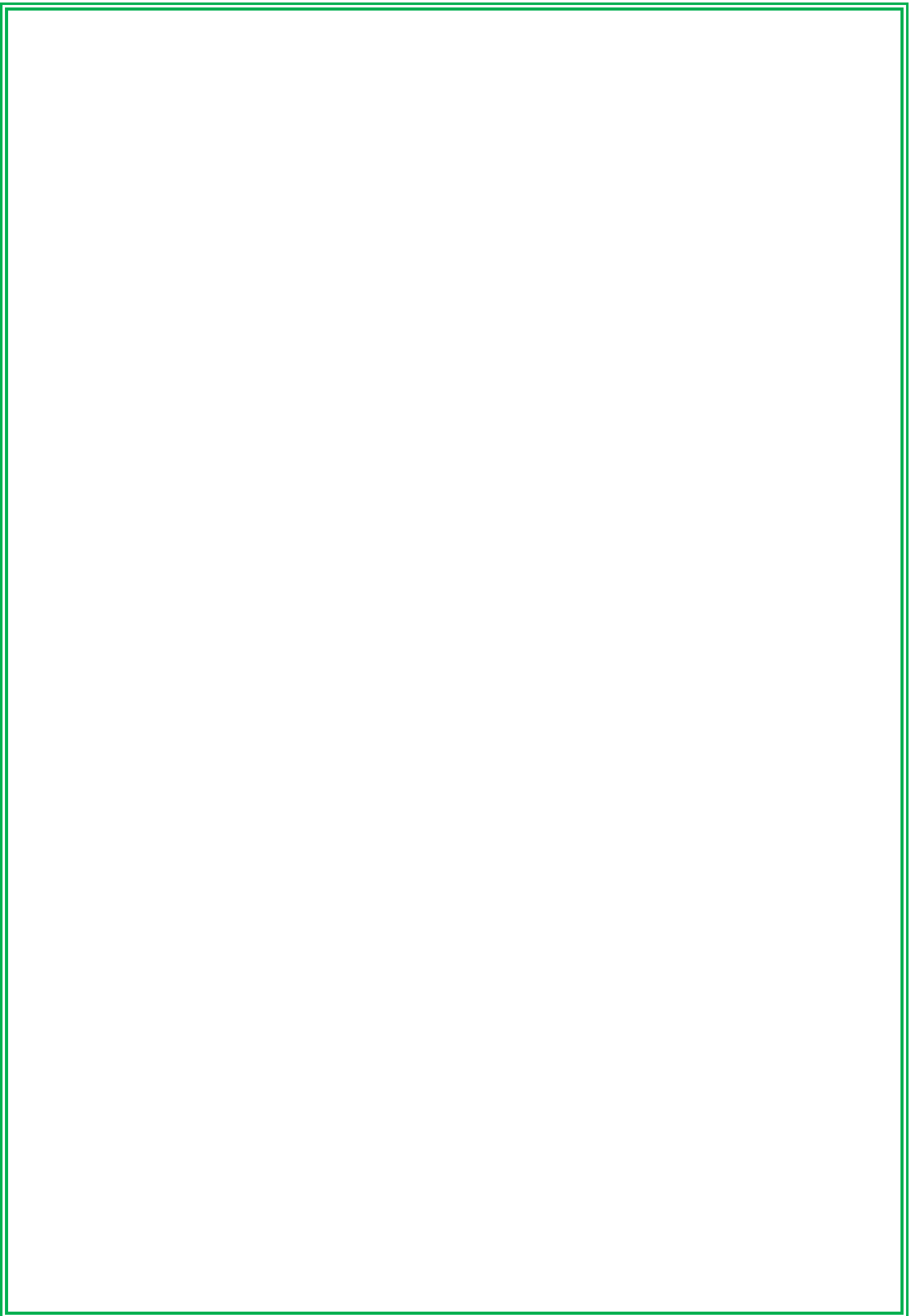




# **VET STUDENT HANDBOOK 2024**

National Provider No. 30258

Version 3 – 29 January 2024



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## 1.0 Introduction

Congratulations on your decision to undertake a nationally recognised vocational course as part of your studies in Years 11 and 12 at Centenary Heights State High School. As a Registered Training Organisation (RTO 30258), Centenary Heights State High School has been delivering and assessing vocational qualifications for more than a decade.

### 1.1 Centenary Heights State High School VET Student Handbook

The Centenary Heights VET Student Handbook has been developed to provide students with important information about the Vocational Education and Training (VET) qualifications offered as well as your rights and responsibilities as a VET student.

Please take the time to read the VET Student Handbook carefully and ask your VET Teacher/Trainer and Assessor or school RTO Manager, Mr Dave McMillan, for clarification if you are unsure of any details. Students should keep this Handbook for reference throughout their VET enrolment in Years 11 and 12. The contents of this Handbook represent the key points of various VET policies and procedures.

### 1.2 The Australian Qualifications Framework (AQF)

All of the VET courses offered by Centenary Heights State High School lead to nationally recognised qualifications – a Certificate (if all of the requirements of the qualification are completed) or a Statement of Attainment (for those parts that are successfully completed where the full qualification is not completed). This Certificate/Statement of Attainment will be recognised in all eight states/territories in Australia. This is because Australia has both a national training system and a national qualifications framework called the Australian Qualifications Framework (AQF). There are 14 different types of qualifications which can be obtained. These are shown in the below diagram.

#### AQF QUALIFICATION LEVELS



The Australian Skills Quality Authority (ASQA) is the national regulator for Vocational Education and Training (VET) in Australia. It has established the VET Quality Framework (VQF) to ensure consistency in the way Registered Training Organisations (RTO's) deliver VET.

The Queensland Curriculum and Assessment Authority (QCAA) as delegate for the Australian Skills Quality Authority (ASQA) registers and audits Queensland school Registered Training Organisations (RTO).

The Australian Qualifications Framework (AQF) provides the standards for Australian qualifications. It is an integrated policy that includes the requirements for issuing qualifications and statements of attainment. The vocational education and training sector delivers eight qualifications under this framework – from Certificate I to Vocational Graduate Diploma.

# VET at Centenary Heights State High School

## 2.0 Student Selection, Enrolment and Induction

### 2.1 Student Selection and Enrolment Procedures

Centenary Heights is inclusive of all students regardless of gender, race, impairment or any other factor. Students enrolled in VET courses at Centenary Heights RTO participate in the same initial subject and course selection processes as all other students in Years 10, 11 and 12. In Year 10, Centenary Heights students are informed of VET options through participation in a pre-Year 11 Subject Selection Information Evening. Students are also encouraged to seek further information from Curriculum Leaders and teachers, including VET Teachers/Trainers and Assessors. Information about VET courses offered at Centenary Heights can also be accessed in the Senior Curriculum Handbook which is available on the school website.

All Year 10 students have a SET (Senior Education and Training) Plan interview ahead of confirming their choice of school subjects for Years 11 and 12. The SET Plan interview provides an excellent opportunity for clarification of matters relevant to the selection of a senior study program, including the selection of VET qualifications offered by the school as a Registered Training Organisation (RTO). Parents and caregivers are required to be a part of this SET Plan Interview process.

### 2.2 Unique Student Identifier (USI)

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. Students must supply the school with a copy of their USI prior to enrolling into a VET subject, using the specific form provided.

A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

AQF certification, that is a Certificate or a Statement of Attainment, can only be issued to students who have a verifiable USI. As such, you must provide the school the details of your USI, using the supplied, Unique Student Identifier Collection Form, prior to enrolment.

The USI makes it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost. The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from 1st January 2015. Further information on the USI can be obtained at:

<http://www.usi.gov.au/Pages/default.aspx>.

## **2.3 Student Induction Procedures**

Qualification specific induction procedures will be conducted by individual VET teachers. At part of the induction process, students will be provided with a copy of this VET Student Handbook which contains details on all of the following:

- Course information, including content and vocational outcomes
- Fees and charges, including refund policy and exemptions (where applicable)
- Provision for language, literacy and numeracy assistance
- Student support, welfare and guidance services
- Flexible learning and assessment procedures
- Appeals and complaints procedures
- Disciplinary procedures
- Staff responsibilities for access and equity
- Recognition of Prior Learning (RPL) arrangements
- Recognition of AQF Qualifications and Statements of Attainment issued by other RTOs



### 3.0 Course Information 2024

The following Vet Certificates are offered at Centenary Heights State High School.

<b>VET Certificate Title</b>	<b>Code</b>	<b>Subject Code</b>
<b>Certificate II in Basic Financial Literacy</b>	<b>FNS10120</b>	<b>VFL</b>
<b>Certificate II in Sport and Recreation</b>	<b>SIS20120</b>	<b>VSC</b>
<b>Certificate II in Rural Operations</b>	<b>AHC21216</b>	<b>VRR</b>
<b>Certificate II in Workplace Skills</b>	<b>BSB20120</b>	<b>VWS</b>
<b>Certificate II in Hospitality</b>	<b>SIT20322</b>	<b>VHO</b>
<b>Certificate II in Music Industry</b>	<b>CUA20620</b>	<b>VMS</b>
<b>Certificate II in Sampling and Measurement</b>	<b>MSL20122</b>	<b>VSM</b>
<b>Certificate II in Skills for Work and Vocational Pathways</b>	<b>FSK20119</b>	<b>VSW</b>

## 4.0 Fees and Charges

Any charges for the delivery and assessment of VET courses through Centenary Heights RTO will be made known to students and parents/caregivers prior to enrolment in an AQF/VET qualification. Levies may be collected for consumable costs or other additional services. Fees paid in advance are held in trust.

Centenary Heights State High School will refund on a pro-rata term basis any fees collected for consumable costs to students who leave before completion of the VET service.

Where Centenary Heights State High School enters into a partnership agreement with another RTO – the fees must be paid prior to the commencement of the course.

## 5.0 Language, Literacy and Numeracy Assistance

Students undertaking an AQF/ VET qualification through Centenary Heights will find that basic language, literacy and numeracy elements have been incorporated into both the AQF/VET course designed and the Centenary Heights training delivery and assessment. This should help VET students to learn the relevant literacy/numeracy components more readily and as they apply to the industry expectations of vocational learning. Students who believe they require additional language, literacy or numeracy (LLN) support, should seek further advice from the RTO Manager or the relevant Head of Department.

## 6.0 Student Support, Welfare and Guidance Services

Students have access to a wide range of vocational, educational and personal counselling through the student welfare team. The key personnel include:

- Head of Department
- Head of Year (HOY)
- Guidance Counsellors
- Deputy Principals
- School Chaplain
- RTO Manager
- Career Development Office

## 7.0 Flexible learning and assessment procedure

Training and assessment materials are developed to accommodate class sizes, student needs, delivery methods and assessment requirements.

### 7.2 Assessment Validation - A Moderation Process

All teachers of a course will continually review, compare and evaluate the assessment processes, tools and evidence contributing to their judgements.

### **7.3 Resources**

If, for whatever reason, the school cannot maintain the relevant resources to deliver the Training Package or course, the school will attempt to provide students with alternative opportunities to complete the course and the related qualification. The school retains the right to cancel the course if it is unable to meet requirements

## 8.0 Complaints and Appeals Procedures





### 8.2 Appeals

Application for an explanation of decisions made by the Registered Training Organisation.

### 8.3 Informal Complaints

A complaint concerning the manner in which the school conducts its responsibilities as a Registered Training Organisation.

#### INFORMAL COMPLAINT PROCEDURE

<b>Resolution</b>	<p>Student makes an informal complaint to the teacher</p> <p style="text-align: center;"></p> <p>Teacher makes a decision, communicates the decision to the student and records the outcome</p>
<b>Resolution</b>	<p>Student dissatisfied</p> <p style="text-align: center;"></p> <p>Student makes complaint to the RTO Manager</p> <p style="text-align: center;"></p> <p>HOD makes a decision, communicates the decision to the student and records outcome</p>
	<p>Student dissatisfied</p> <p style="text-align: center;"></p> <p>Student makes a <u>formal</u> complaint</p>

# Centenary Heights State High School

## INFORMAL COMPLAINT RECORD

*(To be completed by Subject Teacher/HOD)*

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

TEACHER: \_\_\_\_\_

### Complaint Summary:

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### Decision/Reason/Circumstances:

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### Outcome:

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\_\_\_\_\_  
Teacher's signature

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

\_\_\_\_\_  
Student's signature

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

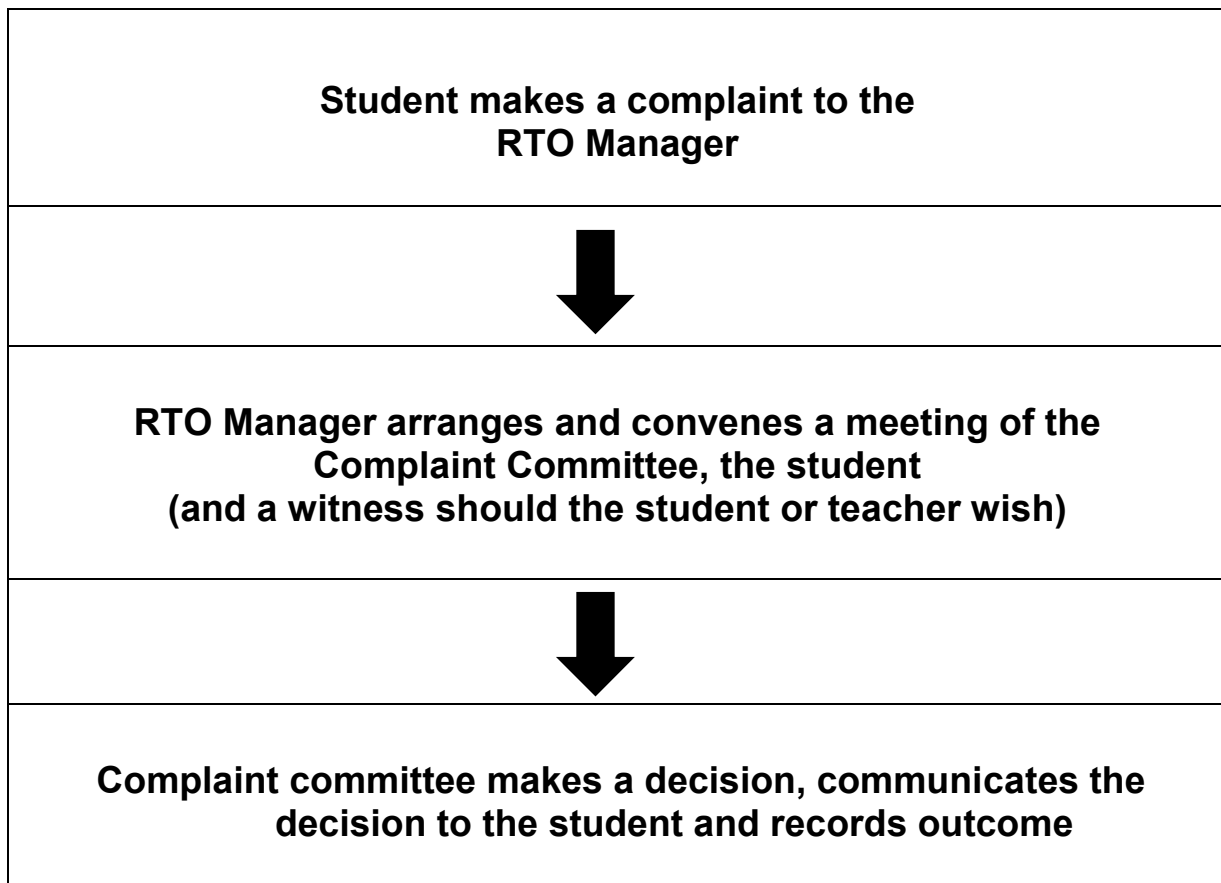
**NB: If the student is not satisfied, a FORMAL COMPLAINT in writing can be lodged with the RTO Manager.**

### **8.4 Formal complaints**

Formal Complaints can only proceed after the informal procedure has been completed.

- Formal complaint forms are available from the RTO Manager. All formal complaints will be heard and decided within 15 working days of receipt of the written complaint. If a resolution is not achieved within 15 working days, you will be notified in writing and updated regularly.
- An independent compliant committee shall hear the complaint. The committee will be representatives of the Principal or appointee, RTO Manager, Independent Person. Should the complaints committee not be able to make a decision, it will then be referred to a party independent of the RTO.

### **FORMAL COMPLAINTS PROCEDURE**



# Centenary Heights State High School

## FORMAL COMPLAINT RECORD VET STUDENTS

*(To be completed by the RTO Manager only)*

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

TEACHER: \_\_\_\_\_

### Complaint Summary:

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Copy of written complaint attached.

<b>Complaint Committee</b>	1.	Principal or person appointed by the Principal
	2.	RTO Manager
	3.	Independent Person

Date of Hearing: \_\_\_\_\_ Time: \_\_\_\_\_

### Decision/Outcome of Committee:

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### Reasons:

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Signatures of Committee	Date	Signature of Student	Date
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Principal or Appointee		Student	
RTO Manager			
Independent Witness			

## 9.0 Disciplinary Procedures

The same practices and protocols relevant for all students at Centenary Heights State High School apply to the behaviour and work ethic of students involved in VET courses.

The Responsible Behaviour Plan is published in the Student Diary as is the Assessment Policy.

Each of these policies and codes are reinforced in classrooms and in addition available on the school website.

Appeal or mediation is available to students via teachers, the Guidance Officer, Heads of Department or Heads of Year.

## 10.0 Staff responsibilities for access and equity

### 10.1 Access and Equity Policy

Centenary Heights State High School is inclusive of all students regardless of gender, race, impairment or any other factor. The Principal and Deputy Principals have access and equity as a part of their duties. Financial commitments must be up to date prior to commencement of courses requiring additional consumables or external tuition.

### 10.2 Access and Equity Procedure

Students may contact the Deputy Principals for information and/or support regarding the school's access and equity.

## 11.0 Credit Transfer

Credit transfer provides a means for students to gain credit in a VET qualification on the basis of completed components of another VET qualification. This credit transfer will occur automatically due to the mapping system built into the OneSchool recording system. If a student is deemed competent in a particular competency for a qualification and the particular competency is also a part of a second qualification which the student is enrolled in, a credit transfer will automatically occur.



## 12.0 Recognition of Prior Learning

### 12.1 What is Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) recognises your current skills and knowledge obtained through:

- other subjects
- previous training
- things you have learned outside school, e.g. community or sporting involvement
- work experiences or industry placement
- your part-time job and measures them against the vocational parts of the subject you are doing or want to do.

If what you have learned at work or elsewhere is relevant to the vocational parts of the subject, you may not have to do those parts.

### 12.2 Why apply for RPL? What's in it for me?

It is important to apply for RPL if you think you already have some knowledge or skills that might be relevant to the vocational parts of your course.

#### Advantages:

- You will not have to do those vocational education parts of the course for which you have been granted RPL.
- You could finish your course earlier, or not have such a heavy workload.
- RPL recognises that you are entering a course with many skills—that you are not a total beginner.

#### How does RPL work? What happens?

**Application:** To apply for RPL you will need to fill out an application form giving details of any skills or knowledge that you already have. It is your responsibility to provide enough information in the application to support your case.

**Assessment:** You may be asked to attend a meeting to discuss the details of your application. This meeting is held to find out whether your current skills and/or knowledge match what would be learned and assessed in the vocational education parts of the course.

**Notification:** You will be told whether or not your application has been successful. If you have been granted RPL for some vocational parts of the course, you will not have to do those parts.

**What do I do now?** If you think you might be eligible for RPL, you should talk to your teacher – remember, you can apply for RPL at any time during your course or training program.

# Centenary Heights State High School

## RPL APPLICATION FORM

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Course: \_\_\_\_\_

Units of competency		Details of relevant previous experience <i>including formal training, work experience and life experience (interests, skills etc.)</i>	FOR OFFICE USE		
Code	Name		Assessor's comments and recommendations	Comp.	NYC

# Centenary Heights State High School

## RPL Notification

\_\_\_\_\_ (Name of Student) has been granted Recognition of Prior Learning for the following units of competency:

Competency code	Name

\_\_\_\_\_ No information is printed below this line.

**OR**

\_\_\_\_\_ (Name of Student) has not been granted Recognition of Prior Learning for the following units of competency:

Competency code	Name

\_\_\_\_\_ No information is printed below this line.

\_\_\_\_\_  
**Assessor's signature**

\_\_\_\_\_  
**Date**

## 13.0 Recognition of AQF Qualifications and Statements of Attainment issued by other RTOs

### 13.1 Recognition of Qualifications Policy

Centenary Heights State High School will recognize all qualifications issued by any other Registered Training Organisation (RTO). The school will seek verification of the certification from the relevant RTO if there is any 'doubt' related to the authenticity of the qualification.

Where a student has studied VET at another school	Where a student has studied VET at another RTO which is not a School
the Form S1 is obtained from the previous school by the Office Administrator responsible for SDCS (data capture of student results for the QCAA)	
↓	Student presents the Qualification or Statement of Attainment at the main office to the Administrator responsible for VET Data Capture entry
Administrator copies and verifies qualification & keeps record in the school's Administrative VET file for that year	↓
↓	Administrator enters the information onto SDCS or QCAA Portal so that it will be included on the Senior Certificate
Administrator enters the information onto SDCS or QCAA Portal so that it will be included on the Senior Certificate	↓
↓	Administrator copies and verifies qualification & keeps the record in the school's Administrative VET file for that year
Office Administrator provides a copy of the S1 detailing successful competencies achieved to the faculty Head of Department. ↓	
Head of Department advises VET teacher ↓	
Teachers updates student's record and gives exemption for the units of competency or modules identified in the qualification or statement of attainment	

## 14.0 Competency Based Assessment

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

In most subject's assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a student profile sheet (or similar document) using terms such as Satisfactory or Unsatisfactory, or Working Towards Competency. This assists students to become competent as their skills improve.

Final records of assessment of competencies will be awarded as either:

- **C** for Competent
- **NC** for Not Competent

## 15.0 Reporting in VET subjects

Reporting of VET subjects uses different codes from other senior school subjects. Because VET courses are competency based, reporting comments must reflect this.

### **CA (Competency Achieved)**

The student has met the requirements of the course during this assessment period and is on track to complete their certificate.

### **WTC (Working Towards Competency)**

The student has met some of the course requirements during this assessment period, however greater application is required to ensure completion of their certificate.

### **CNA (Competency Not Achieved)**

The student has not met the course requirements during this assessment period and at this stage will not complete their certificate.

## 16.0 Student access to accurate records policy and procedures

Centenary Heights State High School is committed to regularly providing student with information regarding their participation and progress. The Trainers and Assessors must maintain accurate and current records of each student's progress towards and achievement of competencies.

Trainer and Assessors will provide access to a student's own profile card at least once each semester, or on request by the student. Students may also be given access to "for checking"

SDCS printouts. Students will also have access to information regarding any unit achieved through their own online learning account.

## **17.0 Certificates and Statements of Attainment**

### **17.1 Certificates**

Once a student has successfully completed all units in a VET qualification, and results are submitted to the Deputy Principal, the student will be issued with a Certificate. This will also include a Statement of Results.

### **17.2 Statements of Attainment**

In instances where a student does not complete the qualification, they may still be eligible for a Statement of Attainment (SOA) for the units of competency they have completed.

Certificates and Statements of Attainment will be supplied by the school and issued to the students.

### **17.3 Re-Prints**

If a student loses or misplaces his/her certificate or statement of Attainment he/she can contact the school for a replacement.

Students who lose or misplace their Certificate or Statement of Attainment are to contact the Deputy Principal to organise a replacement. A replacement fee of \$5.00 may apply and will need to be paid by the student to the office prior to re-issue.

## **18.0 Confidentiality procedure**

Information about a student, except as required by law or as required under the [VET Quality Framework](#), is not disclosed without the student's written permission and that of their parent or guardian if the student is less than 18 years of age. The RTO will ensure that they have consent from each student.

## 19.0 Course Outlines

### CERTIFICATE II IN BUSINESS - BSB20120

#### QUALIFICATION PACKAGING RULES:

10 units of competency: 5 core unit and 5 elective units

Unit Code	Unit Name	Core/Elective
BSBCMM211	Apply communication skills	Core
BSBOPS201	Work effectively in business environments	Core
BSBPEF202	Plan and apply time management	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBWHS211	Contribute to the health and safety of self and others	Core
BSBPEF201	Support personal wellbeing in the workplace	Elective
BSBTWK201	Work effectively with others	Elective
BSBTEC101	Operate digital devices	Elective
BSBTEC201	Use business software applications	Elective
BSBTEC202	Use digital technologies to communicate in a work environment	Elective

## CERTIFICATE II IN HOSPITALITY - SIT20322

### QUALIFICATION PACKAGING RULES:

To achieve this qualification SIT20322, Certificate II in Hospitality, students are required to achieve competence in 12 units, **6 of which are core compulsory units of competency and 6 elective units of competency.** This qualification prepares students to perform routine hospitality tasks and demonstrate fundamental operational knowledge, working under direct supervision.

Unit Code	Unit Name	Core/Elective
BSBTWK201	Work effectively with others	Core
SITHIND006	Source and use information on the hospitality industry	Core
SITHIND007	Use hospitality skills effectively **	Core
SITXCCS011	Interact with customers	Core
SITXCOM007	Show social and cultural sensitivity	Core
SITXWHS005	Participate in safe work practices	Core
SITXFSA005	Use hygienic practices for food safety	Elective
SITHKOP009	Clean kitchen premises and equipment	Elective
SITHCCC024	Prepare and present simple dishes	Elective
SITHCCC025	Prepare and present sandwiches	Elective
TLIE0009	Carry out basic workplace calculations	Elective
SITHFAB021	Responsible Service of Alcohol (Delivered by a 3 <sup>rd</sup> Party - Aurora Training Institute RTO Code: 32237)	Elective

Students also have the opportunity to engage in additional elective units with Aurora Training Institute which will attract an additional fee:

- SITSS00080 – Coffee Skillset (\$220)
- SITHGAM022 – Provide responsible gambling services (\$40)



## CERTIFICATE II IN MUSIC – CUA20620

### QUALIFICATION PACKAGING RULES:

8 units of competency: **3 Core units and 5 Elective units.**

Unit Code	Unit Name	Core/Elective
BSBWHS211	Contribute to health and safety of self and others	Core
BSBTWK201	Work effectively with others	Core
CUAIND211	Develop and apply creative arts industry knowledge	Core
CUAMLT211	Develop and apply musical ideas and listening skills	Elective
CUASOU213	Assist with sound recording	Elective
CUAMPF211	Play or sing simple musical pieces	Elective
CUAMPF111	Develop skills to play or sing music	Elective
CUASTA212	Assist with bump in and bump out of shows	Elective

## CERTIFICATE II IN RURAL OPERATIONS AHC21216

### QUALIFICATION PACKAGING RULES:

Students in this course will work through **15 units of competency: 3 Core units & 12 Electives units** during a maximum time of 2 years.

Unit Code	Unit Name	Core/Elective
AHCWHS201	Participate in work health and safety processes	Core
AHCWRK204	Work effectively in the industry	Core
AHCWRK213	Participates in work place communication	Elective
AHCWRK209	Participate in environmentally sustainable work practices	Core
AHCWRK210	Observe and report on weather	Elective
AHCLSK209	Monitor water supplies	
AHCINF205	Carry out basic electric fencing operations	Elective
AHCINF206	Install, maintain and repair fencing	Elective
AHCLSK316	Prepare livestock for competition	Elective
AHCLSK202	Care for health and welfare of livestock	Elective
AHCLSK206	Identify and mark livestock	Elective
AHCLSK204	Carry out regular livestock observation	Elective
AHCLSK205	Handle livestock using basic techniques	Elective
AHCLSK211	Provide feed for livestock	Elective
AHCLSK316	Prepare Livestock for competition	Elective
AHCPHT216 (Optional)	Carry out canopy maintenance	Elective
<b>Additional Optional Elective Units in Year 12 only</b>		
AHCMOM217	Operate quad bikes	Elective
AHCMOM202	Operate Tractors	Elective

## CERTIFICATE II IN SAMPLING AND MEASUREMENT - MSL20122

### QUALIFICATION PACKAGING RULES:

Students in this course will work through **8 units of competency: 3 Core units and 5 Elective units.**

Unit Code	Unit Name	Core/Elective
MSMENV272	Participate in environmentally sustainable work practices	Core
MSL912002	Work within a laboratory or field workplace (induction)	Core
MSL922002	Record and present data	Core
MSL943004	Participate in laboratory or field workplace safety	Core
MSL952003	Collect routine site samples	Elective
MSL972002	Take routine site measurements	Elective
MSL913004	Plan and conduct laboratory/field work	Elective
MSL973025	Perform basic tests	Elective

## CERTIFICATE II IN SPORT and RECREATION - SIS20122

### QUALIFICATION PACKAGING RULES:

**10 Units are required to complete the qualifications: 6 Core Units and 4 Elective Units.**

Prerequisites from Certificate I Sport and Recreation revisited in Certificate II Sport and Recreation		
Unit Code	Unit Name	Core/ Elective
HLTAID011	Provide First Aid	Elective
HLTWHS001	Participate in workplace health and safety	Core
AHCPGD212	Conduct visual inspection of park facilities	Elective
SISXIND011	Maintain sport, fitness and recreation industry knowledge	Core
SISOFLD001	Assist in conducting recreation sessions	Core
SISEXMR003	Respond to emergency situations	Core
SISXCCS004	Provide quality service	Core
SISXFAC006	Maintain activity equipment	Core
SISXPLD004	Facilitate groups	Elective
CHCGRP002	Plan and conduct group activities	Elective

## CERTIFICATE II SKILLS FOR WORK AND VOCATIONAL PATHWAYS – FSK20119

### QUALIFICATION PACKAGING RULES:

Students in this course will work through **14 units of competency: 1 Core units and 13 Elective** units.

Unit Code	Unit Name	Core/Elective
FSKLRG011	Use routine strategies for work-related learning	Core
FSKLRG009	Use strategies to respond to workplace problems	Elective
FSKOCM006	Use oral communications skills to participate in workplace teams	Elective
FSKOCM007	Interact effectively with others at work	Elective
FSKRDG010	Read and respond to routine workplace information	Elective
FSKWTG008	Complete routine workplace formatted texts	Elective
FSKWTG009	Write routine workplace texts	Elective
ICTICT216	Design and create basic organisational documents	Elective
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work.	Elective
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work	Elective
FSKNUM018	Collect data and construct routine tables and graphs for work	Elective
FSKNUM023	Estimate, measure and calculate measurements for work	Elective
FNSACC323	Perform financial calculations	Elective
FBPWHS2002	Identify and control risks in own work	Elective

## **CERTIFICATE II ACTIVE VOLUNTEERING – CHC24015**

**\*NOTE – This qualification is delivered via a Third-Party Arrangement with Volunteering Queensland.**

### **QUALIFICATION PACKAGING RULES:**

Students in this course will work through **7 units of competency: 4 Core units and 3 Elective units.**

<b>Unit Code</b>	<b>Unit Name</b>	<b>Core/Elective</b>
CHCDIV001	Work with diverse people	Core
CHCVOL001	Be an effective volunteer	Core
HLTWHS001	Participate in workplace health and safety	Core
BSBCMM201	Communicate in the workplace	Core
HLTFSE001	Follow basic food safety practices	Elective
SISXCAI007	Assist with activities not requiring equipment	Elective
HLTAID003	Provide first aid	Elective