



# 2020 ADDITIONAL LEARNING OPPORTUNITIES



For more information contact the  
Shalom College Pathways Office on 4155 8136

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# INFORMATION FOR PARENTS

It's tough being a teenager in their final years of school, trying to decide what to do with the rest of their lives. The pressure's on as early as Year 10 and it feels like results and choices will make or break their future.

It can be tough for parents too. Knowing when to intervene or when to take a step back seems impossible at times. But your behind-the-scenes role is crucial to their success.

## ABOUT VOCATIONAL EDUCATION AND TRAINING

University is not for everyone. Vocational training is not for everyone. Education *is* for everyone.

Most careers need some form of education and training. But they don't all require a university degree. There are a variety of reasons your child or students should consider vocational education and training (VET). Perhaps they want to enter a trade, test out an industry, gain Queensland Certificate of Education (QCE) credits, or maybe they just need to improve or contribute towards their Australian Tertiary Admission Rank (ATAR).

### BUSTING

### VET

### MYTHS



The 2017 Perceptions Are Not Reality report from Skills Australia debunked some of the most common misconceptions about vocational education and training in Australia.

#### MYTH

**Almost 30 per cent** of Australians believe that university graduates find work more easily than VET graduates.

#### FACT

**VET graduates have a higher employment rate than university graduates. The average employment rate of a VET graduate is 78 per cent (it's 69 per cent for university graduates).**

#### MYTH

**Three in five** Australians believe we need university education more than VET to thrive in a globally competitive world. Almost half those people think VET is no longer as relevant as university education.

#### FACT

**VET aims to provide the skills needed to keep up with our quickly changing employment and industry trends. Additionally VET provides courses for nine out of 10 occupations predicted to have the greatest growth of new jobs over the next five years.**

#### MYTH

**One in five** Australians believe that VET graduates earn less than university graduates.

#### FACT

**The average VET graduate actually earns similar wages to, if not more than, an average university graduate.**

Full details can be obtained at: <http://ow.ly/TFBM30oqCBP>

# AUTOMOTIVE

## CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

COURSE CODE: AUR20716  VETIS FUNDED\*

### CORE UNITS

AURASA002	Follow safe working practices in an automotive workplace
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURAF004	Resolve routine problems in an automotive workplace
AURAF003	Communicate effectively in an automotive workplace
AURLTA001	Identify automotive mechanical systems and components
AURETR003	Identify automotive electrical systems and components

### ELECTIVE UNITS

AURTTA004	Carry out servicing operations
AURTTA005	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTA003	Use and maintain basic mechanical measuring devices
AURTTF001	Inspect and service petrol fuel systems
AURETR015	Inspect, test and service batteries



AUTOMOTIVE

### DELIVERY

Classroom

### CAMPUS

Bundaberg, Gympie, Hervey Bay, Nambour, SCTTTC\*\*

### DURATION

4 terms

### ATTENDANCE

1 day per week

### QCE CREDITS

4 credits

\*\*Sunshine Coast Technical Trade Training Centre

Prepare for your career in the automotive industry with this entry-level course.

In this course you will gain the basic skills and knowledge required to carry out workplace tasks safely and effectively. You will become familiar with electrical and mechanical components and systems, and will learn how to use appropriate tools and equipment to complete basic removal, inspection and refitting of automotive components.

This course will set you on the path to finding an apprenticeship in a wide range of automotive occupations, including as a light or heavy vehicle mechanic, an automotive electrician, a diesel fitter or an outdoor power equipment technician.

### PATHWAY OPTIONS

Certificate II in Automotive Vocational Preparation

Certificate III in Light Vehicle Mechanical Technology

Certificate III in Motorcycle Mechanical Technology

Certificate III in Mobile Plant Technology

Certificate III in Heavy Commercial Vehicle Mechanical Technology

### CAREER OUTCOMES

Mechanic's assistant, automotive mechanic, motorcycle mechanic (general), light vehicle, mechanical technician, mobile plant operators, diesel motor mechanic

\*No cost to student or school. Fully government subsidised for eligible students.



# BEAUTY AND HAIRDRESSING

## CERTIFICATE II IN SALON ASSISTANT

COURSE CODE: SHB20216 VETIS FUNDED\*

### CORE UNITS

BSBWHS201	Contribute to health and safety of self and others
SHHBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXCCS001	Conduct salon financial transactions
SHBXCCS003	Greet and prepare clients for salon services
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team

### ELECTIVE UNITS

SHHBAS002	Provide head, neck and shoulder massages for relaxation
SHBXCCS004	Recommend products and services
SHBHIND002	Research and use hairdressing industry information
SHBHDES002	Braid hair

### DELIVERY

Classroom

### CAMPUS

Bundaberg

### DURATION

4 terms

### ATTENDANCE

1 day per week

### QCE CREDITS

4 credits

Kick-start your career in hairdressing with this pre-apprenticeship course. You'll gain the basic skills needed to work as a salon assistant.

With this qualification, you will have a better understanding of the industry and be well situated to enhance your skills through further study or an apprenticeship. Give yourself a competitive edge by learning how to break ground in a new career as a salon assistant.

### PATHWAY OPTIONS

Certificate II in Salon Assistant

Certificate III in Hairdressing

Certificate IV in Hairdressing

Diploma of Salon Management

### CAREER OUTCOMES

Hair or beauty salon assistant, hair stylist

Hairdresser, hair or beauty salon assistant, hair stylist

Senior stylist

Salon manager

\*No cost to student or school. Fully government subsidised for eligible students.



# BUILDING AND CONSTRUCTION



## CERTIFICATE II IN PLUMBING

COURSE CODE: 52700WA VETIS FUNDED\*

### CORE UNITS

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCCM1015A	Carry out measurements and calculations
HLTAID002	Provide basic emergency life support
CPCCCM2010B	Work safely at heights
CPCPCM2041A	Work effectively in the plumbing and services sector
CPCPCM2040A	Read plans and calculate plumbing quantities
CPCPCM2043A	Carry out WHS requirements
CPCPCM2046A	Use plumbing hand and power tools
CPCPCM2047A	Carry out levelling
CPCPCM2048A	Cut and join sheet metal
CPCPCM2050A	Mark out materials
CPCPCM2052A	Weld using oxy-acetylene equipment
CPCPCM2053A	Weld using manual metal arc welding equipment
CPCPCM2055A	Work safely on roofs
CPCCCM2008B	Erect and dismantle restricted height scaffolding
CPCCWHS1001	Prepare to work safely in the construction industry

### DELIVERY

Classroom

### CAMPUS

Bundaberg

### DURATION

4 terms

### ATTENDANCE

1 day per week plus 80 hours of vocational placement

### QCE CREDITS

4 credits

\*\*Sunshine Coast Technical Trade Training Centre

In this course you will be given the practical skills and knowledge to use hand and power tools, carry out welding, read and interpret plans, and calculate quantities and other measurements. You will learn about working safely and effectively in the workplace and how to adhere to the industry's regulations and standards.

Successful completion of this course will give you the confidence to seek an apprenticeship in general plumbing or roof plumbing. You may also seek employment as a trade assistant.

### PATHWAY OPTIONS

Certificate II in Plumbing

Apprenticeship only

Certificate III in Plumbing  
 Certificate III in Roof Plumbing  
 Certificate III in Gas Fitting  
 Certificate III in Plumbing (Mechanical Services)

Certificate IV in Plumbing and Services  
 Certificate IV in Domestic Waste Water and Environmental Plumbing  
 Certificate IV in Building and Construction (Building)  
 Certificate IV in Building and Construction (Estimating)

Diploma of Hydraulic Services Design  
 Diploma of Building Design  
 Diploma of Building and Construction (Building)  
 Diploma of Building and Construction (Management)

Advanced Diploma of Building and Construction (Management)

### CAREER OUTCOMES

Plumbing trade assistant/worker

Plumber, roof plumber, gas fitter, plumber (mechanical)

Plumbing contractor, fire services supervisor, specialist hydraulic designer, site supervisor – low rise, building estimator

Builder, building designer, site supervisor – medium and low rise, construction manager, project manager, consultant

Builder, site supervisor, senior office manager

### UNIVERSITY PATHWAYS



For all pathway options, please refer to our Degree Pathways Guide

\*No cost to student or school. Fully government subsidised for eligible students.



# CHILD CARE

## CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE COURSE CODE: CHC30113

### CORE UNITS

HLTWS001	Participate in workplace health and safety
CHCECE009	Use an approved learning framework to guide practice
CHCLEG001	Work legally and ethically
CHCPRT001	Identify and respond to children and young people at risk
CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drinks
CHCECE003	Provide care for children
CHCECE005	Provide care for babies and toddlers
CHCECE007	Develop positive and respectful relationships with children
CHCECE010	Support the holistic development of children in early childhood
CHCECE011	Provide experiences to support children's play and learning
CHCECE013	Use information about children to inform practice
CHCECE001	Develop cultural competence
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
HLTAID004	Provide an emergency first aid response in an education and care setting

### ELECTIVE UNITS

CHCECE006	Support behaviour of children and young people
BSBWOR301	Organise personal work priorities and development
CHCECE026	Work in partnership with families to provide appropriate education and care for children

First Aid - To be completed with an external provider

### DELIVERY

Delivery on campus at Shalom

### COST

\$150

(plus additional cost for specialised First Aid Certificate)

### CAMPUS

Bundaberg

### DURATION

8 terms

Upgrade: 4 terms

**ATTENDANCE** One day per week - theory / practical component

**QCE CREDITS** 8 credits

Get a head start on your career in early childhood education and care with this course. This qualification is the minimum requirement for early childhood settings in Australia and will set you up with the foundation skills to get ahead. The number of early childhood roles is expected to grow steadily in Australia and employers are seeking qualified staff for roles across a wide range of settings.

Successful completion of this course will allow you to confidently seek employment in a range of entry-level early childhood education and care roles, and equip you to complete further studies in the field.

### PATHWAY OPTIONS

Certificate III in Early Childhood Education and Care

Diploma of Early Childhood, Education and Care

### CAREER OUTCOMES

Early childhood educator (assistant in long day care, OSHC, kindergarten), family day care educator, children's recreational activity officer (resorts, cruises, etc), nanny, crèche worker, playgroup worker

Early childhood educator (room leader, 2IC or director in long day care, OSHC, kindergarten), family day care educator or coordinator, children's recreational activity officer (resorts, cruises, etc), nanny, crèche coordinator, playgroup coordinator.

### UNIVERSITY PATHWAYS



For all pathway options, please refer to our Degree Pathways Guide

NB: Students can also complete this qualification in 4 terms if they have completed Certificate II in Community Services (Early Childhood) and will reduce the number of units required to be completed



# COMMUNITY SERVICES

## CERTIFICATE II IN COMMUNITY SERVICES

COURSE CODE: CHC22015 VETIS FUNDED\*

### CORE UNITS

BSBWOR202	Organise and complete daily work activities
HLTWHS001	Participate in workplace health and safety
CHCDIV001	Work with diverse people
CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services

### ELECTIVE UNITS

CHCECE002	Ensure the health and safety of children
CHCECE004	Promote and provide healthy food and drinks
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
CHCPRT001	Identify and respond to children and young people at risk

### DELIVERY

Classroom  
Online

### CAMPUS

Bundaberg

### DURATION

4 terms

### ATTENDANCE

Online: Approximately 17 hours per week (includes placement)

Classroom: 1 day per week plus vocational placement

### QCE CREDITS

4 credits

Get out among the community sooner with this entry level qualification. This course is perfect for people who want to work in community services or those looking for the foundation skills necessary to complete further studies in the field.

You'll learn effective communication strategies, gain cultural awareness, and develop skills in advocacy to be able to provide emotional and practical support to clients, including initiating referrals.

### PATHWAY OPTIONS

Certificate II in Community Services

Certificate III in Community Services

Certificate IV in Community Services  
Certificate IV in Youth Work  
Certificate IV in Child, Youth and Family Intervention

Diploma of Community Services  
Diploma of Counselling  
Diploma of Youth Work  
Diploma of Child, Youth and Family Intervention

Advanced Diploma of Community Sector Management

### UNIVERSITY PATHWAYS

### CAREER OUTCOMES

Assistant community service worker

Community worker under supervision

Community worker with individual responsibilities, entry level youth worker, case worker

Community worker responsible for supervising others, youth worker, family support worker, case manager, counsellor

Senior manager within a community services organisation




For all pathway options, please refer to our Degree Pathways Guide

\*No cost to student or school. Fully government subsidised for eligible students.



## CERTIFICATE II IN KITCHEN OPERATIONS

COURSE CODE: SIT20416  VETIS FUNDED\*

### CORE UNITS

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

### ELECTIVE UNITS

SITHCCC002	Prepare and present simple dishes
SITHCCC006	Prepare appetisers and salads
TLIE1005	Carry out basic workplace calculations
SITHCCC003	Prepare and present sandwiches
SITHCCC004	Package prepared foodstuffs

### PATHWAY OPTIONS

Certificate II in Kitchen Operations

Certificate III in Patisserie or  
Certificate III in Commercial Cookery  
(Apprenticeship)

### CAREER OUTCOMES

Kitchen assistant, food preparation  
assistant, kitchen hand

Pastry cook, chef, chef patissier,  
chef de cuisine



### DELIVERY

Classroom

### CAMPUS

Bundaberg

### DURATION

4 terms

### ATTENDANCE

1 day per week, plus up to  
60 hours of work experience in  
a commercial kitchen

### QCE CREDITS

4 credits

\*\* Coastal Cookery Trade  
Training Centre

Get the basic knowledge and skills required to start a career in the kitchen with this introductory level course. This course is perfect if you want to start your career in kitchen operations or go on to further study in this area.

Learn the basics in food preparation and equipment, develop your cookery skills, and understand the procedures in keeping a safe, hygienic work place.

Successful completion of this course will enable you to continue further studies in commercial cookery.

\*No cost to student or school. Fully government subsidised for eligible students.

## CERTIFICATE II IN HEALTH SUPPORT SERVICES

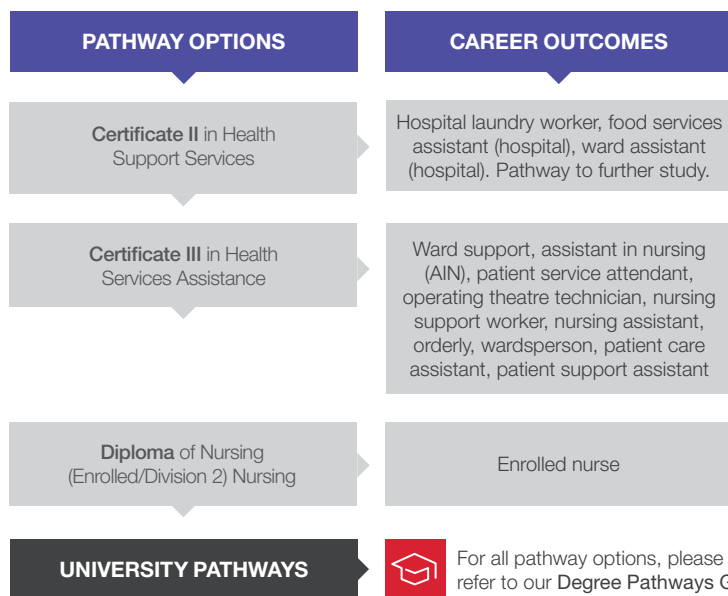
COURSE CODE: HLT23215 VETIS FUNDED\*

### CORE UNITS

CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety

### ELECTIVE UNITS

HLTAAP001	Recognise healthy body systems
BSBWOR203	Work effectively with others
CHCCCS026	Transport individuals
CHCCCS020	Respond effectively to behaviours of concern
CHCCCS010	Maintain a high standard of service
CHCCCS012	Prepare and maintain beds
BSBITU201	Produce simple Word processed documents
HLTWHS005	Conduct manual tasks safely



NURSING AND HEALTH

### DELIVERY

Classroom

### CAMPUS

Bundaberg

### DURATION

4 terms

### ATTENDANCE

1 day per week plus 40 hours of vocational placement

### QCE CREDITS

4 credits

Begin your career in health care with this entry-level course. This qualification will give you the foundation skills necessary to work in an assistant role in a health, aged or residential care setting, or to undertake further study in the field. Australia's health care industry is a strong-growth sector with more than 50,000 jobs expected to open in the next five years.

This course will equip you to work with people from diverse backgrounds, recognise healthy body systems, respond to behaviours of concern, and transport patients. Our highly-experienced industry professionals will guide you every step of the way to ensure your transition into the health sector is a success.

\*No cost to student or school. Fully government subsidised for eligible students.

# TOURISM

## CERTIFICATE II IN TOURISM

COURSE CODE: SIT20116 VETIS FUNDED\*

### CORE UNITS

SITTIND001	Source and use information on the tourism and travel industry
SITXCCS003	Interact with customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices

### ELECTIVE UNITS

SITXCCS002	Provide visitor information
BSBSUS201	Participate in environmentally sustainable work practices
SITXCOM001	Source and present information
SITHIND002	Source and use information on the hospitality industry
SITXCOM003	Provide a briefing or scripted commentary
SITHFAB002	Provide responsible service of alcohol
BSBWOR203	Work effectively with others

### DELIVERY

Classroom

### CAMPUS

Bundaberg

### DURATION

Up to 4 terms

### ATTENDANCE

1 day per week

### QCE CREDITS

4 credits

Start your career in tourism with this entry-level course. This course will qualify you to work across a number of strong growth industries such as tourism, business and events.

You will gain the knowledge to undertake routine tasks in using business technology, providing advice on Australian tourism destinations, providing visitor information, and understanding cultural sensitivity. Our highly-experienced team of industry professionals are the best in the business and will give you the tools you need to get ahead.

### CANNOT BE ENROLLED IN TOURISM AS A SCHOOL SUBJECT

#### PATHWAY OPTIONS

Certificate II in Tourism

Certificate III in Tourism

Diploma of Tourism and Travel or  
Diploma of Events or  
Diploma of Hospitality

#### CAREER OUTCOMES

Tour guide, tourism bureau officer, tourism information officer

Reservation sales agent (tour operator), marine tourism assistant, cellar door salesperson and guide

Travel consultant, travel and tour advisor, travel information officer, event/conference manager, event coordinator or hotel manager/assistant manager, food and beverage supervisor, front office supervisor

#### UNIVERSITY PATHWAYS



For all pathway options, please refer to our Degree Pathways Guide

\*No cost to student or school. Fully government subsidised for eligible students.



### VET senior subject

**Qualification: – 10283NAT**  
(RTO – Unity College - 32123)

Certificate IV in Crime and Justice is an accredited course. The Certificate IV in Crime and Justice is designed by justice professionals for people who would like to achieve employment in the criminal justice system and wish to develop a deeper understanding of the justice system.

Aims: The Certificate IV in Crime and Justice course is designed to:

- provide students with a broad understanding of the justice system
- develop the personal skills and knowledge which underpin employment in the justice system.

### Entry Requirements

**Academic** There are no formal entry requirements for this course. It is recommended that students have a pass in Year 10 English to demonstrate sufficient spoken and written comprehension to understand training material and to successfully complete all study and assessment requirements.  
**Attitude** – students need to demonstrate independent learning skills.

### Learning experiences

Content is delivered via an online learning platform with support from the trainer and assessor.  
Technology required: access to the internet.

### Pathways

The Certificate IV in Crime and Justice is recommended for students looking to gain employment or further study opportunities in justice and law related fields such as the police service, justice related occupations, corrective services, courts, legal offices, customs service, security industry and private investigations.

### Course Costs

Full cost - \$700

This is a greatly reduced cost for school students and must be completed by the end of Year 12.

### Qualification packaging rules

To attain this certificate, 10 units of competency (6 core and 4 elective) must be completed. These units are under the current National Training Package, however some elective units are subject to change prior to the commencement of the 2019 school year. This is to ensure alignment to current industry practices is at its optimum.

## Further information

The course will assist in preparing students to continue onto a Diploma of Crime and Justice or a Bachelor of Criminology or a Bachelor of Justice.

Students will be required to attend 3 after school workshops held in the Unity College Lecture Theatre. Additionally, holiday catch up or get ahead days are offered on most school holidays.

## Service Agreement

The RTO guarantees that the student will be provided with every opportunity to complete the Certificate IV in Crime and Justice as per the rights and obligations outlined in the enrolment process and subject information handbook provided. Students successfully achieving all qualification requirements will be provided with a Qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. This information is correct at time of publication but subject to change (June 2018).

## Structure

Units of Competency delivered

### Core units

CJSCOM401 Communicate with clients and provide advice on justice-related issues

CJSDCP402 Prepare documentation for court proceedings

CJSSJI403 Analyse social justice issues

BSBRES401 Analyse and present research information

PSPREG003 Apply Regulatory Powers

BSBLEG413 Identify and apply the legal framework

### Elective units

BSBLDR403 Lead team effectiveness

PSPREG010 Prepare a brief of evidence

BSBLEG416 Apply the principles of the law of torts

BSBWOR404 Develop work priorities

## Assessment

Evidence contributing towards competency will be collected throughout the program. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies. Evidence is gathered through the following; Written projects, Online quizzes, Observation of skills, Oral and written questions.



**QCE Credit  
Points  
Up to 8**

# VETiS | Funded by the Queensland Government

## Certificate II in Tourism – SIT20116



Career Training Institute of Australia (CTIA) is offering the Certificate II in Tourism which includes both theory and practical delivery in a holistic Indigenous setting on Moreton Island where students will consolidate the practical application of the qualification in consultation with the Yugambah Community in conjunction with Spirits of the Red Sand. The objective is to provide students with a program that addresses all the necessary criteria for the Certificate II in Tourism in an exciting, cost effective experience of a lifetime. Study is required over a number of subjects which is disseminated into experiential learning through participating in the practical Indigenous cultural program and classroom activities. Training will be conducted at your school, as our trainers will come to you

### COURSE COST

VETiS is funded by the VET investment budget, this means there are no costs to eligible students. This funding covers the cost of the qualification and all costs associated with the delivery of the 11 units of competency including resources and consumables and the 2 day 1 night tourism adventure Program.

### PROGRAM INCLUSIONS

Career Training Institute of Australia (CTIA) are able to facilitate an experience specifically for students in years 10 to 12 where students share aspects of local indigenous culture as required in the unit interpret aspects of local Australian Indigenous Culture. Students liaise with the local Indigenous community while attending the mandatory cultural experience on Moreton Island, students learn about acceptable protocols and sharing of local Indigenous culture.

The training offers students a qualification in an interactive environment, training is taken out of the classroom allowing students opportunity to participate in this hands on experience, whilst completing both theory and practical training within a workplace context to emphasis the employability skills required today.

Specifically the students will learn aspects of:

- The unique eco system and the impacts of eco-tourism
- 4WD transfers and guided tours
- Snorkelling of the Moreton Island Shipwrecks
- Kayaking in their unique "Transparent Kayaks"
- Team building activities through beach games
- The tourism industry in action and associated jobs

### BENEFITS OF PARTICIPATION

Participation in this program enables students to observe a Tourism organization operating in a natural environment with consideration to sustainability and eco-tourism. A great opportunity to participate in a range of Indigenous activities which will call on both team building and communication skills as they support each other to achieve desired goals. Successful completion of this qualification will enable students to gain an additional 4 points towards their QCE credits.

Training and Program options can be flexible enabling delivery over school holidays after school or weekends.

### TO BE ELIGIBLE

Students wanting to enroll must provide or adhere to the following:

- ✓ Attend all scheduled training days
- ✓ Provide a copy of a Birth Certificate / extract or passport
- ✓ Supply CTIA with a fully completed application form
- ✓ LUI number – to register on student learning accounts
- ✓ USI – CTIA cannot issue certificate without this
- ✓ Credit transfer evidence where a student has successfully completed a unit elsewhere



For enquires / bookings:

P: 07 5564 9044



E:

[bookir](http://bookir)



[au](http://au)

# Frequently Asked Questions...

## WHAT ARE THE BENEFITS OF UNDERTAKING THIS QUALIFICATION?

When you complete the Certificate II in Tourism graduates will be qualified to apply for various positions including, retail travel agencies, tour wholesalers, tour operators, attractions, visitor information centres, cultural and heritage sites and any small tourism business requiring multi skilled employees. Job roles could include: Museum attendant, receptionist and office assistant in a tourism business, retail sales assistant at an attraction.

## WHO IS ELIGIBLE TO PARTICIPATE?

All Queensland secondary school students in Years 10, 11 and 12 can access VET within any recognised qualification across a range of industries in a school environment; however VET investment funding can only be used for those qualifications identified as employment stream qualifications. Students who complete a certificate I or II level qualification at school are still eligible to access further Queensland Government subsidised training post-school such as Year 12 fee-free training and the Certificate 3 Guarantee. Students undertaking VETIS, which is resourced by the VET investment budget, will be funded to complete one employment stream qualification at the certificate I or II level.

Students will be required to complete a student training and employment survey within three months of completing or discontinuing the qualification.

## WHAT ARE PARTICIPANTS AWARDED AT COMPLETION?

Upon successful completion of all units of competency in the course, participants will be issued with a Certificate II in Tourism SIT20116. Should a participant not complete the entire course then a Statement of Attainment will be given for the units successfully completed.

Students who successfully complete the Certificate II in Tourism could progress to a wide range of other qualifications in the service industries. These include a Certificate III in Tourism SIT30116 and finally a Diploma of Travel & Tourism Management SIT50116.

CTIA is responsible for quality training and assessment in compliance with the Standards for RTO (2015) and issuance of AQF qualifications.

## HOW WILL PARTICIPANTS BE ASSESSED?

Assessment is competency based, in that the participant will be required to demonstrate competency in a range of tasks. Assessment procedures are transparent and address the key assessment principles of being valid, reliable, flexible and fair. Assessment strategies include a range of techniques, which include, but are not limited to the use of; direct observation, questions & answers, practical exercises, and case studies.

Participants who can demonstrate that they are already competent in the knowledge and skills of a unit of competency, may apply for Credit Transfer.

## WHAT UNITS OF COMPETENCY MAKE UP THE CERTIFICATE II IN TOURISM?

### CORE UNITS:

SITXCOM002 - Show social and cultural sensitivity  
SITTIND001 - Sources and use information on the tourism and travel industry  
SITXCCS003 - Interact with customers  
SITXWHS001 - Participate in safe work practices

### ELECTIVE UNITS:

SITTGDE001 - Interpret aspects of local Australian Indigenous culture

SITHIND001 - Use hygienic practices for hospitality service  
BSBWOR203 - Work effectively with others  
BSBCMM201 - Communicate in the workplace  
SITXCCS001 - Provide customer information and assistance  
SITXCOM001 - Source and present information  
SITTGDE007 - Research and share general information on Australian Indigenous Cultures

## HOW IS THE COURSE DELIVERED AND HOW LONG WILL IT TAKE?

The Certificate II in Tourism is delivered by participation in a practical consolidation Program, attending face to face training and self-directed study & projects which can be done independently. This method of learning allows you greater flexibility in choosing the times you study and the time it takes you to complete the course.

Face to face training is required for consolidation of a number of subjects which is disseminated into experiential learning through participating in the practical consolidation Program & classroom activities. This will be organised on an individual basis and tailored to each school's needs. Study can be done within the school curriculum over the course of 1 year or alternatively block training which generally takes up to 6 months. The Volume of Learning is 6 months to 1 year / 600 to 1200 hours. A combination of trainer facilitated class room learning and independent study either online or classroom based. Negotiated individual or group study support sessions are available with a teacher depending on the needs of the participant/s.

Participants with existing underpinning skills and knowledge may complete the qualification within a shorter timeframe based on their application to achieving completion of the required learning and assessments.

CTIA will work with you to develop a program delivery that is flexible to your needs. Current delivery options include: two lessons a week delivered as a subject, block delivery, one class every 3 weeks over the course of the year or on-line delivery option for the theory.

## SERVICES

As part of our ongoing commitment to provide advice and support services we provide to all our clients/students the following services upon request: Welfare and guidance services, complaints & appeals procedures, disciplinary procedures, access and equity, Recognition Prior Learning (RPL) & Credit transfer arrangements, client selection, enrolment and induction/orientation procedures, course information including content and vocational outcomes, fees/charges, including refund policy and exemptions (where applicable), provision for language, literacy and numeracy assessment, client support, including any external support the RTO has arranged for clients flexible learning and assessment procedures.

Further information is provided in the student handbook located at <http://www.ctia.edu.au/how-to-apply-further-information-2/>

## WHO DO I TALK TO IF I HAVE QUESTIONS?

Further information on the program please contact us on 07 5564 9044 or e-mail [bookings@ctia.edu.au](mailto:bookings@ctia.edu.au)

# VETiS | Funded by the Queensland Government

## Certificate II in Tourism – SIT20116



Career Training Institute of Australia (CTIA) is offering the Certificate II in Tourism which includes both theory and practical delivery in a holistic Indigenous setting where students will consolidate the practical application of the qualification in consultation with Indigenous community leaders.

The objective is to provide students with a program that addresses all the necessary criteria for the Certificate II in Tourism in an exciting, cost effective experience of a lifetime. Study is required over 11 units of competency which is disseminated into experiential learning through participating in the Indigenous practical experience and classroom activities. Training will be conducted at your school, as one of our trainers will come to you.

### COURSE COST

VETiS is funded by the VET investment budget, this means there are no costs to eligible students. This funding covers the cost of the qualification and all costs associated with the training including resources and consumables on the 5 day cultural program.

### PROGRAM INCLUSIONS

Career Training Institute of Australia (CTIA) are able to facilitate an experience specifically for students in years 10 to 12 where students share aspects of local indigenous culture as required in the unit interpret aspects of local Australian Indigenous Culture. Students liaise with local Indigenous community members and elders while attending the mandatory cultural experience. Students learn about acceptable protocols and sharing of local Indigenous culture.

The training offers students a qualification in an interactive environment, training is taken out of the classroom allowing students opportunity to participate in this hands on experience, whilst completing both theory and practical training within a workplace context to emphasis the employability skills required today.

Australian Indigenous Culture	Stolen generation	Team building
Indigenous language	Hunting techniques	Bush tucker

Students complete 11 units of competency as part of the Certificate II in Tourism; the practical requirements for these units are assessed while students participate in the essential Indigenous cultural program.

### BENEFITS OF PARTICIPATION

Participation in this program enables students to gain an overview of the diversity of the Tourism industry.

A great opportunity to meet the cultural awareness requirements for interviews and workplace cultural expectations.

Successful completion of this qualification will enable students to gain an additional 4 points towards their QCE credits.

Training and cultural program options can be flexible enabling delivery over school holidays after school or weekends. Due to popularity of the program we encourage schools to register interest as early as possible.

### TO BE ELIGIBLE

Students wanting to enroll must provide or adhere to the following:

- ✓ Attend all scheduled training days
- ✓ Provide a copy of a Birth Certificate / extract or Passport
- ✓ Supply CTIA with a fully completed application form
- ✓ LUI number – to register on student learning accounts
- ✓ USI – CTIA cannot issue certificate without this
- ✓ Credit transfer evidence where a student has successfully completed a unit elsewhere

Where the above is not met CTIA reserve the right to refuse attendance in the course.



For enquires / bookings:

P: 07 5564 9044

E: [bookings@ctia.edu.au](mailto:bookings@ctia.edu.au)



# Frequently Asked Questions...

## WHAT ARE THE BENEFITS OF UNDERTAKING THIS QUALIFICATION?

When you complete the Certificate II in Tourism graduates will be qualified to apply for various positions including, retail travel agencies, tour wholesalers, tour operators, attractions, visitor information centres, cultural and heritage sites and any small tourism business requiring multi skilled employees. Job roles could include: Museum attendant, receptionist and office assistant in a tourism business, retail sales assistant at an attraction.

## WHO IS ELIGIBLE TO PARTICIPATE?

All Queensland secondary school students in Years 10, 11 and 12 can access VET within any recognised qualification across a range of industries in a school environment; however VET investment funding can only be used for those qualifications identified as employment stream qualifications. Students who complete a certificate II level qualification at school are still eligible to access further Queensland Government subsidised training post-school such as Year 12 fee-free training and the Certificate 3 Guarantee. Students undertaking VETiS, which is resourced by the VET investment budget, will be funded to complete one employment stream qualification at the certificate II level.

Students will be required to complete a student training and employment survey within three months of completing or discontinuing the qualification.

## WHAT ARE PARTICIPANTS AWARDED AT COMPLETION?

Upon successful completion of all units of competency in the course, participants will be issued with a Certificate II in Tourism SIT20116. Should a participant not complete the entire course then a Statement of Attainment will be given for the units successfully completed.

Students who successfully complete the Certificate II in Tourism could progress to a wide range of other qualifications in the service industries. These include a Certificate III in Tourism SIT30116 and finally a Diploma of Travel & Tourism Management SIT50116.

CTIA is responsible for quality training and assessment in compliance with the Standards for RTO (2015) and issuance of AQF qualifications.

## HOW WILL PARTICIPANTS BE ASSESSED?

Assessment is competency based, in that the participant will be required to demonstrate competency in a range of tasks. Assessment procedures are transparent and address the key assessment principles of being valid, reliable, flexible and fair. Assessment strategies include a range of techniques, which include, but are not limited to the use of; direct observation, questions & answers, practical exercises, research activities and case studies. Participants who can demonstrate that they have previously completed a unit of competency, may apply for Credit Transfer.

## WHAT UNITS OF COMPETENCY MAKE UP THE CERTIFICATE II IN TOURISM?

### CORE UNITS:

SITXCOM002 - Show social and cultural sensitivity

SITTIND001 - Sources and use information on the tourism and travel industry

SITXCCS003 - Interact with customers

SITXWHS001 - Participate in safe work practices

### ELECTIVE UNITS:

SITXCOM001 - Source and present information

SITTGDE001 - Interpret aspects of local Australian Indigenous culture

SITTGDE007 - Research and share general information on Australian

Indigenous Cultures

BSBWOR203 - Work effectively with others

BSBCMM201 - Communicate in the workplace

SITXCCS001 - Provide customer information and assistance

SITHIND001 - Use hygienic practices for hospitality service

## HOW IS THE COURSE DELIVERED AND HOW LONG WILL IT TAKE?

The Certificate II in Tourism is delivered by participation in a practical consolidation Program, attending face to face training and self-directed study & projects which can be done independently. This method of learning allows you greater flexibility in choosing the times you study and the time it takes you to complete the course.

Face to face training is required for consolidation of a number of subjects which is disseminated into experiential learning through participating in the practical consolidation Program & classroom activities. This will be organised on an individual basis and tailored to each school's needs. Study can be done within the school curriculum over the course of 1 year or alternatively block training which generally takes up to 6 months.

The Volume of Learning is 6 months to 1 year / 600 to 1200 hours. A combination of trainer facilitated class room learning and independent study either online or classroom based. Negotiated individual or group study support sessions are available with a teacher depending on the needs of the participant/s.

Participants with existing underpinning skills and knowledge may complete the qualification within a shorter timeframe based on their application to achieving completion of the required learning and assessments.

Further information is provided in the student handbook located at <http://www.ctia.edu.au/how-to-apply-further-information-2/>

## SERVICES

As part of our ongoing commitment to provide advice and support services we provide to all our clients/students the following services upon request: Welfare and guidance services, complaints & appeals procedures, disciplinary procedures, access and equity, Recognition Prior Learning (RPL) & Credit transfer arrangements, client selection, enrolment and induction/orientation procedures, course information including content and vocational outcomes, fees/charges, including refund policy and exemptions (where applicable), provision for language, literacy and numeracy assessment, client support, including any external support the RTO has arranged for clients flexible learning and assessment procedures.

## WHO DO I TALK TO IF I HAVE QUESTIONS?

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# JOINT AVIATION COURSES

**MEA20518 - CERTIFICATE II IN AIRCRAFT  
LINE MAINTENANCE**

**AND**

**AVI30419 - CERTIFICATE III IN AVIATION  
(REMOTE PILOT/DRONE)**



**COMPLETED OVER 2 ACADEMIC YEARS  
STUDENTS GET THE CERT II AND CERT III**

**WORTH OVER \$10,000.00**

**AT NO COST TO THE STUDENT\***

**AND GET 10 QCE POINTS**



For more information contact: [support@skillscompliance.edu.au](mailto:support@skillscompliance.edu.au) or call (07) 3283 6400

\*For students who have not yet accessed their VETis funding.

# Vocational Education and Training in Schools



## Fact sheet

### What is VETiS?

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 employment in specific industries.

VETiS qualifications can be undertaken in years 10, 11 and 12, and can count towards the Queensland Certificate of Education.

### VETiS options

There are a variety of options available to students to undertake VETiS:

1. as part of their school studies, delivered and resourced by a school registered training organisation (RTO)
2. through fee-for-service arrangements where a parent/student pays for the qualification with an external RTO
3. enrolling in a qualification with an external RTO which is funded by the Department of Education and Training's (DET's) VET investment budget.

Foundation skills required to complete a VETiS qualification are resourced by schools, regardless of how the qualification is funded.

School students can also undertake a vocational qualification through a school-based apprenticeship or traineeship (SAT), where students are employed while undertaking nationally recognised qualifications.

### VETiS funded by the VET investment budget

DET's VET investment budget funds VETiS qualifications at certificate I and II levels that

have been identified in consultation with industry, and are based on national skills shortages, Queensland Government priorities and other evidence relating to effective training pathways that support employment.

These qualifications range across a number of industries and can be viewed by visiting the [Queensland Training Subsidies List](#).

The VET investment budget provides funding for students to complete one VETiS qualification listed on the Queensland Training Subsidies List while at school.

Students are able to undertake any qualification while at school, however students wishing to access the VET investment budget for certificate III qualifications should do so as a SAT.

Other certificate III qualifications may be delivered and funded outside of the SAT pathway, subject to the submission of an [Industry Proposal Funding Submission](#) that outlines localised arrangements between schools and employers.

Such arrangements are a key feature of high quality VETiS.

For a certificate III qualification to be considered for VET Investment funding, submissions must demonstrate:

- local arrangements brokered between employers and schools for employment of VETiS graduates, with evidence of employer consultation
- employers guarantee employment of successful VETiS graduates

- consultation with DET regional offices and schools.

### Choice of RTO

Schools and students undertaking VETiS funded by the VET investment budget will be able to choose any RTO approved by DET as a pre-qualified supplier (PQS) under the Certificate 3 Guarantee for the eligible qualification.

The final choice of RTO and arrangements for enrolment with the selected RTO should be made by the school, in consultation with students and their parents.

PQS and schools who enter into arrangements for the delivery of VETiS are encouraged to articulate each party's roles, responsibilities and expectations in a formal agreement.

A list of PQS approved to deliver each subsidised qualification is published on the [Queensland Skills Gateway](#).

Under the PQS system, funding follows the eligible student to their chosen PQS and is paid directly to the PQS on submission of the student's validated training data.

RTOs that wish to deliver VETiS (funded by the VET investment budget) can visit the Training website for further information on how to [become a PQS](#).

### Fees

VETiS funded by the VET investment budget must be fee-free for students. The government determines the level of subsidy available as a public contribution to the cost of the training, and provides the maximum subsidy for VETiS students in most circumstances. It is intended that the level of subsidy for each VETiS qualification should cover the costs associated with participating in the training.

However, in some instances there may be a shortfall between the subsidy level and the fees charged by the PQS, which is referred to as a co-contribution fee, and this cost is paid by the school to the PQS.

A PQS must disclose its fees upfront and clearly publish them on their website. This allows schools and students to be informed of all training costs and to compare co-contribution fees (if any apply) across different PQS.

### Certificate 3 Guarantee and fee-free training for Year 12 graduates

Regardless of how it is funded, participation in VETiS or a SAT does **not** affect a student's access to fee-free training for Year 12 graduates or subsidised training post-school through the Certificate 3 Guarantee — even if the student has completed a certificate III level qualification at school.

For more information visit [www.training.qld.gov.au/year12feefree](http://www.training.qld.gov.au/year12feefree).

### More information

DET regional offices can assist schools with information on VETiS and funding available through the VET investment budget.

Further information is also available from the Training Queensland Customer Centre on 1300 369 935 or Apprenticeships Info on 1800 210 210.

Parents and students with queries about VETiS and SATs should approach their school in the first instance.

For further information on VETiS in Queensland, visit [www.training.qld.gov.au/vetis](http://www.training.qld.gov.au/vetis).

## I have found an external learning opportunity I would like to enrol in – what should I do now?

- Apply for a Unique Student Identifier (USI). You will find an instruction form in this booklet
- Complete the “Shalom College Unique Student Identifier Permission Form” and return it to the Pathways Office. You will find this form in this booklet
- Complete the “Commitment Contract” and return it to the Pathways Office. You will find this contract in this booklet
- When you return this paperwork to the Pathways Office they will assist you in registering your enrolment



### COMMITMENT CONTRACT

- Students will commit to attending all training days with the external learning provider
- Students will maintain school attendance on all other days
- Students will communicate any absences (e.g. illness) to both the college and external learning provider in a timely manner
- If a training day is cancelled, students are expected to attend school
- Students should maintain communication with their school Teachers to ensure they do not fall behind on school work
- The student must be aware of their timetable and any extra school activities they must attend (e.g. exams / school camp). These can be negotiated with employer, parents, student and school.
- Students, The Pathways Team, and Parents/Carer commit to support student success and retain open lines of communication
- Students should be aware of their grades and possible impacts on success

We, the undersigned, agree with the plan outlined above, and agree for

(student name) \_\_\_\_\_

to engage in (external learning opportunity) \_\_\_\_\_

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pathways Coordinator: Mrs Liza O'Donnell

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Australian Government

# USI Unique Student Identifier



## STUDENT QUICK GUIDE

### HOW TO CREATE A USI

*It should only take less than 5 minutes online!*

Go to [www.usi.gov.au](http://www.usi.gov.au)

Select 'Student Login'

Read and Agree to the Terms and Conditions

Select 'Create USI'

You will need one of the following forms of ID to create your USI such as a:

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

Follow the steps to create a USI

#### You're done!

Your USI will now be displayed on the screen and will also be sent to you for your records.

If you are enrolling in training, your training organisation will need to collect and verify your USI. To help your training organisation do this, you can select the 'Print your USI' or 'Email your USI' option from this screen. Click [here](#) for more information.

#### USI Creation— Handy Tips

Your password must be at least 9 characters long, contain a lowercase letter, an uppercase letter and a number or special character

You will only need one USI and it's yours for life!

Enter all of your name(s) as they appear on the form of ID you are using to create your USI



If you have been unsuccessful in creating your USI, click on the 'Request Help' link to create a help request and write down your HR number. The USI Office can then provide assistance.

### YOU NEED TO ACTIVATE YOUR USI ACCOUNT

If your training organisation created a USI for you, they cannot activate your USI account. You should go online to activate it as soon as possible, as this will make it easier to find your USI again in future. Activating your USI account will also enable you to view your transcript. You can activate your account by:

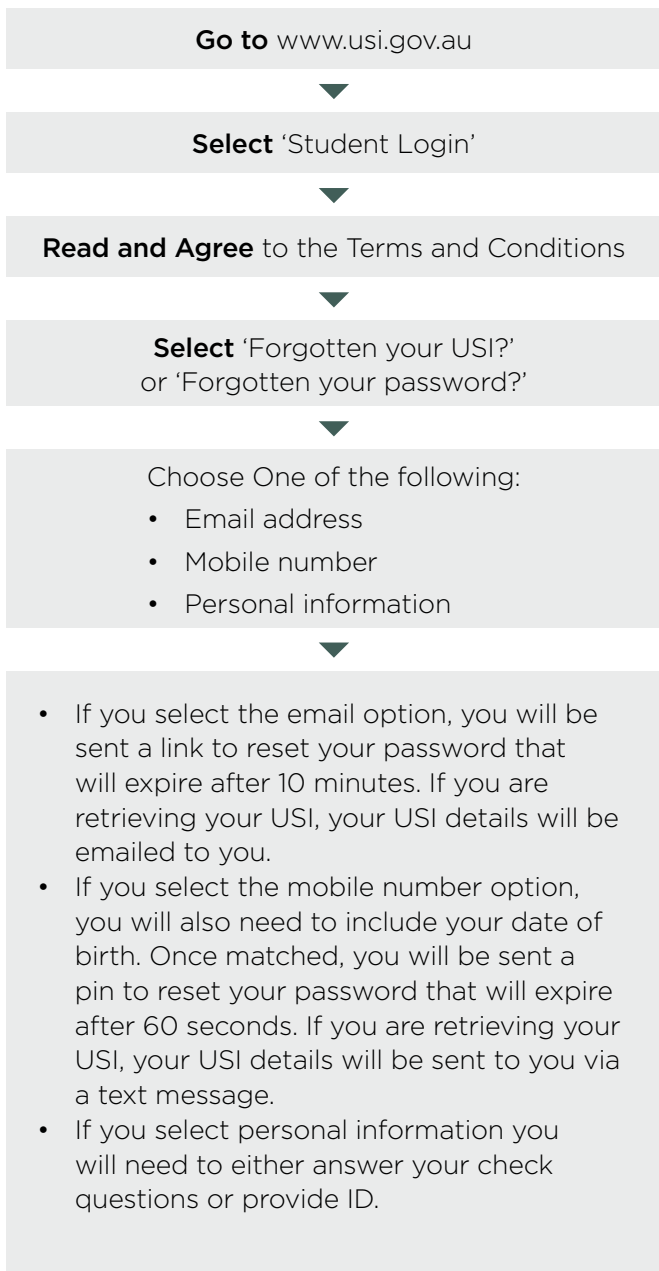
1. Clicking on the link that was sent to either your email address or mobile number.
2. Set up a password and two check questions.
3. You will then be able to login to your USI account.

### HOW TO UPDATE PERSONAL OR CONTACT DETAILS

You can change your personal and contact details by logging in to your USI account and selecting either 'Update Personal details' or 'Update Contact details'. You will need a current form of ID if you want to change your name(s) or date of birth.

If you have given your training organisation permission to update your details, they can make the changes for you.

# I FORGOT MY USI OR PASSWORD—HOW DO I LOOK IT UP?



### Handy Tips

When using your e-mail address or mobile phone number it must be the same as the one that is currently in your USI account

Make sure the answers to your check questions are entered exactly as you set them up (e.g. street instead of st)

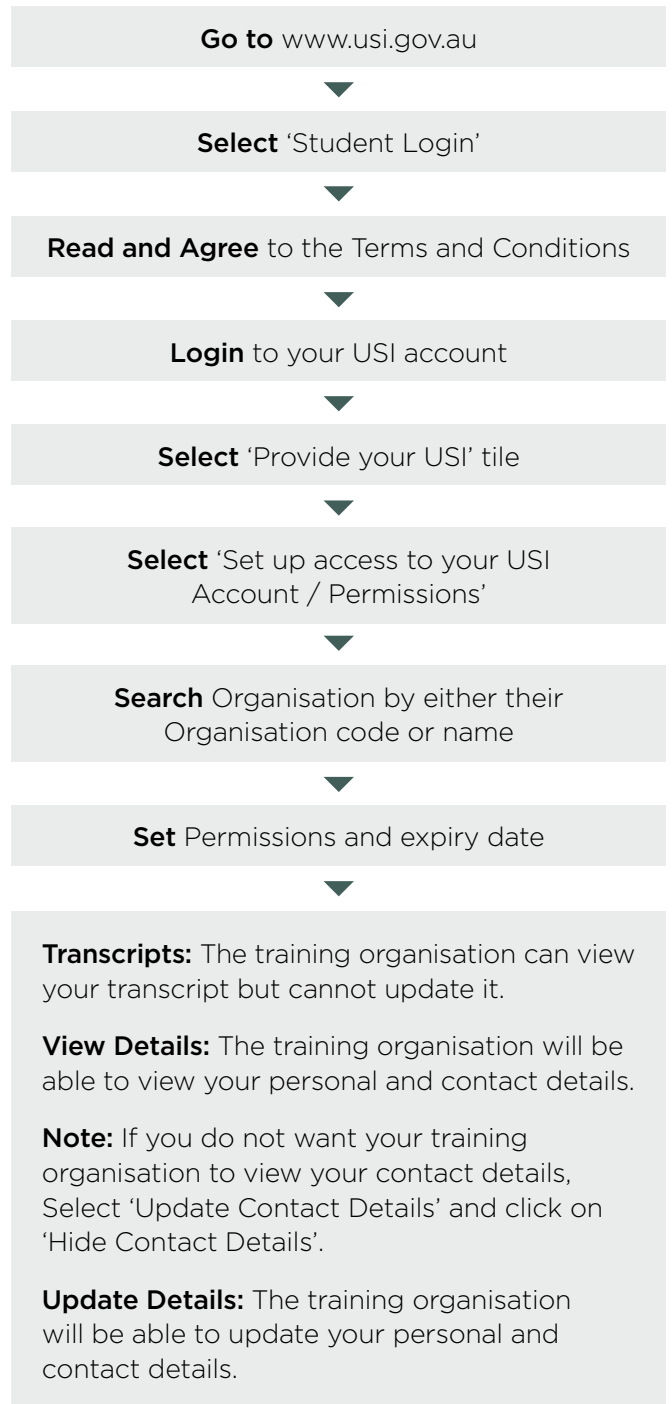
# TRANSCRIPTS

- Training completed before 1st of January 2015 will not appear in your USI transcript.
- Your transcript will show information from the certificates, diplomas or training records issued by your training organisation.

Your transcript does not replace the training certificates, diplomas or training records issued to you by your training organisation, but will come in handy if you misplace your documentation

# HOW TO LET MY TRAINING ORGANISATION VIEW MY TRANSCRIPT OR USI ACCOUNT?

*A really useful tool that will save both you and your training organisation time*





# Shalom College Unique Student Identifier (USI) Permission Form

As part of your child's enrolment in a Vocational Education and Training (VET) subject, the College requires certain permissions to support the process.

This form is to supply either the external Registered Training Organisation (RTO) or our College VET registration process with your child's Unique Student Identifier (USI). This permission allows Shalom College to access, download, verify and store the USI. Once verified, the USI will be stored in a secure electronic environment at the college. We recommend your child also carefully stores their USI, as it is an important key for accessing qualifications your child may acquire, even post-school.

Student Details
Learner's legal name:  (as appears on identification and USI records)
Date of Birth:
Unique Student Identifier (USI):  (10 numbers and letters)

I hereby give permission for Roman Catholic Trust Corporation Diocese of Rockhampton to verify my USI as indicated above

\_\_\_\_\_

**Student Name**

\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Parent/Guardian Name**

\_\_\_\_\_

**Parent/Guardian Signature**

\_\_\_\_\_

**Date**

For office use only		
Processed by:	Signature:	Date:
<input type="checkbox"/> USI Verified on <a href="http://www.usi.gov.au">www.usi.gov.au</a>		
<input type="checkbox"/> USI recorded in TASS Enterprise and/or USI register		