



Christ-Centred Excellence

REDLANDS COLLEGE

VOCATIONAL EDUCATION AND TRAINING PATHWAY INFORMATION BOOKLET

2021

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Date: January 2021. Correct at the time of publication but subject to change. Due to Covid-19 there may be changes to the VET Program.

INTRODUCTION

Redlands College has a successful and extensive Vocational Education and Training (VET) program which commenced in 1997.

The aim of Vocational Education and Training at Redlands College is to provide a purposeful and meaningful vocational experience which is customised for each individual student. A VET pathway provides students with a range of career and learning opportunities and is an excellent avenue into the world of work, further training or university entry.

VET Vision:

To provide a purposeful and meaningful vocational experience customised for each student.

VET Cornerstones:

As a College we are committed to:

- Working alongside students and families to help each student explore their career pathway.
- Providing a course of study that will assist in leading to employment or further studies.
- Engage and work with industry as a priority to provide the best learning experiences for our students.
- Being client (parent, student and employer) focussed with an emphasis on building relationships.
- Supporting our students through their vocational journey at Redlands College.

Redlands College is a Registered Training Organisation (RTO 30566) and is able to offer the nationally recognised qualifications and accredited courses on our scope.

WHAT IS VET?

Vocational Education & Training

VET allows students to undertake nationally recognised vocational qualifications while still at school.

Students combine general and vocational studies, explore career options and pathways, learn in the workplace and develop skills that prepare them for the workforce and further study.

VET aims to give students workplace skills and knowledge for a career they are passionate about. It enhances young people's chances of obtaining employment/further study upon leaving school and offers many additional benefits.

One such benefit is the opportunity to experience 'life in the adult working world', while being supported by staff at the College, recognised trainers and employment mentors. While attending school, students have the opportunity to access a range of vocational courses, which are nationally recognised, and gain on-the-job experience in their chosen career field.

We aim to cater to each individual's needs and help assist students to navigate their career interests.

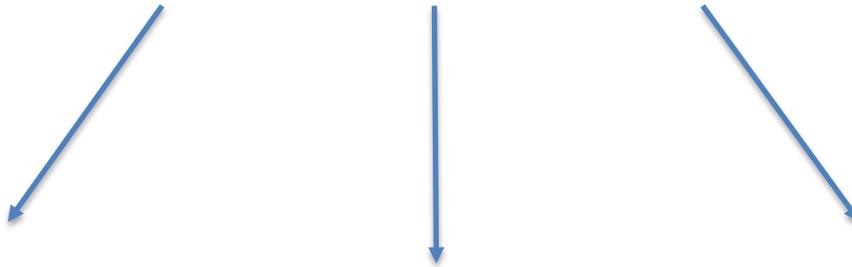
As part of this VET pathway, we offer a number of opportunities:

- Work Experience
- Certificate Qualifications
- TAFE at School Courses
- School-based Apprenticeships and Traineeships (SATs)
- Try-A-Trade Excursion
- Barista Training
- Responsible Service of Alcohol (RSA) Training
- First Aid/CPR Training
- White Card - Construction Induction Training
- Career Excursions
- Interview Preparation
- Resumé Writing
- Job Seeking Skills
- Career Profiling



Try-A-Trade Excursion

Vocational Education and Training



Work Experience

Students will attend one week of work experience in Term 4 of Year 10.

During Years 11 and 12 students will continue with work experience blocks in terms 1, 2 and 3. Students will be required to record attendance and their daily tasks in a work placement evidence booklet.

The aim is to ensure that students are confident that the industry area they would like to pursue is the correct fit for them.

It also gives students a head start with what to expect from future employers.

Vocational Development

Students will be exposed to a range of guest speakers and work preparation activities, including: job seeking techniques, time management, working as part of a team and resume writing to assist students in their transition to work.

Students may also engage in career excursions, TAFE open days, barista training, first aid training, white card training, which are provided externally.

Courses external to the College

Students can enrol into Government subsidised Certificate courses offered through the TAFE at Schools program or a private RTO.

These courses run one day per week.

School-Based Apprenticeships and Traineeships (SATs)

Students may have the opportunity to complete a SAT while at school.

Students are required to manage their workload and catch up on school work missed due to TAFE or SATs.

WHAT DOES THE PROGRAM INVOLVE?

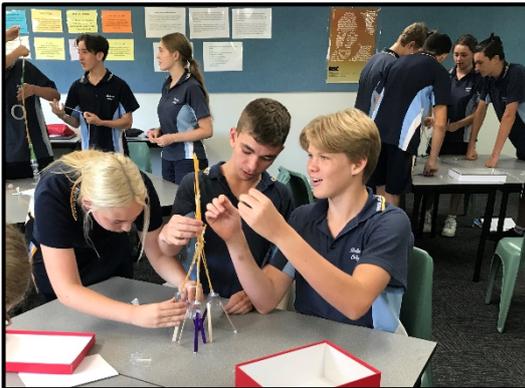
Workplace Induction

VET students participate in Workplace Induction Workshops in Term 4, Year 10 before starting their first work experience placement.

They are given the opportunity to complete a Construction Industry White Card course, if required. These qualifications are well received by employers and enhance each student's opportunity to find work experience.

During the Induction, students participate in these workshops:

- What can I expect in the workplace?
- The value of work experience & business etiquette
- Job reflection booklet and timesheets
- Discrimination in the workplace
- How to secure a school-based apprenticeship/traineeship



Teamwork skills

	WORKPLACE HEALTH AND SAFETY QUEENSLAND CONSTRUCTION INDUCTION	QUEENSLAND
Cardholder's name	Date of birth / /	
RTO No.	Issue date / /	
Card No.		

White Card Training



Mater RTO training



Guest speakers from industry

Work Experience (Years 10, 11 and 12)

Work experience is **an invaluable opportunity** to get real life, hands on experience in the student's desired industry OR to have a privileged sneak peek into what an industry is like before they commit their time and energy furthering their skills and knowledge in that area.

We have had students headed in one career direction then after work experience have **realigned their pathway** as the "real life" workplace wasn't what they had expected. This is considered a successful work placement.

Work experience gives students a **strong advantage in the workplace** as they start looking for work either part time, for apprenticeships, traineeship or as full time post school. Through work experience students have firsthand insight into industry **practices, lingo and expectations** before they even walk through the door for an interview.

VET students attend one week of work experience in Term 4 of Year 10. During Years 11 and 12, students continue with end of term blocks of work experience in terms one, two and three.

Students will be required to record work experience attendance in their Work Placement Evidence booklet, which is signed off by their employer and handed in upon returning to school. This exposure to the workplace is a valuable experience for transition at the end of Year 12.

Work experience is unpaid for students from the age of 14. A maximum of 30 days of work experience per year is allowed.



Work Experience - Pharmaceutical



Work Experience - Electrical

TAFE at School / Other RTOs

VET students are able to participate in the TAFE at School program and complete a TAFE Queensland qualification while still at school, or complete a Certificate through another Registered Training Organisation (RTO). They can choose from a variety of Certificate I, Certificate II, Certificate III and Certificate IV qualifications. These Certificates, upon successful completion, count towards the Queensland Certificate of Education (QCE). Completing a “TAFE at School” course is also a great way to open up pathways to university.

Benefits of TAFE at School and other RTOs

Fits around high school studies

Certificate studies work in with the student’s existing high school studies. It can also count towards their Queensland Certificate of Education (QCE). Certificates allow students to join the workforce sooner by giving them a nationally recognised qualification while at school. Students build practical skills and graduate job ready, giving them a head start in the job market.

Direct entry to a TAFE Queensland course

Completing a TAFE at School qualification can give students direct entry into any related TAFE Queensland course. Plus, if they continue on to a diploma qualification they can take advantage of TAFE’s articulation arrangements with some of Australia’s top universities. If students decide to continue their studies at university, they receive credit for study at TAFE Queensland, taking time off their degree.

Pathways to a trade qualification

Students considering a trade qualification can get a head start with their training while still at school. TAFE at School offers a variety of pre-apprenticeship qualifications.

To view the TAFE at School offerings for 2021 go to <https://tafeqld.edu.au/courses/ways-you-can-study/tafe-at-school.html>



VET student Ryley, completed a ***Certificate III in Beauty*** while in Senior School through the TAFE at School program.



VET student Tylah, completed a ***Certificate IV in Crime and Justice*** while in Senior School through the TAFE at School program.



VET student Sophia, completed a ***Certificate II in Tourism and Certificate III in Events***, in Years 11 and 12, through the TAFE at School program.

Certificate courses are offered most days of the week and every effort is made to accommodate student choices. Students must be aware that they will be out of the College one day per week and will need to catch up on studies missed.

It is important to note that we have no control over:

- selection of courses offered,
- days & times offered,
- venue,
- eligibility e.g. Year 11 or 12,
- costs.

Students need to make their own transport arrangements to and from training venues.

Barista Training

In Year 11, students have the opportunity to undertake a 1-day basic barista course to add to their skill-set and employability. At the end of the course successful students receive a statement of attainment to show that they have met the requirements for the following two competencies:

SITXFSA001 – Use hygiene practices for food safety

SITHFAB005 – Prepare and serve espresso coffee

Students then complete rostered shifts with the hospitality team at the College. The transferable soft skills students develop are punctuality, communication, organisation, teamwork, critical thinking, social skills, adaptability and customer service.

Participation in this training will assist students in completing various competencies in FSK20119 Certificate II Skills for Work and Vocational Pathways.



School-based Apprenticeships and Traineeships (SATs)

SATs allow students to commence an apprenticeship or complete a traineeship while at school. They combine paid work, on-the-job training and school; as well as an industry recognised qualification and points towards the QCE. SATs help young people go places, whether that is a full-time job, a trade career, university, TAFE or other training.

There are two main differences between a school-based apprentice and a school-based trainee.

A school-based apprentice is trained in a skilled trade and upon successful completion will become a qualified tradesperson. Trades include electrical, plumbing, hairdressing, cabinet making and automotive just to name a few. At the end of Year 12, SATs roll over into full-time apprenticeships.

A school-based trainee is trained in a vocational area, such as office administration, information technology or hospitality, and upon completion will receive a minimum of a Certificate II in the chosen vocational area. Traineeships are usually completed by the end of Year 12.

A successful work experience placement is often an effective stimulus for employers to make an offer of employment. It is important to remember, however, that not all employers are in a financial position to engage an apprentice or trainee.

SATs allow students to work as paid employees (usually one day per week) and obtain nationally recognised qualifications, all while at school.

It should be noted that in some instances students may be required to work during their holiday periods. Students are expected to catch up on all school work missed and if required, work with their employers over holiday periods.

Benefits of SATs

More flexibility and variety in learning

The variety provided by SATs can have enormous benefits for young people who prefer hands-on learning to traditional schooling pathways.

Head start in a career

Young people employed in SATs develop workplace skills, knowledge and confidence and have a competitive edge when applying for jobs. A SAT can lead directly to full-time employment once a student has left school. They give students realistic exposure to the workplace.

Nationally recognised qualification

All SATs participate in vocational training that contributes to a Certificate II, III or higher vocational qualification which can count towards the student's QCE.

An opportunity to learn and earn

Students are paid while they learn workplace skills, gain confidence, and adapt to a work environment. It gives the student the opportunity to put skills learnt into practice in a real work environment.

VET Student Success Stories



After a very successful **work experience** placement with Stradbroke Flyer Rhys was offered a **school-based traineeship** with them. Rhys is studying a *Certificate III in Maritime Operations* as he works towards becoming a Ship's Master on commercial vessels up to 24 metres. Rhys is also studying a *Certificate III in Screen and Media* through the **TAFE at School** program.

Rhys attends Redlands College 3 day per week, is at TAFE one day and at work (SAT) the other day.

Tom completed a *Certificate I in Construction* and *Certificate II in Electrotechnology* through the **TAFE at School** program. He also completed *Certificate III in Business*, *Certificate II in Information, Digital Media and Technology* and *Certificate II in Skills for Work and Vocational Pathways* as part of the VET program.

Tom participated in **work experience** placements in Year 10, 11 and 12. He received terrific feedback from employers and because of this feedback was offered a **full-time apprenticeship** with Whatalec Pty Ltd Electrical and Communications when he finished Year 12.



Maya successfully gained a **school-based traineeship** with the Redlands Hospital, working one day per week at the hospital in the surgical, renal and medical wards. Maya received on the job training from industry professionals and completed her traineeship with a Certificate III in Individual Support while still in school.

Maya was then offered employment at the Redlands Hospital as a qualified Assistant in Nursing and is now studying a Diploma of Nursing after completing Year 12 last year.

After impressing the owners of Euro-Aus Mechanics with a very successful **work experience** block, both Lachlan and Caleb were offered **school-based automotive apprenticeships**.

These school-based apprenticeships rolled over into full-time when the boys completed Year 12 last year.

Between them Lachlan and Caleb completed Year 12 with the following Certificates; Certificate II in Engineering Pathways, Certificate I in Construction, Certificate II in Electrotechnology, Certificate II in Business, Certificate II in Information, Digital Media and Technology and Certificate II in Skills for Work.



Responsible Service of Alcohol (RSA)

In Year 12 Students are given an opportunity to complete a one day RSA course. This training is delivered at the College by an external RTO.

At the end of the course, successful students receive a statement of attainment to show that they have met the requirements for the following competency:

SITHFAB002 – Provide Responsible Service of Alcohol

In Queensland, it is mandatory for all employees in any venue serving alcohol to hold Responsible Service of Alcohol (RSA). By completing RSA, students improve their employability and opportunities for work are made possible. Furthermore, students learn valuable 'life lessons' regarding the short and long term harmful effects of alcohol.

Kindilan Excursion

In Year 11, students enrolled in Certificate II in Business participate in a one-day excursion to Kindilan Outdoor Education Centre to work on developing their team building skills and build confidence.

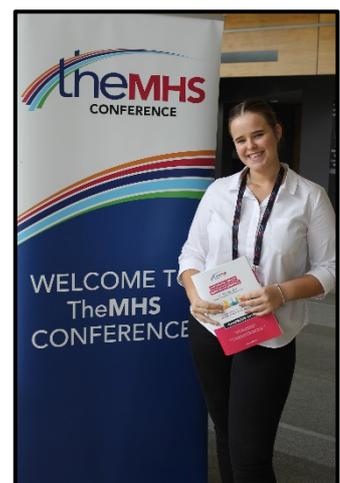
Students participate in a range of challenging adventure activities such as rafting and high ropes aimed at helping them develop team responsibilities and application of team skills in a fun filled environment.



Work Experience
Information Technology



Work Experience
Carpentry



Work Experience
Event Management

VOCATIONAL CERTIFICATES OFFERED IN THE VET PROGRAM

Certificate courses offered through Vocational Education and Training are selected based on current research into industry trends regarding the workforce of the future. All our trainers are qualified, as specified in the “Standards for Registered Training Organisations (RTOs) 2015” and are committed to offering students quality learning experiences.

External courses are also available to students through other Registered Training Organisations (eg TAFE) and require students to be disciplined to maintain grades at school while studying externally.

The following pages list certificate courses offered at the College in 2021-2022. The courses are a combination of Nationally Accredited Qualifications and Accredited Courses.

Please note: Certificate courses listed in this handbook are accurate at the time of publishing in accordance with the training.gov.au website. Any updates to certificate courses will be adjusted as per the transition process. Enrolled students will be informed of these changes.

Certificates Courses offered at the College 2021-2022 *(competency based)*

ICT20115 - Certificate II in Information, Digital Media and Technology

FSK20119 - Certificate II in Skills for Work and Vocational Pathways

BSB20115 - Certificate II in Business

BSB30115 - Certificate III in Business

ICT20115 - Certificate II in Information, Digital Media and Technology



Course code	ICT20115
Qualification gained	Certificate II in Information, Digital Media and Technology
Course duration	Total Certificate duration is 2 years of delivery and assessment (4 semesters). This will be achieved through timetabled classes of 5 periods (50 minutes per period) each week for face-to-face training.
QCE credits	4 points
Course description	This is an entry level qualification which provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.
Course overview	This course introduces you to digital media and communication technologies. You'll learn basic computing skills, how to use and maintain hardware and software, networking, create technical and user documentation, maintain inventories for equipment and software, and work and communicate effectively in an ICT environment.
Entry requirements	There are no entry requirements for this qualification. This course caters for students in Years 10 – 12. Students will be required to complete an on-line LLN quiz before commencing this Certificate.
Course fees	There are no material costs for this qualification.
Packaging rules	Total number of units = 14 (7 core units plus 7 elective units)
	Core units of competency
	ICTICT201 Use computer operating systems and hardware
	BSBWHS201* Contribute to health and safety of self and others
	BSBSUS211 Participate in sustainable work practices
	ICTICT202 Work and communicate effectively in an IT environment
	ICTICT204 Operate a digital media technology package
	ICTICT203 Operate application software packages
	ICTWEB201 Use social media tools for collaboration and engagement
	Elective units of competency
	ICTICT206 Install software applications
	ICTSAS201 Maintain inventories for equipment, software and documentation
	ICPDMT321 Capture a digital image
	CUADIG303 Produce and prepare photo images
	ICTICT205 Design basic organisational documents using computing packages
	ICTICT207 Integrate commercial computing packages
	CUADIG201 Maintain interactive content
	<i>*Students can receive credit from completion of this unit from Certificate II in Skills for Work and Vocational Pathways</i>

Gain these skills:	<ul style="list-style-type: none"> • Work processing • Spreadsheets • Databases and email • Install software • Collaborate using social media • Gain workplace health and safety knowledge
Pathways	<p>This course is a stepping-stone to learning basic digital literacy as well as the knowledge that is required for supporting a wide range of industries. Job titles matching this qualification include:</p> <ul style="list-style-type: none"> • Office Assistant • Records Assistant • Junior Office Support • Help Desk Officer • Network Support Officer
Mode of delivery	<ul style="list-style-type: none"> • Face-to-face in a simulated workplace environment for required performance and knowledge evidence • Online for some components of training for knowledge evidence • In a classroom ("off the job") for some components of training for knowledge evidence
Assessment activities	<p>Is competency based. Assessments will be formative and conducted on the job, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment.</p> <p>Induction WHS and Policy and Procedures. Hardware audit. Ergonomics.</p> <p><i>Running reports and instruction manuals</i> Develop documents to train new employees and seek feedback.</p> <p>Client services Communicating with clients and interpreting briefs relating to repairing, maintaining and setting up user accounts.</p> <p>Hardware maintenance Service computers and identify parts. Hardware and software inventories. Documenting company assets.</p> <p>Promotions and photography Follow a project brief to create photographic material for print and digital applications.</p> <p>Online presence Students develop a website and create documentation required for a business. Develop promotional material, advertise and network their business on social media.</p> <p>Year in review Final project to bring all skills and knowledge together.</p>
Service agreement	<p>The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided.</p> <p>Students successfully achieving all qualification requirements will be provided with a qualification and record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a statement of attainment.</p>

FSK20119 - Certificate II in Skills for Work and Vocational Pathways



Course code	FSK20119
Qualification gained	Certificate II in Skills for Work and Vocational Pathways
Course duration	Total Certificate duration is two years of delivery and assessment over four semesters. This will be achieved through timetabled classes of 5 periods (50 minutes per period) each week for face-to-face training.
QCE credits	4 points
Course description	This Certificate has been designed for school students to help them prepare for work and develop essential employability skills and the confidence to stand out and thrive in the workplace. It will aid students to create a pathway to further education or employment.
This certificate includes	<ul style="list-style-type: none"> • Work experience blocks in years 10, 11 & 12 • Opportunity to complete barista training • Career profiling, job seeking skills • Resume writing, cover letters, job interviews
Entry requirements	There are no entry requirements for this qualification. This course caters for students in Years 10 – 12. Students will be required to complete an on-line LLN quiz before commencing this Certificate.
Course fees	There are no material costs for this qualification.
Packaging rules	Total number of units = 14 (1 core units plus 13 elective units)
	Core units of competency
	FSKLRG011 Use routine strategies for work related learning
	Elective units of competency
	FSKLRG009 Use strategies to respond to routine workplace problems
	FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work
	FSKNUM015 Estimate, measure and calculate with routine metric measurements for work
	FSKRDG010 Read and respond to routine workplace information
	FSKOCM007 Interact effectively with others at work
	FSKWTG009 Write routine workplace texts
	FSKDIG003 Use digital technology for non-routine workplace tasks
	FSKLRG007 Use strategies to identify job opportunities
	AUMFA001 Apply for jobs and undertake job interviews
	BSBWHS201* Contribute to health and safety of self and others
	BSBTEC202 Use digital technologies to communicate in a work environment
	FSKOCM005 Use oral communication skills for effective workplace presentations
	FSKNUM017** Use familiar and routine maps and plans for work
	FSKLRG006 Participate in work placement

	<p>* Successful completion of this competency will give students a credit in Certificate II in Business and / or Certificate II in IDMT</p> <p>** FSKNUM017 must be completed if FSKLRG006 is not undertaken</p>
Flexibility of delivery	<p>There is some limited choice with the electives listed above. If students are unable to complete work experience or return the required documentation showing that they have completed work experience, they must complete FSKNUM017 in place of FSKLRG006.</p> <p>If a student has extreme difficulty in talking in front of other students, they have the option of completing FSKNUM017 in place of FSKOCC005. However, in this instance, the student must have completed FSKLRG006 (work experience) so that a total of 14 competencies are undertaken.</p>
Mode of delivery	<ul style="list-style-type: none"> • face to face in a simulated workplace environment for required performance and knowledge evidence (ie working a rostered shift at Revive@Redlands Café / tuckshop onsite at the College). • work experience (FSKLRG006 Participate in work placement) – third party report – students will either be engaged in structured workplace learning as part of their school-based traineeship or apprenticeships or students will engage in at least two blocks of work experience in local industry in Terms 1, 2, 3 of both Year 11 and Year 12. • online for some components of training for knowledge evidence. • in a classroom ('off the job') for some components of training for knowledge evidence.
Assessment activities	<p>Is competency based. Assessments will be formative and conducted through class based tasks, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment.</p> <p>Students will complete a portfolio of tasks, answer questions and be observed completing tasks in each of the following projects.</p> <p>Work placement Students participate in work experience during term time. Record details relating to work activities undertaken and personal reflection of their experience.</p> <p>Preparing for work: safe work practices Create a portfolio of tasks relating to WHS and emergency situations. Prepare presentation for induction of new staff. Simulated WHS meeting.</p> <p>Preparing for work: workplace environment Analyse workplace texts, workplace terminology, oral communication, reading strategies. Deal with customer complaints and enquiries.</p> <p>Preparing for work: responding to routine problems Read and interpret policies and procedures. Solve usual workplace problems. Deal with interruptions in the workplace.</p> <p>Applying for a job and interview Students must attend three job interviews. Understand employment sources, online job search, job requirements, and training opportunities. Cover letter and resumé in response to job advertisements.</p> <p>Planning to get that job Goal setting, time management where priorities are set. Review of academic progress. Update their SET plan. Discussion of career options, identifying skills and gaps in learning.</p> <p>Maths at work – calculate Perform calculations, convert fractions, decimals and percentages, apply problem solving strategies and make estimations in a work related environment.</p>

	<p>Maths at work – estimate Complete a range of basic calculations, identify measurement abbreviations, calculate units of measure, real world measurements, estimate length and check against actual.</p> <p>Digital technology skills for work Workplace documentation, follow workplace instruction, use workplace technology. Learn to use digital technology for non-routine workplace tasks.</p> <p>Communicate electronically Send and receive work emails, manage emails, netiquette practices.</p> <p>Effective workplace presentations Plan and deliver a presentation with relevance to the workplace. Reference to relevant verbal and non-verbal strategies to engage the audience.</p> <p>Using maps and plans for work Determine arrangements of how to get to a job interview, and outlining a plan for a staff member who has to visit students on work experience, so that the least amount of time is spent travelling.</p>
<p>Service agreement</p>	<p>The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided.</p> <p>Students successfully achieving all qualification requirements will be provided with a qualification and record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a statement of attainment</p>

Work Experience



BSB20115 - Certificate II in Business



Course code	BSB20115
Qualification gained	Certificate II in Business
Course duration	Certificate duration is two years of delivery and assessment. This will be achieved through timetabled classes of 5 periods (50 minutes duration) each week for face-to-face training. Certificate is due for completion by the end of Term 1, 2022.
QCE credits	4 points
Course description	<p>This Certificate is designed to develop a range of business skills. Students learn about business technologies, word processing and spreadsheeting, communication skills, customer service expectations and how to work effectively as part of a team.</p> <p>It is packed with practical projects allowing students to develop skills through real-life experiences.</p>
Course overview	<p>Students will learn how to communicate effectively with co-workers and clients through delivering events and participating in a range of practical activities. Students will develop effective teamwork skills, the ability to plan and organise workflows and how to reduce risks and hazards both in the workplace and during the delivery of events.</p> <p>They will also create a virtual business, developing brand awareness which includes a business logo, letterhead, business cards and designing a website. They will also produce informative electronic presentations to convey important information to a business standard.</p>
Entry requirements	There are no entry requirements for this qualification. This course caters for students in Years 10 – 12. Students will be required to complete an on-line LLN quiz before commencing this Certificate.
Course fees	There are no material costs for this qualification.
Packaging rules	Total number of units = 12 (1 core unit plus 11 elective units)
	Core units of competency
	BSBWHS201* Contribute to health and safety of self and others
	Elective units of competency
	BSBITU312 Create electronic presentations
	BSBINM201 Process and maintain workplace information
	BSBCMM201 Communicate in the workplace
	BSBITU211 Produce digital text documents
	BSBITU212 Create and use spreadsheets
	BSBWOR202 Organise and complete daily work activities
	BSBWOR203 Work effectively with others
	BSBWOR204 Use business technology
	BSBCUS201 Deliver a service to customers
	BSBINM202 Handle mail
	BSBITU313 Design and produce digital text documents

	<i>*Students can receive credit from completion of this unit from Certificate II in Skills for Work and Vocational Pathways</i>
Pathways	Successful completion of this course allows students to seek further training at higher certificate or diploma levels as well as giving them the ability to seek employment in office jobs such as Administration Assistant, Receptionist, Accounts Clerk or Junior Assistant.
Mode of delivery	<ul style="list-style-type: none"> • Real-world experiences and simulated workplace environment for required performance and knowledge evidence • Online for some components of training for knowledge evidence • In a classroom ("off the job") for some components of training for knowledge evidence
Assessment activities	<p>Is competency based. Assessments will be formative and conducted on the job, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment.</p> <p>File management Learn to maintain electronic and paper documents. Filing protocols in the workplace.</p> <p>Keeping safe at work WHS, identify workplace hazards, report emergencies, respond to evacuation. Prepare presentation for induction of new staff. Simulated WHS meetings.</p> <p>Virtual business showcase Students design business logo, letterhead, business card, promotional brochure and electronic presentation for a virtual business.</p> <p>Teamwork activities In class challenges to develop teamwork skills. Planning of events within the College environment.</p> <p>Introduction to spread sheeting Use Excel to create spreadsheets and charts.</p> <p>It's all about the mail Students undertake a range of tasks to demonstrate knowledge and skills in handling mail in the workplace.</p> <p>Time management Prioritise work, timeframes, work schedules.</p> <p>Communicate in the workplace Design and produce digital text documents to an advanced level to produce effective workplace communication both verbal and written.</p> <p>Customer care Learn to serve customers at Revive@Redlands Café with rostered shifts.</p> <p>Use business technology Learn to use a variety of business equipment and technology.</p> <p>Business plans Prepare business plan for a virtual business. Financial modelling. Produce professional reports.</p>
Service agreement	<p>The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided.</p> <p>Students successfully achieving all qualification requirements will be provided with a qualification and record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a statement of attainment.</p>

BSB30115 - Certificate III in Business



Course code	BSB30115
Qualification gained	Certificate III in Business
Course duration	Certificate duration is two years of delivery and assessment. This will be achieved through timetabled classes of 5 periods (50 minutes duration) each week for face-to-face training. Certificate is due for completion by the end of Term 1, 2022.
QCE credits	8 points
Course description	This general, entry-level qualification will explore a range of day-to-day skills used in the dynamic and exciting world of business. Students will learn a broad range of skills that can be applied in a business context across different industry sectors.
Course overview	<p>This Certificate will ensure that students develop key business skills in customer service and workplace safety. Students will have the opportunity to gain skills and knowledge in preparing business documents (using Microsoft Word, Excel, Access, PowerPoint), delivering customer service, communicating effectively, organising tasks and prioritising effectively.</p> <p>Students work on projects based on hospitality, retail, tourism and the real estate industry.</p> <p>They also participate in rostered shifts at the Revive@Redlands Café and tuckshop.</p>
Entry requirements	There are no entry requirements for this qualification. This course caters for students in Years 10 – 12. Students will be required to complete an on-line LLN quiz before commencing this Certificate.
Course fees	There are no material costs for this qualification.
Packaging rules	Total number of units = 12 (1 core unit plus 11 elective units)
	Core units of competency
	BSBWHS302 Apply knowledge of WHS legislation in the workplace
	Elective units of competency
	BSBITU212 Create and use spreadsheets
	BSBWOR301 Organise personal work priorities and development
	BSBITU312 Create electronic presentations
	BSBWRT301 Write simple documents
	BSBCUS301 Deliver and monitor a service to customers
	BSBITU313 Design and produce digital text documents
	BSBITU311 Use simple relational databases
	BSBADM302 Produce texts from notes
	BSBCMM301 Process customer complaints
	BSBADM311 Maintain business resources
	BSBDIV301 Work effectively with diversity

Pathways	<p>Successful completion of this course allows students to seek further training at higher certificate or diploma levels as well as giving them the ability to seek employment in office jobs such as:</p> <ul style="list-style-type: none"> • Office Administrator • Customer Service Officer • Clerical Officer • Receptionist • Personal Assistant • Office Junior
Mode of delivery	<ul style="list-style-type: none"> • Face-to-face in a simulated workplace environment for required performance and knowledge evidence • Online for some components of training for knowledge evidence • In a classroom (“off the job”) for some components of training for knowledge evidence
Assessment activities	<p>Is competency based. Assessments will be formative and conducted on the job, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment.</p> <p><i>Focus on the hospitality industry</i> This project is based on the Redlands Sporting Club with a portfolio of tasks and students responding to questions. Also, they are observed while serving customers or assisting at Revive@Redlands Café / tuckshop. If students are unable to be rostered due to illness or other reason, they must write and perform a role-play based on a scenario.</p> <p><i>Focus on the retail industry</i> Students assume the role of an Administration Assistant in a virtual business, Oliver Trading, which sells office equipment and stationery. They complete a portfolio of workplace tasks, respond to questions, and are observed whilst writing simple documents, organising their work priorities and preparing digital text documents.</p> <p><i>Focus on the tourism industry</i> Students assume the role of an Administration Assistant in a variety of organisations within the tourism sector to complete a portfolio of tasks and respond to questions. Reference is made to Movie World on the Gold Coast when being observed to apply WHS legislation to the workplace, complete an electronic presentation and assist an unhappy customer.</p> <p><i>Focus on the real estate industry</i> This project is based on a real estate business, City View Properties. Students assume the role of an Administration Assistant to complete a portfolio of tasks, respond to questions, and be observed whilst working on a variety of tasks (ie writing notes from instructions to prepare documents, creating a database with two tables, preparing a report on acquiring a business resource).</p>
Service agreement	<p>The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided.</p> <p>Students successfully achieving all qualification requirements will be provided with a qualification and record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a statement of attainment.</p>

NATIONALLY RECOGNISED TRAINING

The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or statements of attainment.



The NRT logo can only be used by Registered Training Organisations (RTOs), the Australian Skills Quality Authority (ASQA), State and Territory registering/course accrediting bodies and other authorised bodies.

UNIQUE STUDENT IDENTIFIER (USI)

A USI - Unique Student Identifier is a reference number that creates an online record of your training and qualifications attained in Australia.

If you are a new student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment.

A USI is for life! You only have to create it once

You will need to provide identification to create a USI.

The following are acceptable forms of ID to create a USI. You will need at least one of the identity documents listed below:

- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Australian Birth Certificate
- Australian Driver's Licence
- Medicare Card
- Citizenship Certificate

You can create your USI by going to <https://www.usi.gov.au/students/create-usi> and follow the directions. Once you have your USI please record it here:

My Unique Student Identifier (USI)	<input type="text"/>
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QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

The following information has been taken from QCAA website. If you have any questions regarding the QCE please contact Mrs Margaret Smith our Pathways Advisor on pathways@redlands.qld.edu.au. <https://www.qcaa.qld.edu.au/senior/information-school-communities>

VET Myth 1: VET is just for trades

<https://www.fya.org.au/2018/07/03/the-7-biggest-myths-about-vocational-education-training-vet/>

Actually VET is fantastic for getting some hands on skills in a range of different industries. There are Certificate courses in Horticulture, Web Development, Business, Tourism or Crime and Justice.

As you may know apprenticeships are available to learn a trade like carpentry or plumbing. But there are also traineeships – these are vocational qualifications too. You can do things like graphic design, business administration or sports and recreation. So many options! Traineeships are a great opportunity to earn and learn.



VET student Tylah loved sports so when an opportunity to complete a **Sports and Recreation school-based traineeship** with Victoria Point Sharks Sporting Club, Tylah jumped at the opportunity.

Tylah also completed a *Certificate IV in Crime and Justice* through the **TAFE at Schools** program and after finishing Year 12 went on to study a *Diploma of Crime and Justice Studies*.

VET student Luke started his **Production Nursery school-based traineeship** with Sunnydale Green Solutions in Year 11 after a successful **work experience** placement.

Luke finished Year 12 with a *Certificate III in Production Nursery*, *Certificate II in Business*, *Certificate II in Skills for Work and Vocational Pathways*, *Certificate II in Information, Digital Media and Technology*, First Aid, Construction White Card, Barista Certificate and RSA training.



VET student Jade completed a *Certificate III in Hospitality* with Village Roadshow Theme Parks, Sea World as a **school-based trainee**. Jade worked one day during the school week and one day on the weekends.

There were many benefits for Jade while completing this traineeship, not only did she get paid for working and the opportunity to learn new skills; Jade had unlimited free entry to all theme parks and food discounts. Jade also completed a *Certificate II in Retail makeup and Skin Care* through the **TAFE at School** program and started a *Diploma of Cinemagraphic Makeup* in Year 12.

VET students Brooke and Holly both successfully gained **school-based traineeships** with Redlands Hospital, studying a *Certificate III in Individual Support*. They worked one day per week at the hospital in the surgical, renal and medical wards.

Brooke was selected in the top five of the Queensland Training Awards being nominated for the school-based trainee of the Year in South-East Queensland.



VET Myth 2: Doing VET means you can't go to University

If you don't get the right ATAR you can't go to uni.....

Contrary to popular belief, there is much more to getting into university than your ATAR. For many school leavers, the ATAR they receive is their main ticket into university, but rest assured there are many more routes to your course and career.

TAFE institutes and private providers offer a range of vocational courses that you can use as a pathway into a degree at university – in some cases you will even be credited for the VET studies you complete, which means that VET pathways can provide a quicker option than some would have you believe. And don't forget that going to university isn't the only way to get a degree. A number of TAFE institutes and private providers also offer degrees, many of which have more flexible entry requirements than universities and often a more practical focus.



Alex McHugh - Class of 2014

Certificate II and III in Hospitality (Years 11 & 12)
Diploma of Hospitality at TAFE Queensland
Selected for an internship at École Hôtelière de Lausanne, Switzerland (the world's leading hospitality school)

Currently studying a dual degree at Griffith University
(Bachelor in International Tourism/Hotel Management and a Bachelor in Business)

Works at Sofitel Hotel, Brisbane

Casey Bridgland - Class of 2019

Completed Certificate III in Design Fundamentals through the TAFE at School program in Years 11 & 12

2020

Accepted into a dual degree
Bachelor of Commerce/Bachelor of Business Admin
at Australian Catholic University (ACU)
Completed one year

2021

Accepted into a Bachelor of Laws (Honours)
Queensland University of Technology (QUT)



Rex Coombs - Class of 2020

Completed Certificate III in Business and Certificate II in Skills for Work and Vocational Pathways at school

Completed Certificate II in Community Services through the TAFE at School program in Year 12

2022

Accepted into a Bachelor of Social Work
Griffith University



VET Myth 3: VET graduates earn lower wages

Not really. Actually, VET graduates can earn more than graduates completing a bachelor's degree. The median full-time income for a VET graduate is \$56,000, compared to the graduate salary of \$54,000 for students completing a Bachelor's degree.

The highest earning starting salary for a VET qualification is a Certificate IV in Hazardous Areas – Electrical, which starts at \$85,400, this is higher than the highest starting salary with a Bachelor of Dentistry at \$80,000. (<https://tafeqld.edu.au/news-events/news-blogs/2018/vet-graduates-dont-earn-less.html?>) <https://www.fya.org.au/2018/07/03/the-7-biggest-myths-about-vocational-education-training-vet/>

VET students undertaking apprenticeships and traineeships also have the ability to earn money throughout their training. The table below highlights the disparity between VET earning and higher education debt:

YEAR	AUSTRALIAN CARPENTRY APPRENTICESHIP	BACHELOR OF ARTS
YEAR 1	+ \$25,713	-\$6,750
YEAR 2	+ \$29,826.68	-\$6,750
YEAR 3	+ \$33,939.88	-\$6,750
YEAR 4	+ \$40,109.16	
TOTAL	+ \$129,588.72	-\$20,250

*Carpentry Apprenticeship (4 years), Civil Construction (Outside of QLD), weekly hire, full-time, under 21-years-old, finished Year 12, Building and Construction General On-site Award 2010 (MA000020)
 **The P.A.C.T Pay and Conditions Tool. (2017). Fair Work Obudsman. [online] Available at: <https://calculate.fairwork.gov.au/CheckPay>.
 ***The University of Sydney. (2017). Bachelor of Arts- Courses - USYD. [online] Available at: <http://sydney.edu.au/courses/bachelor-of-arts>.



In a Year 13 survey of 1,716 VET students conducted on behalf of Westpac Banking Corporation, when asked how they feel about their training or studies, 57% of VET students report they are 'excited', 51% say 'happy', 45% 'satisfied' and 30% say they are 'inspired'¹

In contrast, the top four answers amongst ATAR students regarding their studies are: 'stressed' (68%), 'anxious' (68%), 'fearful' (39%) and 'frustrated' (39%).¹

¹ Methodology: A national survey of Australian VET students n=1716. Research conducted May 2017 by Year13 for Westpac Banking Corporation

CONTACT DETAILS

Vocational Education and Training Staff

Name	Position	Phone
Rob Pattearson	Head of Senior School	3286 0222
Carolyn Turner	RTO Manager / Trainer Trainer - Year 11 Certificate II Business Trainer - Year 11 & 12 Certificate III Business	3286 0222
Brent Wilson	VET Coordinator / Trainer Trainer - Year 11 & 12 Certificate II Information Digital Media & Technology Trainer - Year 11 Certificate II Skills for Work and Vocational Pathways Work Experience Coordinator	3286 0222
Jo Lindeman	Vocational Education Compliance Officer / Trainer TAFE / RTO Courses Coordinator Trainer - Year 12 Certificate II in Skills for Work and Vocational Pathways	3286 0230
Matt Kippen	Trainer Year 11 & 12 Certificate II in Skills for Work and Vocational Pathways	3286 0222
Linda de Beer	Trainer Year 12 Certificate II Business	3286 0222
Raeleigh Kemp	Vocational Education Industry Liaison Officer School-Based Apprenticeships / Traineeships	3286 0270
Mandy Pitman	Vocational Education Administration Assistant	3286 0244

Email contact for VET: voced@redlands.qld.edu.au

(Information correct at time of printing)