Year 10
TAG
2019
(Wednesday Only Program)
TARGET AND GROW (TAG) PROGRAMME (Wednesday only)

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Target and Grow
2019 (Year 10)

1. **Home Study Options**
   Available to any students who has all A’s and B’s on their report card, a student who has completed a certificate course or is successfully undertaking a certificate course next year and has parent/caregiver consent to study from home.

2. **Work Experience**
   Work Experience at the same work site each week. If choosing this option please complete additional work experience preference forms as well. The fastest way to be involved in work experience is to source your own employer. Once initiated, inform Miss Murray so paperwork can be completed. Miss Murray can organise a work placement for you but this process may take longer.

3. **Subject Support**
   Support Program for assignments and supervised study at school. Students will spend the day at school and be able to work on homework and assignments.

4. **Individual Negotiated Education Program.**
   Students are able to submit an alternate study plan to be negotiated with the school. This could take the form of:
   - TAFE
   - Any course provided by a training organisation.
   Please specify desired educational goal.

5. **Traineeship/Apprenticeship**
   Placements arranged through Miss Murray – many of these placements are pre-arranged before Year 10 – it is best to see Miss Murray this year.

6. **Certificate III in Business**
   See attached information.

7. **Certificate IV in Crime and Justice**
   See attached information.

8. **Certificate II in Education Support**
   See attached information.

9. **Certificate II in Engineering**
   See attached information

10. **Certificate III in Fitness**
    See attached information.

11. **Certificate III in Health Support Services**
    See attached information

12. **Certificate II in Salon Assistant**
    See attached information

13. **Diploma of Business**
    See attached information

14. **Dual Qualification Certificate II in Tourism + Certificate III in Events**
    See attached information

15. **Certificate III in Health Support Services**
    See attached information
Schools TAFE Programs – Make Great Happen

Each year TAFE offers a School Program where students are able to enrol for 1 day per week. Students’ timetables are adjusted to balance their commitments during the week. Students may have a spare line in their timetable to catch up on work missed while they are at TAFE. TAFE offers programs 5 days per week but once enrolled students will attend the same day each week.

Students will miss one lesson per week of their subjects unless they have a TAFE course that runs on a Wednesday.

Some courses are available for students 15 years of age and other courses are only for Year 11 and Year 12 students. Students can only enrol in courses they can complete while still enrolled at school. Currently there are two main TAFE providers in our area. TAFE Brisbane (formerly Southbank Institute of TAFE, Metropolitan South Institute of TAFE and Brisbane North Institute of TAFE) and TAFE Gold Coast (formerly Gold Coast Institute of TAFE).

TAFE credit points are counted towards a QCE – Queensland Certificate of Education. Generally, a Certificate II will contribute 4 QCE points and a Certificate III will contribute between 6-8 points. Twenty credit points are required to complete the QCE.

The TAFE option is generally not suited for students seeking an OP for university entry – but you may still like to consider this option.

There are costs associated with enrolling in these courses. Courses are generally over one or two years. Courses are generally March/April for mid-year intake and in July/August for intake starting at the beginning of the following year.

For all career guidance please see our Guidance Officer, Mr Wackwitz and for TAFE information please see Mr Ross.

Our Industry Liaison Officer, Miss Murray, will also be able to assist in terms of TAFE, work placements, traineeships and apprenticeships.

Overall, School TAFE programs are excellent for helping to prepare young people for employment and the world of work.

Cameron Ross
TAFE Co-ordinator
Certificate III in Business (BSB30115)

AIM OF SUBJECT
Binnacle’s Certificate III in Business ‘Business in Schools’ program is offered as a senior subject where students learn what it takes to become a Business Professional. Students achieve skills in leadership, innovation, customer service, personal management and financial literacy – incorporating the delivery of a range of projects and services within their school community. Micro business opportunities are also explored.

Graduates will be able to use their Certificate III in Business:
- as an entry level qualification into the Business Services Industries (e.g. customer service adviser, duty manager, administration officer)
- to pursue further tertiary pathways (e.g. Certificate IV, Diploma or Bachelor of Business); and
- to improve their chances of gaining tertiary entrance.

QTAC TERTIARY ENTRANCE RANK (See Also Binnacle Training)

<table>
<thead>
<tr>
<th>QTAC SELECTION RANK</th>
<th>OP EQUIVALENT (APPROXIMATE)*</th>
<th>OP INELIGIBLE RANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III</td>
<td>68^</td>
<td>15**</td>
</tr>
<tr>
<td>Certificate IV</td>
<td>74^</td>
<td>12**</td>
</tr>
</tbody>
</table>

QCE POINTS
Upon successful completion, students are certified with 8 Queensland Certificate of Education (QCE) Credits.

COURSE FEES
The Certificate III in Business course is being delivered with the assistance (and under the auspices) of an external Registered Training Organisation, Binnacle Training, RTO # 31319 (www.binnacletraining.com.au).

The 2019 course fees are $230 for the certificate course. Fees are non-refundable as the certificate is provided by an external company (Binnacle Training).

COURSE OUTLINE

<table>
<thead>
<tr>
<th>BSB30115 - CERTIFICATE III IN BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE (1)</td>
</tr>
<tr>
<td>BSBWHS3002 Apply knowledge of WHS legislation in the workplace</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>ELECTIVES*</td>
</tr>
<tr>
<td>BSBCUS5001 Deliver and maintain a service to customers</td>
</tr>
<tr>
<td>BSBINN5001 Promote innovation in a team environment</td>
</tr>
<tr>
<td>BSBTEU5056 Design and produce business documents</td>
</tr>
<tr>
<td>BSBPR0305 Recommend products and services</td>
</tr>
<tr>
<td>BSBWOR303 Organise personal work priorities and development</td>
</tr>
<tr>
<td>BSBELM312 Contribute to team effectiveness</td>
</tr>
<tr>
<td>BSBWRT301 Write simple documents</td>
</tr>
<tr>
<td>BSBCRT301 Develop and extend critical and creative thinking skills</td>
</tr>
<tr>
<td>BSBWHS5030 Participate in WHS hazard identification, risk assessment and risk control</td>
</tr>
<tr>
<td>BSNUED301 Undertake e-learning</td>
</tr>
<tr>
<td>BSBSMM205 Identify suitability for micro business</td>
</tr>
<tr>
<td>FNSSH1301 Be MoneySmart</td>
</tr>
</tbody>
</table>
Certificate III in Business (BSB30115) Continued

ASSESSMENT
A range of teaching/learning strategies will be used to deliver the competencies. These include:
• Practical tasks / experience
• Hands-on activities involving customer service
• Group work
• e-Learning projects

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.

FUTURE OPTIONS
• Personal Assistant; Project Officer; Government Administration positions
• Administrator - various industries Education Pathways
• Diploma of Business

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IMPORTANT
Program Disclosure Statement (PDS)

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

Certificate IV in Crime and Justice

Certificate IV in Crime and Justice is an accredited course provided by Unity College (RTO: 32123). 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.

**AIM OF THE COURSE**
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

**QCE POINTS**
The Certificate course contributes a maximum of 8 credit points towards the Queensland Certificate of Attainment.

**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 successfully complete all study and assessment requirements

Attitude – students need to demonstrate independent learning skills

**COURSE OUTLINE**
To attain this certificate, 10 units of competency (6 core and 4 elective) must be completed:

<table>
<thead>
<tr>
<th>No.</th>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CJSCOM401</td>
<td>Provide information and referral advice on justice related issues</td>
</tr>
<tr>
<td>2</td>
<td>CJSDCP402</td>
<td>Prepare documentation for court proceedings</td>
</tr>
<tr>
<td>3</td>
<td>CJSJJ403</td>
<td>Analyse social justice issues</td>
</tr>
<tr>
<td>4</td>
<td>BSBRES401</td>
<td>Analyse and present research information</td>
</tr>
<tr>
<td>5</td>
<td>PSPREG003</td>
<td>Apply Regulatory Powers</td>
</tr>
<tr>
<td>6</td>
<td>BSBLGL413</td>
<td>Identify and apply the legal framework</td>
</tr>
<tr>
<td>7</td>
<td>BSBLDR403</td>
<td>Lead team effectiveness</td>
</tr>
<tr>
<td>8</td>
<td>PSPREG010</td>
<td>Prepare a brief of evidence</td>
</tr>
<tr>
<td>9</td>
<td>BSBLG416</td>
<td>Apply the principles of the law of torts</td>
</tr>
<tr>
<td>10</td>
<td>BSBLWOR404</td>
<td>Develop work priorities</td>
</tr>
</tbody>
</table>

**LEARNING EXPERIENCES**
Content is delivered in a classroom environment through Legal Studies/Certificate IV Crime and Justice classes or via an online plus face-to-face option. Course content provided by the trainer and assessor. This can be in the format of online reading and activities, whole day workshops, 3 x compulsory after school workshops with industry professionals. **Technology Required: access to the internet**

**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.

**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, security industry and private investigations.
CERTIFICATE IV IN CRIME AND JUSTICE CONTINUED….

COURSE FEES
$700 up-front fee payable to Unity College.

FURTHER INFORMATION
Refund Policy: Refund for students exiting a certificate course is on a prorate basis related to the unit/s of competency covered (less a $50.00 administration fee). Students must have evidence of the reason/s why exit from the course is being sought (e.g. a medical certificate or show extreme personal hardship). Applications for refund are made to the Unity College Principal and are at the discretion of the Principal.

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PHONE: 07 5545 7222 (07) 5545 7222  FAX: 07 5545 7200 (07) 5545 7200  EMAIL: bmowb4@eq.edu.au mrowe29@eq.edu.au
Get a head start on your career in education with a Certificate III in Education Support. This qualification prepares future employees to work in varied educational settings, these being: State Schools, Independent Schools, Private Schools and Community Educational Services.

This course covers core skills such as assisting in the implementation of planned learning experiences, supporting the numeracy, literacy and communication skills of students, supporting students at risk, and working with diverse communities.

Successful completion of this course will qualify you to work as a teacher aide or education support worker, as well as giving you the option to undertake further studies in education.

Course Fees
The Certificate III in Education Support is being delivered with the assistance (and under the auspices) of an external Registered Training Organisation. The 2018 course fees are $500 for the certificate course. This fee is non-refundable.

Course Outline
17 Units + 150hrs of practicum placement
CHCECE006  Support behaviour of children and young people
CHCEDS001  Comply with legislative, policy and industrial requirements in the education environment
CHCEDS007  Work effectively with students and colleagues
CHCEDS016  Support learning for students with disabilities in a classroom environment
CHCEDS018  Support students with additional needs in the classroom environment
CHCEDS002  Assist implementation of planned educational programs
CHCEDS003  Contribute to student education in all developmental domains
CHCDIV001  Work with diverse people
CHCEDS008  Comply with school administrative requirements
CHCEDS004  Contribute to organisation and management of classroom or centre
CHCEDS005  Support the development of literacy and oral language skills
CHCEDS006  Support the development of numeracy skills
CHCEDS017  Contribute to the health and safety of students
HLTWHS001  Participate in work health and safety
CHCDIV002  Promote Aboriginal and/or Torres Strait Islander cultural safety

Plus Two Elective Units(to be confirmed)

Prerequisites
In order to participate you must be achieving an A or B in English and Mathematics, and turning 15 this Semester. You will be required to undertake 150hrs (minimum) of practicum placement, which may involve Wednesdays, and the last three weeks of school. You will be required to obtain a Blue Card. Your practicum placement and Blue Card will be organised by TMSHS.

Assessment
Students are assessed in a variety of ways including:
Short answer responses
Projects
Assignments
Practical Observations during practicum placement

Contact
Rebecca Ireland
Head of Department – Inclusive Practices
rbail45@eq.edu.au
Ph. 5545 7222

Image Source: education.qld.gov.au
Certificate II in Engineering

Certificate II in Engineering is intended for people interested in exposure to an engineering related working environment with a view to entering into employment in that area. Upon successful completion this course aims to equip students with the basic knowledge and skills which will enhance their prospects of employment in an engineering or related working environment.

In this course you will cover:

- MEM13014A  Apply principles of occupational health and safety in the work environment
- MEM13014A  Apply principles of occupational health and safety in the work environment
- HLTWHSO01  Participate in workplace health and safety
- MSAENV272B  Participate in environmentally sustainable work practices
- BSBCUS201  Deliver a service to customers
- MEM18001C  Use hand tools
- BSBWOR203  Work effectively with others
- MEM18002B  Use power tools/hand held operations
- SITXFA101  Use hygienic practices for food safety
- MEM16006A  Organise and communicate information
- HLTINFO01  Comply with infection prevention and control policies and procedures
- MEM16008A  Interact with computing technology
- CHCCOMOOS  Communicate and work in health or community services
- MEMPE007A  Pull apart and re-assemble engineering mechanisms
- CHCDIV001  Work with diverse people
- MSAPMSUP106A  Work in a team
- CPPCMN3001B  Participate in environmentally sustainable work practices
- MEMPE004A  Use fabrication equipment

Course Fees

Course fee for 2019 – Nil

* No need to do this engineering course if you chose Industrial Technology Skills for 2019. This course is imbedded into the subject.

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SIS20115 Certificate II in Sport and Recreation and SIS30315 Certificate III in Fitness

The combined SIS20115 Certificate II in Sport and Recreation and SIS30315 Certificate III in Fitness provide students with the skills and knowledge to work across a range of sport and recreation environments as well as specializing in the Fitness Industry as an Exercise Instructor. By combining the two qualifications, students are able to gain a diverse range of skills and commence a pathway that could lead to a range of employment outcomes.

Students who completed their SIS20115 Certificate II in Sport and Recreation will receive credit transfer for some of the content of the SIS30315 Certificate III in Fitness.

The SIS20115 Certificate II in Sport and Recreation and SIS30315 Certificate III in Fitness provide a pathway to the SIS40215 Certificate IV in Fitness and SIS50215 Diploma of Fitness. These qualifications can lead to a Higher Education pathway, with SIS50215 Diploma of Fitness Graduates from the College of Health and Fitness eligible to 4 credits for specific University of Southern Queensland undergraduate degrees.

Assessment
Students undertaking SIS20115 Certificate II in Sport and Recreation and SIS30315 Certificate III in Fitness will undertake a range of both theory and practical work to gain the skills and knowledge required to complete their qualification. Theory knowledge, will be assessed through comprehensive workbooks that require students to answer questions covering knowledge of nutrition, programming, workplace health and safety, risk analysis and more. Students will also be assessed on their ability to screen clients and develop programs.

All assessment will be undertaken by staff of the College of Health and Fitness.

Students undertaking the combined SIS20115 Certificate II in Sport and Recreation and SIS30315 Certificate III in Fitness, must complete the SIS20115 Certificate II in Sport and Recreation in order to also complete the SIS30315 Certificate III in Fitness. Students who do not achieve all competencies will receive a Statement of Attainment for the units they have completed.

Entry Requirements
Students must have an interest in the area of sport, health and fitness and preferably a desire to work in the industry. The course contains significant amounts of theory as well as a practical component and is not simply about being physically active. Good quality written and verbal communication skills and the ability to work with others is also required.
Cert II in Sport and Recreation Continued

Core
BSBWOR202 Organise and complete daily work activities
HLTAID003 Provide first aid
HLTWHS001 Participate in workplace health and safety
SISXCAI002 Assist with activity sessions
SISXCCS001 Provide quality service
SISXEMR001 Respond to emergency situations
SISXIND001 Work effectively in sport, fitness and recreation environments
SISXIND002 Maintain sport, fitness and recreation industry knowledge

Electives
BSBRSK401 Identify risk and apply risk management processes
SISXFA002 Maintain sport, recreation and fitness facilities
SISXCAI006 Facilitate groups
SISXFA001 Maintain equipment for activities
BSBCMM201 Communicate in the workplace

Cert III in Fitness

Core
SISFFIT001 Provide health screening and fitness orientation
SISFFIT002 Recognise and apply exercise considerations for specific populations
SISFFIT003 Instruct fitness programs
SISFFIT004 Incorporate anatomy and physiology principles into fitness programming delivery
SISFFIT005 Provide healthy eating information
SISFFIT0014 Instruct exercise to older clients
SISXCCS001 Provide quality service (Cert II core)
SISXFA001 Maintain equipment for activities (Cert II Electives)
SISXIND001 Work effectively in sport, fitness and recreation environments (Cert II core)

Electives
BSBRSK401 Identify risk and apply risk management processes (Cert II electives)
HLTAID003 Provide first aid (Cert II core)
HLTWHS001 Participate in workplace health and safety (Cert II core)
SISFFIT006 Conduct fitness appraisals
SISXCAI006 Facilitate groups (Cert II Elective)
SISFFIT011 Instruct approved community fitness programs
BSBCMM201 Communicate in the workplace (Cert II electives)

COURSE FEES:
Course fee for 2019 – Nil, student VETIS funding is accessed and used.

WHY CERTIFICATE III IN FITNESS?

- The program utilises industry experts in the area of Fitness in order to provide industry validated assessment tools for students. They are able to then take their newly acquired skills and confidence into any workplace and succeed.
- By receiving a Senior First Aid certificate. It provides the students with excellent employment opportunities within the recreation industry.

The Certificate III in Fitness when embedded within Queensland Secondary Schools contributes 8 credit points towards the QCE which is equivalent to the number of credit points earned in two Authority or Authority Registered Subjects.
This qualification is an industry-based qualification targeted at significantly increasing the skills and knowledge of health and aged care industry employees. It is designed for employees who provide support for the effective functioning of health services, requiring discretion and judgement. These workers may also provide a team leadership, workplace training or leading hand function. These workers do not deliver direct care to clients.

You will need to satisfactorily complete 15 units of competency and it would be an advantage to be currently employed in the industry. If not employed in the industry at least 80 hours of work placement is essential to complete the course.

**Work placement**

To achieve this qualification, the learner must have completed at least 80 hours of work placement.

**Course Fees**

To be confirmed

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Options for Training Plan
HLT33215 - Certificate III in Health Support Services

To attain the HLT33215 Certificate III in Health Support Services, 15 units must be achieved. 6 core units and 9 electives, with at least 6 units from the list on TGA and up to 3 other units.

<table>
<thead>
<tr>
<th>UnitCode</th>
<th>Unit of Competency</th>
<th>Category</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HLTWHS001: Participate in workplace health and safety</td>
<td>Core</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>SITXFAA01: Use hygienic practices for food safety</td>
<td>Elective</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>HLTINF001: Comply with infection prevention and control policies and procedures</td>
<td>Core</td>
<td>25</td>
</tr>
<tr>
<td>4</td>
<td>CHCCOM005: Communicate and work in health or community services</td>
<td>Core</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>CHCDIV001: Work with diverse people</td>
<td>Core</td>
<td>40</td>
</tr>
<tr>
<td>6</td>
<td>CPPMNB004: Participate in environmentally sustainable work practices</td>
<td>Other</td>
<td>20</td>
</tr>
<tr>
<td>7</td>
<td>HLTSSS005: Undertake routine stock maintenance</td>
<td>Other</td>
<td>15</td>
</tr>
<tr>
<td>8</td>
<td>HLTWHS005: Conduct manual tasks safely</td>
<td>Core</td>
<td>30</td>
</tr>
<tr>
<td>9</td>
<td>CHFSE001: Follow basic food safety practicoses</td>
<td>Elective</td>
<td>30</td>
</tr>
<tr>
<td>10</td>
<td>CHCDIV002: Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
<td>Elective</td>
<td>25</td>
</tr>
<tr>
<td>11</td>
<td>HLTAD003: Provide first aid</td>
<td>Other</td>
<td>18</td>
</tr>
<tr>
<td>12</td>
<td>BSBWOR301: Organise personal work priorities and development</td>
<td>Core</td>
<td>30</td>
</tr>
<tr>
<td>13</td>
<td>BSBINN301: Promote innovation in a team environment</td>
<td>Elective</td>
<td>40</td>
</tr>
<tr>
<td>14</td>
<td>CHCCC009: Facilitate responsible behaviour</td>
<td>Elective</td>
<td>40</td>
</tr>
<tr>
<td>15</td>
<td>CPPCLC20008A: Clean glass surfaces</td>
<td>Elective</td>
<td>10</td>
</tr>
</tbody>
</table>

Should the selection of units not meet your requirements, please discuss with your trainer
Certificate II in Salon Assistant
SHB 20216

Vocational Education Training in School (VETiS)
The Certificate II in Salon Assistant is listed under the Vocational Education Training in School Program (VETiS) by the Department of Education and Training.

What this means for you, the high school student?
This means the Queensland Government supports school students by providing fee-free training to complete this program with the Gold Coast School of Hairdressing.

How do I enrol?
Firstly talk to your parents and school guidance officer, from there you will undertake a tour and interview at BSH after the tour you will complete an enrolment form and we will do the rest for you.

How much does it cost?
All fees and your mini-tool kit are covered by the Queensland Government VETiS programme.

What days can I study and how long does it take to complete?
With BSH’s flexible delivery you can elect to study one day per week [at your choosing] or school holiday block or a combination of both. The program takes 50 - 60 days of study on campus to complete.

What will I learn?
The Certificate II in Salon Assistant will equip you with the skills to be hired as a salon assistant. You will learn practical skills such as, applying colour, preparing clients for salon services, shampooing and basin services, head, neck and shoulder massage, how to greet clients and braiding techniques.

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cross55@eq.edu.au
This Diploma of Business course will be delivered by staff at Tamborine Mountain State High School Year 11 students (accelerated over 1 year) using the units of an external Registered Training Organisation.

**AIM OF SUBJECT**

Having a solid understanding of business services offers graduates the opportunity to apply for roles in their industry of choice, work in the family business or start their own.

Successful course completion offers students credit towards future university programs, fast tracking studies. Our courses are designed to empower students, giving them a competitive edge and job ready skills that can be immediately applied in the workforce.

**QCE POINTS**

As per the QCE Handbook – A guide for learning provider (August 2015) the Diploma course contributes a maximum of 8 credit points towards the Queensland Certificate of Attainment.


**PREREQUISITE**

At least a sound level of achievement in English.

Completion of Certificate III in Business is preferable, but not essential.

**COURSE OUTLINE**

**Units of Competency:**

- BSBWOR501 Manage work priorities & professional development
- BSBADM502 Manage meetings
- BSBMKG501 Identify & evaluate marketing opportunities
- BSBMGT516 Facilitate continuous improvement
- BSBHRM506 Manage recruitment, selection & induction process
- BSBFIM501 Manage budgets & financial plans
- BSBADM506 Manage business document design & development
- BSBFMMG522 Undertake project work

**COURSE FEES**

The course fees are $1,000 in total.

Once a place at university has been offered and accepted, you can use the Diploma to apply for Advanced Standing (recognition of prior learning/credit arrangement).

Depending on the university, you can receive credit for prior learning and can be exempt from some units. These credits can range anywhere from one to eight units.

**FUTURE OPTIONS**

**CONTACT NAME:** Head of Department – Bronwen Mowbray  
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Are you a natural organizer with a flair for events? Do you love to travel or wanting to open a door to a career in tourism? Working in events can take you from festival and conferences to fundraisers and shows. While the travel and tourism sector can have you working at some of the best attractions or destinations around the world.

By combining these two qualifications, you will have the knowledge and skills required to work across both of these exciting industries, giving you a competitive edge and increased opportunities.

Course Fees

The 2019 course fee is $300.00 for the certificate course and is only available to students who have not used their VETiS funding. Fees are non-refundable as the certificate is provided by an external company (Redmako).

Course Outline

This course is studied via virtual reality and takes 12 months to complete.

Example Units below

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>SITTTSL008</td>
<td>Book supplier products and services</td>
</tr>
<tr>
<td>SITEEVT001</td>
<td>Source and use information on the events industry</td>
</tr>
<tr>
<td>SITEEVT003</td>
<td>Coordinate onsite event registrations</td>
</tr>
<tr>
<td>SITXCOM002</td>
<td>Show social and cultural sensitivity</td>
</tr>
<tr>
<td>SITXEB001</td>
<td>Use social media in business</td>
</tr>
<tr>
<td>SITXCCS003</td>
<td>Interact with customers</td>
</tr>
<tr>
<td>SITEEVT002</td>
<td>Process and monitor event registrations</td>
</tr>
<tr>
<td>BSBSUS201</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
</tbody>
</table>

Prerequisites

Nil

Assessment

Ongoing assessment, marked through outside provider.

Contact

Rebecca Ireland
Head of Department – Inclusive Practices
rbail45@eq.edu.au
Ph: 55457222
Please submit completed form to Miss Murray in Central Park staffroom or student services – AS SOON AS POSSIBLE

Please list employer/s details who you have contacted by phone/in person/or email who are willing to take you on for work experience on Wednesdays. These employers will then be contacted by Miss Murray if the employer is in agreement. Miss Murray will organise work experience agreement forms for you and employers to complete and return before starting work experience. Please note, some employers can take students for a full year, others term by term. Students working in Building trades will need a White Card to show Miss Murray before starting work (for insurance purposes). This can be done online through Bluedog or OHSA OR in person at Master Builders at Ashmore.

Remember it is essential that transport arrangements are taken into account when considering prospective employers as students are responsible for their own transport to and from work experience.

*** Students are covered by Education Queensland Insurance while on work experience ***

Student Name: ____________________________________________ Form: ___________ D.O.B. ____________________

(Please make sure your Preference 1 is your 1st preference)

<table>
<thead>
<tr>
<th>Preference 1 Occupation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name:</td>
<td>--</td>
</tr>
<tr>
<td>Address:</td>
<td>--</td>
</tr>
<tr>
<td>Phone:</td>
<td>--</td>
</tr>
<tr>
<td>Email:</td>
<td>--</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>--</td>
</tr>
<tr>
<td>Have Contacted: Yes ☐</td>
<td></td>
</tr>
<tr>
<td>Confirmed to take student: Yes ☐</td>
<td></td>
</tr>
<tr>
<td>Is this Family/Friend: Yes ☐</td>
<td>No ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preference 2 Occupation:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name:</td>
<td>--</td>
</tr>
<tr>
<td>Address:</td>
<td>--</td>
</tr>
<tr>
<td>Phone:</td>
<td>--</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>--</td>
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<td></td>
</tr>
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<td>Is this Family/Friend: Yes ☐</td>
<td>No ☐</td>
</tr>
</tbody>
</table>

TRANSPORT: (tick whether you are able to get transport to the above employers) Yes ☐ No ☐

I have discussed the above work experience preferences with my son/daughter.

Parent/Caregiver Name: ____________________________ Phone: ______________

Parent/Caregiver Signature: ____________________________ Date: ______________