delivery of training and assessment services). To access Binnacle’s PDS, visit: [http://www.binnacletraining.com.au/rto.php](http://www.binnacletraining.com.au/rto.php) and select ‘RTO Files’.
The following competencies of the Certificate III in Fitness training package (SIS10) are covered in this course:

- **SISFFIT001** Provide health screening and fitness orientation  
  Core
- **SISFFIT002** Recognise and apply exercise considerations for specific populations  
  Core
- **SISFFIT003** Instruct fitness programs  
  Core
- **SISFFIT004** Incorporate anatomy and physiology principles into fitness programming  
  Core
- **SISFFIT005** Provide healthy eating information  
  Core
- **SISFFIT014** Instruct exercise to older clients  
  Core
- **SIXCCS001** Provide quality service  
  Core
- **SIXFAC001** Maintain equipment for activities  
  Core
- **SISXIND001** Work effectively in sport, fitness and recreation environments  
  Core
- **BSBRSK401** Identify risk and apply risk management processes  
  Core
- **HLTAID003** Provide first aid  
  Core
- **HLTWHS001** Participate in workplace health and safety  
  Core
- **SISFFIT004** Instruct approved community fitness programs  
  Core
- **SISSSPT303A** Conduct basic warm-up and cool-down programs  
  Core
- **HLTAID001** Perform cardiopulmonary resuscitation  
  Core

### Future Pathway Opportunities

- **Junior Secondary**
- **Senior Secondary**
- **Post School**
  - **University**  
    - Work towards entry into Bachelor of Science - Human Movement Studies
  - **TAFE**  
    - Certificate IV in Fitness
  - **Work**  
    - Group Trainer  
    - Sports Development Officer

### Cost

Those students eligible for inclusion in the Certificate III in Fitness (Football Excellence) course will be required to meet course fees of $350.00, payable $175.00 per year. This fee includes first aid qualification.

### Required Course Materials:

Students will be required to have two ruled exercise books.

Pens, pencils, ruler, eraser, student folder are required for collation of assessment evidence.
**CERTIFICATE III IN HOSPITALITY (includes SIT20213 Certificate II)**

**SIT30713**

<table>
<thead>
<tr>
<th>Qualification offered by external RTO:</th>
<th>Training Direct Australia (RTO number: 32355)</th>
</tr>
</thead>
</table>

**Brief Description of Subject**

This subject will combine an option to complete on campus at Corinda SHS. The course will focus the delivery of qualifications to provide students with the skills and knowledge required for the Hospitality industry. The course will run with a teacher and access to industry experience and training, through Training Direct Australia. Access to the on campus training café – Backstage Brew – will support and strengthen essential skills for the industry. These qualifications are designed to equip students with the skills to go directly into the hospitality industry of Brisbane and beyond.

Alternatively, a student can undertake a qualification through a school-based apprenticeship or traineeship (SAT).

The Certificate II in Hospitality is a nationally recognised qualification and will be delivered through SIT Tourism, Travel and Hospitality Training, as prescribed by provider Training Direct Australia. An example of a course outline is provided for selection purposes and the final outline will be at the discretion of the private provider.

Certificate II in Hospitality includes 12 services on campus at Backstage Brew and is a pre-requisite for Cert III in Hospitality. Students will then continue on with Certificate III in Hospitality (non VETiS funded) - this will be charged per unit and requires industry placement of a further 24 services within a variety of venues in the industry.

**Brief Course / Assessment Outline:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sem 1</strong></td>
<td><strong>Introduction to the Hospitality Industry</strong>&lt;br&gt;Participate in safe work practices&lt;br&gt;Use hygienic practices for Food Safety&lt;br&gt;Work effectively in hospitality service&lt;br&gt;Show Social and Cultural Sensitivity</td>
<td>Knowledge Assessment&lt;br&gt;Workplace Skills and Communication Assessment</td>
</tr>
<tr>
<td><strong>Sem 2</strong></td>
<td><strong>Backstage Brew – Espresso Bar</strong>&lt;br&gt;Work effectively with others&lt;br&gt;Provide services to customers&lt;br&gt;Prepare and serve Espresso Coffee&lt;br&gt;Coach others in job skills</td>
<td>Knowledge Assessment&lt;br&gt;Workplace Skills and Communication Assessment</td>
</tr>
<tr>
<td><strong>Sem 3</strong></td>
<td><strong>Just Juiced and Smoothies</strong>&lt;br&gt;Process financial transactions&lt;br&gt;Participate in safe food handling practices&lt;br&gt;Provide Responsible Service of Alcohol&lt;br&gt;Source and use information on the Hospitality Industry</td>
<td>Knowledge Assessment&lt;br&gt;Workplace Skills and Communication Assessment</td>
</tr>
<tr>
<td><strong>Sem 4</strong></td>
<td><strong>Backstage Brew – Food &amp; Beverages</strong>&lt;br&gt;Serve food and beverage&lt;br&gt;Prepare and serve non-alcoholic beverages&lt;br&gt;Source and present information&lt;br&gt;Produce simple word processed documents</td>
<td>Knowledge Assessment&lt;br&gt;Workplace Skills and Communication Assessment</td>
</tr>
</tbody>
</table>

* Assessment to take place during structured work-placement, on campus Backstage Brew Café can be used to fulfil some of the requirements. An additional 24 services will need to be completed in industry for Certificate III in Hospitality qualification.
### Competency requirements: Core
- BSBWOR203 Work effectively with others
- SITHIND201 Source and use information on the hospitality industry
- SITHIND301 Use Hospitality skills effectively
- SITXCCS303 Provide service to customers
- SITXCOM201 Show social and cultural sensitivity
- SITXHRM301 Coach others in job skills
- SITXWHS101 Participate in safe work practices

### Competency requirements: Electives

#### Group A
- SITXFSQA001 Use hygienic practices for food safety

#### Group B
- SITXFab201 Provide responsible service of alcohol
- SITXFab203 Prepare and serve non-alcoholic beverages
- SITXFab204 Prepare and serve espresso coffee
- SITXFab307 Provide table service of food and beverage
- SITXFSQA201 Participate in safe food handling practices
- SITXFIN201 Process financial transactions
- SITXCOM101 Source and present information
- SITXFab007 Serve food and beverage
- BSBITU201 Produce simple word processed documents

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### Future Pathway Opportunities

**Job roles:** This qualification provides a pathway to work in organisations such as restaurants, hotels, motels, clubs, pubs, cafes and coffee shops. It provides options for specialisation in areas such as accommodation services, food and beverage and gaming. The qualification also allows an outcome for small businesses requiring multi-skilled employees.

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### Cost

*Certificate II qualification ONLY may be funded under the VETiS—VET in schools government funding.*

Cost for a fee for service:
- Certificate II qualifications: $55 per units = 12 x $55 = $660.00
- Certificate III qualifications: $55 per units = 3 x $55 = $165.00
- Responsible Service of Alcohol will be available to all students for $30.00 per student
- There will be a consumables cost of $140.00 for the course
Certifcated IV in Business

BSB40215 + 2 Diploma units

Pre-requisite: C in year 10 English

Qualification offered by external RTO: Sarina Russo (RTO number: 0427)

Publication: 5 August 2016

Brief Description of Subject

This study area specification in Business helps to develop students’ understanding of business and the environment in which business operates. It provides students with a range of personal and interpersonal skills with a general application to personal and work life as well as specific knowledge and skills related to employment within the business sector. This program of study enables students to respond to the ever-changing nature of business technologies, to perform a variety of tasks, to communicate effectively to operate efficiently in business and to relate appropriately to other people.

Brief Course / Assessment Outline:

<table>
<thead>
<tr>
<th>Course Outline</th>
<th>Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sem 1</strong></td>
<td></td>
</tr>
<tr>
<td>Design and develop complex text documents</td>
<td>Case Studies</td>
</tr>
<tr>
<td>Develop and use complex spreadsheets</td>
<td>Role Play</td>
</tr>
<tr>
<td>Implement &amp; monitor WHS policies</td>
<td>Written Assessment</td>
</tr>
<tr>
<td><strong>Sem 2</strong></td>
<td></td>
</tr>
<tr>
<td>Make a Presentation</td>
<td>Case Study Analysis</td>
</tr>
<tr>
<td>Imp and Monitor Environmentally Sustainable Work Practices</td>
<td>Observation check list</td>
</tr>
<tr>
<td>Organise meetings</td>
<td>Student Portfolio</td>
</tr>
<tr>
<td><strong>Sem 3</strong></td>
<td></td>
</tr>
<tr>
<td>Identify and Apply Risk Management Process Address Customer Needs</td>
<td>Observation Record Project</td>
</tr>
<tr>
<td><strong>Sem 4</strong></td>
<td></td>
</tr>
<tr>
<td>Develop Teams and Individuals Undertake Project Work Manage Workforce Planning Manage Risk</td>
<td>Assignment</td>
</tr>
<tr>
<td></td>
<td>Observation</td>
</tr>
<tr>
<td></td>
<td>Assignment Task</td>
</tr>
</tbody>
</table>

The following competencies of the Certificate IV in Business training package are covered in this course:

- BSBWH501 Implement and monitor WHS polies, procedures and programs to meet legislative requirements
- BSBADM405 Organise meetings
- BSBADM405 Make a presentation
- BSBITU401 Design and develop complex text documents
- BSBITU402 Develop and use complex spreadsheets
- BSBLED401 Develop teams and individuals
- BSBPMG522 Undertake project work
- BSBUS402 Address customer needs
- BSBRSK401 Identify and apply risk management processes
- BSBUS301 Implement & monitor environmentally sustainable work practices

Diploma Competencies

- BSBWOR501 Manage personal work priorities and professional development
- BSBDIV513 Manage diversity in the workplace
Future Pathway Opportunities

Cost

**All payments made directly to Sarina Russo Institute**

**Option 1:** Pay full fee up front to receive a 10% discount, total payment $1530.00

(or $1305.00 if Certificate II in Business has been completed and supplied with Sarina Russo)

**Option 2:** Payment plan - over 4 semesters and pay $425.00 per semester (due day 1 of each semester), total payment of $1700.00

(or $362.50 per semester if Certificate II in Business has been completed and supplied with Sarina Russo, total payment of $1450.00)

**Required Course Materials:**

Students will be required to have two ruled exercise books.

Pens, pencils, ruler, eraser, student folder for collation of assessment evidence

This is an online course; however some critical evidence and student checklists may incur printing charges in order for students to supply their VET trainer/assessor with critical evidence.