



# Pathways Selection

VET Student Handbook

#whatsyourpathway

## Introduction

Dear Students and Parents/Caregivers,

Welcome to the final chapter of your MacGregor story – Years 11 and 12.

Our Senior program offers MacGregor State High School students a diverse range of pathways to complete your schooling journey. The course offerings align to workforce skills, priority skills for Queensland, tertiary education prerequisites and social readiness for your next step.

The main aim in Senior Secondary is for each student to be supported to achieve a Queensland Certificate of Education (QCE) and to give every student an opportunity to "be the best we can be" on whatever pathway they are wanting to pursue. In order to be successful, students must carefully consider the combination of subjects, their commitment to study and their future career goals when choosing subjects and courses for Years 11 and 12.

Out school offers students a broad range of pathway options for students to undertake throughout their Senior phase of learning including Certificate I, II, III and Diploma courses delivered onsite at MacGregor, School-Based Apprenticeships and Traineeships (SAT), TAFE, external Registered Training Organisations (RTO) course offerings and internal RTO course offerings.

MacGregor State High School has created productive partnerships with our TAFE and external RTO partners to deliver exceptional learning programs, real life opportunities and experiences for our students.

What makes us the *Best We Can Be*? Our community engagement, a diverse learning program that meets the labour market and bundled dual qualification certificates optimising learning and pathways. We look forward to supporting you and your next step on your learning journey.

*Brendan Barlow*

Principal / CEO

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# What is VET?

Vocational Education and Training (VET) are programs undertaken by high school students as part of the senior school phase of learning that provides credit towards a nationally recognised qualification within the Australian Qualifications Framework. Let's break that down:

## **1. An extra qualification**

You can gain a nationally recognised VET qualification while undertaking Queensland Certificate of Education (QCE). You receive the VET qualification from a Registered Training Organisation (RTO), such as a TAFE.

## **2. Connected to the workplace**

VET qualifications can give you industry exposure and experience in the workplace that reinforces your skills development. This connection also makes for a smooth transition between training and work.

## **3. Units of competency**

Units of competency are the building blocks that make up a VET qualification. Each unit of competency includes specific skills and knowledge.

## **4. Competency based assessment**

VET students are assessed as 'competent' or 'not yet competent' in each unit of competency. To be assessed as competent, you must show a consistent application of skills and knowledge to the standard required in the workplace.

VET has never been more relevant. According to the Foundation for Young Australians 'New Work Order' report series, today's 15-year-olds are likely to navigate 17 changes in employer across five different careers. VET offers the kind of flexible training that will help young people navigate the future world of work. In 2019, 4 million people gained a VET qualification in Australia. Students can do apprenticeships and traineeships while still at school and earn while they learn.

VET equips young people for ten of the top 10 jobs predicted to see the fastest growth in demand in coming years, such as sales, aged care, childcare and hospitality. More people enrol in VET after University than before they go so they can get the workplace skills they need to get the job they want. A VET qualification is nationally recognised and valued by employers all over the country, including some of Australia's biggest companies. VET continues to deliver great results in a range of areas and, because of its links with industry, is flexible, adaptable, practical and up to date.

VET courses are flexible so people can do partial qualifications, short courses, and individual skill sets and units of competency, allowing them to gain the skills they need, when they need them. For young people who are not sure what they want to do when they finish school, studying a VET course allows them to keep their options open while gaining valuable skills for the workplace.

## What are the benefits of VET?



VET is a national system with qualifications that are recognised and can lead to employment anywhere in Australia.



Vocational education and training (VET) teach practical workplace skills through training organisations. Likewise, students develop non-technical skills that can be applied across different jobs and industries. Skills including communication, teamwork, problem solving and self-management. Almost 80 per cent of VET graduates are in work after completing their course.



VET offers courses for hundreds of different occupations – not just trades.



VET qualifications can contribute towards your Queensland Certificate of Education (QCE) and Australian Tertiary Admission Rank (ATAR) dependent on your Subject Selection. VET can help young people get into university and gain credits for some degrees.



Students gain knowledge through specialised training to understand and perform specific workplace tasks. Students learn practical knowledge of how an industry works which enables you to see the big picture and learn how to progress your career.



VET can lead to full-time, part-time or casual employment opportunities. This flexibility may allow you to follow multiple interests at the same time – like employment, further education and volunteering.



Students can earn while they learn - School-based apprenticeships and traineeships (SATs) allow you to earn an income as you train, study and work. SATs help students go places, whether that's a full-time job, a trade career, University, TAFE or other professional training.



VET can lead to TAFE, further learning at a Registered Training Organisation (RTO) or University – it is up to you and your goals.

## VET Myth busting

### Myth 1: University graduates earn more than VET Graduates.

**Fact:** University and VET both offer a wide range of qualifications that lead to a wide range of salaries. The salary you earn is a result of your qualification and what you do with it – not where you get it.

**NOTE:** To put this into perspective, the highest average starting salary for a University graduate is \$78,300 (Dentistry) (The Social Research Centre 2018). The highest average starting salary for a VET Graduate is \$91,000 (Certificate IV in Hazardous areas – Electrical) (myskills 2018) (vcaa 2020).

### Myth 2: There are fewer job opportunities for VET graduates.

**Fact:** More than half of all new jobs projected to be created by 2024 will be achievable with a VET qualification.

**NOTE:** Having a VET qualification can actually make you more employable. Almost 80 per cent of VET graduates find a job after completing their course. That's a higher employment rate than University undergraduates. Many people who study a VET course can earn while they learn. According to the 'Perceptions are not reality' report (2017):

- 78% of VET graduates are employed after training.
- 82% of graduates who participated in VET as a part of an apprenticeship or traineeship are employed after training.
- The graduate employment rate of VET students who train as part of a trade apprenticeship is as high as 92%.

A VET qualification is nationally recognised and valued by employers all over the country including some of Australia's biggest companies. The future world of work needs people with a range of skills who can move from industry to industry to meet demand where it's needed. VET helps people develop skills that can take them from job to job through training that focuses on the skills they will need in the workplace. In demand jobs in care and community, hospitality, and the services industries (such as retail, real estate, administration, and telecommunications) are all covered by VET.

**Myth 3: VET is only for non ATAR eligible students.**

**Fact:** VET is for all QCE students. It is important to choose studies and courses that support your pathway.

**NOTE:** VET qualifications can lead to traineeships and apprenticeships in a variety of industries, further study/higher education and/or work outcomes. (QCAA, 2020).

**Myth 4: You cannot go to University if you do VET at school.**

**Fact:** Yes, you can still go to University if you do VET at school.

**NOTE:** VET can be used in the calculation of your Australian Tertiary Admission Rank (ATAR) if you are eligible, for Cert III and above. If you do not achieve the ATAR you need, or if you are a QCE student, undertaking a VET qualification may give you an alternative pathway to University. (QCAA, Complementary Courses of Study 2020).



## What are the Costs?

### **VET in Schools (VETiS) funding**

Students undertaking VETiS, funded by the VET investment budget, can complete one employment stream qualification at the Certificate I or II level.

VETiS qualifications funded by the VET investment budget are listed on the [Priority Skills List](#) (DESBT Portal 2024 - 2025) by the Department of Employment, Small Business and Training (DESBT).

These qualifications have been identified in consultation with industry as leading to employment outcomes and are based on skills shortages and Queensland Government priorities.

## Who is eligible to receive VETiS funded training?

To be eligible to access a [VETiS at school qualification](#) funded by the Queensland Government, prospective students must:

- Be currently enrolled in a secondary school, in Year 10, 11 or 12 (the duration of your VETiS at School course cannot be longer than your remaining high school studies);
- Permanently reside in Queensland;
- Be an Australian citizen, Australian permanent resident, a temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen.

## What are the Options?

All students will have the option to either 'opt in' or 'opt out' of the VETiS funding. However, once a student has consumed their VETiS funding, they cannot use it again whilst at school.



# School-based apprenticeships and traineeships (SATs)

## – Information for parents and carers

### What is a SAT?

A SAT enables school students, in Years 10, 11 or 12, to work for an employer and train towards a nationally recognised qualification, while completing their secondary schooling. A student's timetable or course of study will consist of a combination of school studies, work and training.

### What's the difference between an apprenticeship and a traineeship?

Apprenticeships and traineeships both combine training with paid work in a real job.

Apprenticeships involve training in a skilled trade such as electrical, carpentry, hairdressing, and sign writing leading to a minimum of a Certificate III qualification.

Traineeships involve training in vocational areas such as office administration, tourism, warehousing, and real estate. Upon completion, trainees will receive a minimum of a Certificate II in the chosen vocational area.

### Why should my child undertake a SAT?

Participation in a SAT may support your child to:

- gain a head start on their career in addition to paid employment whilst still at school
- work towards their future goals and provide realistic exposure to an industry
- obtain a competitive edge when applying for jobs through the development of workplace skills, knowledge and confidence
- work towards a nationally recognised qualification which may contribute towards their Queensland Certificate of Education
- enter full-time employment, a vocational career, university or other VET training.

### How does the school support my child?

SAT arrangements are coordinated by an Apprentice Connect Australia Provider (ACAP). The ACAP will lead negotiations with all stakeholders (the school, student, parent (if under 18 years), the employer, and Supervising Registered Training Organisation (SRTO)) to ensure the SAT schedule will allow the prospective apprentice/trainee to successfully combine school studies, work and training.

The school will also assist the student to access, if eligible, travel and accommodation financial assistance, and tutorial support for language, literacy and numeracy, if required.

### Are there any costs associated with participating in a SAT?

SATs in Queensland are funded under User Choice Funding arrangements based on their priority skill level.

There may be some costs associated with undertaking a SAT including training, uniforms, tools and equipment, study materials, transport costs to attend work or training, and travel and accommodation costs to attend training in other parts of the state.

### How much time does my child spend in the workplace?

The number of days in paid employment each week is negotiated between the apprentice/trainee, school, employer and SRTO based on minimum paid work requirements unique to the SAT.

The employment can take place during school hours, after school, on weekends and during school holidays. The arrangements must have some impact on the student's school timetable to be considered a SAT.

### Can my child finish their SAT whilst at school?

It is possible to complete a school-based traineeship whilst at school and this would be the aim of most trainees. It is not possible to complete an apprenticeship whilst at school. An apprenticeship generally takes 3-4 years full-time to complete, and results in the apprentice becoming a qualified tradesperson.

On completion of Year 12, it is an expectation that an unfinished SAT converts to a full-time apprenticeship or traineeship.

### Looking for further information?

Contact your school's Senior Schooling team to discuss SATs as a valid pathway option for your child in senior secondary.



## VET Qualification, the ATAR and Tertiary Selection

Did you know that a Certificate III, IV or a Diploma is a pathway to university?

You can convert your results to a selection rank, which will give you an idea of which University you can apply to. There are different selection ranks assigned to Australian Qualification Framework (AQF) courses for each University and different requirements.

Some Universities may require you to sit a Special Tertiary Admissions Test and/or if the Certificate does not meet the English subject prerequisite. The English prerequisite can be satisfied by achieving a minimum grade of C (Units 3 and 4) in English, English as an Additional Language, Literature or English and Literature Extension in Year 12.

“Education is the most powerful weapon you can use to change the world”

*-Nelson Mandela*

## USI - Your Education Number for Life

Your Unique Student Identifier (USI) is your individual education number for life. It also creates a government authenticated record of your vocational education and training (VET) achievements.

You need a USI if you are:

- a student studying nationally recognised Vocational Education and Training (VET)
- seeking a VET student loan
- a higher education student seeking a HELP loan or Commonwealth Supported Place
- a higher education student graduating.

Follow the links below for everything you need to know about creating, finding, managing and sharing your USI.

Students must obtain a Unique Student Identifier (USI) to enrol in VET Pathways.

Students must apply for a USI at <https://www.usi.gov.au/>

**NOTE: Students will not be issued with either a Certificate or Statement of Attainment or be awarded QCE points if they have not provided a Unique Student Identifier (USI) to the school and RTO or University.**

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

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

## VET Offerings at MacGregor

The VET program offerings at MacGregor SHS are reviewed regularly to ensure the courses meet our students' interests and align to industry needs. The available courses provide real life experience and deliver practical, industry relevant training to our students. Please note that courses offered during Wednesday Period 4 can change year to year due to student demand and interest.

If you need more information on these courses, please see the Industry Liaison Officer or Head of Senior Secondary.

Industry	Course	Duration	Schedule	Cost	QCE Points	Registered Training Organisation (RTO)
Construction	Cert I Construction	1 year	Wednesday, Period 3	VETiS or \$800*	Up to 3	My Industry Training
Logistics	Cert II Supply Chain Operations and Cert II Food Processing (Dual)	2 terms	Wednesday, Period 3	VETiS +\$100 or \$1600*	Up to 6	Strategix Training Group
Community Services	Cert II Community Services	2 terms	Wednesday, Period 3	VETiS or \$1500*	Up to 4	Strategix Training Group
Health Care	Cert III in Fitness and Cert II Sport Coaching	2 years	Timetabled subject	\$600	Up to 8	Binnacle Training
Health Care	Cert II in Health Support & Cert III in Health Services Assistance	2 years	Timetabled subject	VETiS + \$500	Up to 8	Strategix Training Group
Professional Services	Certificate III in Business	2 years	Timetabled subject	\$395	Up to 8	Binnacle Training
Professional Services	Diploma of Business	2 years	Wednesday, Period 4	\$2,500**	Up to 8	Strategix Training Group
Preparing for Work	Certificate II in Skills for Work and Vocational Pathways	6 months	Monday Period 2 and Wednesday Period 4.	No fee	Up to 4	MacGregor State High School
Preparing for Work	Certificate II in Workplace Skills	6 months	Monday Period 2 and Wednesday Period 4.	No fee	Up to 4	MacGregor State High School

\*If VETiS has been used this is the Fee For Service.

\*\*Payment Plans are available

# Certificate I in Construction

## Additional Learning Option

**Registered Training Organisation:** Course offered by Adapt Education RTO 32452 trading as My Industry Training

**RTO Code:** 32452

**Qualification Code and Title:** CPC10120: Certificate I in Construction

## Course Overview:

Certificate I in Construction is a yearlong standalone VET subject offered in Year 11. It gives students National Industry recognition and contributes 3 QCE credit points. This qualification introduces students to the construction industry, its culture, occupations, job roles and workplace expectations. The course has both practical and theory elements. Students will be required to use tools and equipment to construct a project throughout the course. The certificate course is trained and assessed by My Industry Training and the qualification issued by Adapt Education.

## Course Outcomes:

- Certificate I in Construction (CPC10120)
- White Card (General Construction Induction)
- Opportunity for work experience and apprenticeships

Successful completion of the Certificate I qualification contributes up to a **maximum of three (3) credits** towards a student's **QCE (Preparatory)**.

**Cost:** Fee free under VETiS funding by the Qld Government for eligible students. \*If Students have consumed VETiS the course fee will be \$800.

**Duration:** 1 Year, Wednesdays Period 4

Course Code	Unit Description	Course Assessment
CPCCCM2004	Handle construction materials	Competency Based.  Assessment will be delivered using a variety of techniques, including: Practical assessment Written tasks Exams Teacher observation Teacher questioning
CPCCCM2005	Use construction tools and equipment	
CPCCCM1011	Undertake basic estimation and costing	
CPCCOM1012	Work effectively and sustainably in the construction industry	
CPCCOM1013	Plan and organise work	
CPCCVE1011	Undertake a basic construction project	
CPCCWHS1001	Prepare to work safely in the construction industry	
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	
CPCCOM1014	Conduct workplace communication	
CPCCOM1015	Carry out measurements and calculations	
CPCCOM2001	Read and interpret plans and specifications	

**Further Information:** Please see the Head of Senior Secondary or Industry Liaison Officer to express your interest.

# Certificate II in Food Processing + Certificate II in Supply Chain Operations

## Additional Learning Option – Dual Qualification

**Registered Training Organisation:** Strategix Training Group

**RTO Code:** 31418

**Qualification Code/s and Title:** FBP20122: Certificate II in Food Processing

TLI20421: Certificate II in Supply Chain Operations **Course**

### Overview:

This dual qualification is informative and practical with topics relevant to current food industry requirements and warehousing trends, including food safety, stock control and Chain of Responsibility. This Strategix course will help you gain accredited qualifications and practical skills in an ever-growing industry that operates 24/7, throughout the entire world.

Successful completion of the dual qualification contributes up to a **maximum of six (6) credits** towards a student's **QCE (Core)**.

**Cost:** FBP20122 Certificate II in Food Processing is fee free under VETiS funding by the Qld Government for eligible students. Additional to the VETiS funding, TLI20421 Certificate II in Supply Chain Operations will be charged at a discounted rate of \$100 per student.

\*\*\* If the student has used their VETiS funding, the course fee will be \$1,500 for FBP20122 Certificate II in Food Processing plus an additional \$100 for TLI20421 Certificate II in Supply Chain Operations.

**Duration:** 2 Terms, Wednesday Period 3

### FBP20122: Certificate II in Food Processing

Course Code	Unit Description	Course Assessment
FBPWHS2001	Participate in work health and safety processes	Competency Based. Assessment will be delivered using a variety of techniques, including:  Practical assessment Written tasks Placement Exams Teacher observation Teacher questioning
FBPOPR2074	Carry out manual handling tasks	
TLIL0007	Complete workplace induction procedures	
FBPOPR2071	Provide and apply workplace information	
FBPPPL2001	Participate in work teams and groups	
FBPFSY2002	Apply food safety procedures	
FBPOPR2070	Apply quality systems and procedures	
FBPOPR2096	Follow procedures to maintain good manufacturing practice in food processing	
FBPPPL2002	Work in a socially diverse environment	
MSMENV272	Participate in environmentally sustainable work practices	
FBPOPR2079	Work with temperature-controlled stock	
TLIA2014	Use product knowledge to complete work operations	
BSBOPS203	Deliver a service to customers	

**Further Information:** Please see the Head of Senior Secondary or Industry Liaison Officer to express your interest.

# Certificate II in Food Processing + Certificate II in Supply Chain Operations

## Additional Learning Option – Dual Qualification

Registered Training Organisation: Strategix Training Group

RTO Code: 31418

Qualification Code/s and Title: FBP20122: Certificate II in Food Processing

TLI20421: Certificate II in Supply Chain Operations

## TLI20421: Certificate II in Supply Chain Operations

\*\* Successful completion of FBP20122 is required before commencing TLI20421. Six units of competency, as shown in blue, are credit transferred from FBP20122 to fulfil the package requirements of TLI20421.

Course Code	Unit Description	Course Assessment
TLIX0023	Identify the roles and functions of the supply chain industry	Competency Based. Assessment will be delivered using a variety of techniques, including:  Practical assessment Written tasks Placement Exams Teacher observation Teacher questioning
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)	
TLIE1003	Participate in basic workplace communication	
TLIF0025	Follow work health and safety procedures	
TLIU2012	Participate in environmentally sustainable work practices	
TLIJ2001	Apply quality procedures	
TLIG2007	Work in a socially diverse environment	
TLID0020	Shift materials safely using manual handling methods	
TLIL0007	Complete workplace induction procedures	
TLIA2014	Use product knowledge to complete work operations	
BSBOPS203	Deliver a service to customers	
FBPOPR2079	Work with temperature-controlled stock	
FBPOPR2071	Provide and apply workplace information	
FBPPPL2001	Participate in work teams and groups	

**Further Information:** Please see the Head of Senior Secondary or Industry Liaison Officer to express your interest.



## Certificate II in Community Services

**Registered Training Organisation:** Strategix Training Group

**RTO Code:** 31418

**Qualification Code and Title:** CHC22015 Certificate II in Community Services

### Course Overview:

Certificate II in Community Services is an informative and practical course with topics relevant to the current Community Sector. Careers within the Community Services sector are demanding but rewarding. The skills learned will apply to a broad range of job opportunities that will enable you to make a real difference in many people's lives. Certificate II in Community Services will provide knowledge and skills to work with vulnerable community members. It also provides a great pathway to relevant higher-level courses. This certificate also incorporates a work experience element so you will get to put into practice the theory & skills you learn.

Successful completion of this qualification contributes up to a **maximum of four (4) credits** towards a student's **QCE (Core)**.

**Cost:** CHC22015 Certificate II in Community Services is fee free under VETiS funding by the Qld Government for eligible students.

\*\*\* If the student has used their VETiS funding, the course fee will be \$1,500.

**Duration:** 2 Terms, Wednesdays Period 3

**Placement:** 20 hours required

Course Code	Unit Description	Course Assessment
CHCCOM001	Provide first point of contact	Competency Based. Assessment will be delivered using a variety of techniques, including: Practical assessment Written tasks Placement Exams Teacher observation Teacher questioning
CHCCOM005	Communicate and work in health or community services	
CHCDIV001	Work with diverse people	
BSBWOR202	Organise and complete daily work activities	
HLTWHS001	Participate in workplace health and safety	
HLTINF006	Apply basic principles and practices of infection prevention and control	
CHCPRT001	Identify and respond to children and young people at risk	
BSBCRT311	Apply critical thinking skills in a team environment	
CHCVOL001	Be an effective volunteer	

**Further Information:** Please see the Head of Senior Secondary or Industry Liaison Officer to express your interest.

## Certificate III in Fitness and Certificate II in Sport Coaching (Dual Cert)

**Registered Training Organisation:** Binnacle Training **RTO Code:** 31319

**Qualification Code/s and Title:** SIS30321 Certificate III in Fitness and SIS20321 Certificate II in Sport Coaching (Dual Cert Program)

### Course Overview:

This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres. Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor).

Students facilitate programs within their school community including: Community fitness programs, Strength and conditioning for athletes and teams, 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

Program delivery will combine both class-based tasks and practical components in a real gym environment at the school. This involves the delivery of a range of fitness programs to clients within the school community (students, teachers, and staff). A range of teaching/learning strategies will be used to deliver the competencies.

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

Successful completion of the Certificate III + Certificate II contributes up to a **maximum of eight (8) credits** towards a student's **QCE (Core)**.

**Cost:** \$600\* TBC

(pending funding model for Program Fee)

**Duration:** 2-year Timetabled Subject

Course Code	Unit Description	Course Assessment
HLTAID011	Provide First Aid	Assessment will be delivered using a variety of techniques, including: <ul style="list-style-type: none"> <li>• Practical assessment</li> <li>• Written tasks</li> <li>• Hand on activities involving participants</li> <li>• Group work</li> <li>• Practical experience within school sporting programs and fitness facility</li> <li>• Teacher observation</li> <li>• Teacher questioning</li> </ul>
HILTWHS001	Participate in workplace health and safety	
SISXEMR003	Respond to emergency situations	
SISXIND011	Maintain sport, fitness and recreation industry knowledge	
SIRXWHS001	Work safely	
BSBSUS211	Participate in sustainable work practices	
SISSPAR009	Participate in conditioning for sport	
SISSSC001	Conduct sport coaching sessions with foundation level participants	
SISSSC002	Work in a community coaching roles	
BSBOPS304	Deliver and monitor a service to customers	
BSBPEF301	Organise personal work priorities	
SISFFIT035	Plan group exercise sessions	
SISFFIT036	Instruct group exercise sessions	
SISFFIT032	Complete pre-exercise screening and service orientation	
SISFFIT033	Complete client fitness assessments	
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients	
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise	

**Further Information:** Please see the Head of Department - HPE

# Certificate II in Health Support Services and Certificate III in Health Services Assistance

## Additional Learning Option – Dual Qualification

**Registered Training Organisation:** Strategix Training

**RTO Code:** 31418

**Qualification Code and Title:** HLT23215: Certificate II in Health Support Services

HLT33115: Certificate III in Health Services Assistance

### Course Overview:

Health and community services training is linked to the largest growth industry in Australia, estimated to grow by 20% over the next five years. These programs combine to provide students with entry level skills necessary for a career in the health sector and also provide a pathway to pursue further study. Skills acquired in this course include first aid, effective communication, workplace health and safety, infection control, understanding common medical terminology, conducting health checks, recognising healthy body systems and working with diverse people. Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

Successful completion of the dual qualification contributes up to a **maximum of eight (8) credits** towards a student's **QCE (Core)**. Up to 4 points for completion of the Certificate II and up to a further 4 points for completion of the Certificate III.

### Work Experience:

Students are highly encouraged to complete a minimum of 20 hours work experience in a health or community service facility to strengthen their skills, knowledge and employability.

Strategix Training considers industry experience to be a very important inclusion of the Certificate III qualifications.

### Pathways:

Potential options may include:

- Various Certificate IV qualifications
- Diploma of Nursing
- Bachelor Degrees (B.Nursing)
- Entry level employment within the health industry

**Cost:** \$899 (two years of study) for 2 qualifications

Students may be able to access funding to help subsidise the cost of their training. Students are required to pay directly to RTO. Contact the VET Coordinator or Strategix to explore potential options.

**Duration:** 2 years timetabled subject

**HLT23215: Certificate II in Health Support Services**

Course Code	Unit Description	Course Assessment
BSBWOR203	Work effectively with others	Assessment is competency based. Assessment techniques include: • observation • folios of work • questionnaires • written and practical tasks
BSBCUS201	Deliver a service to customers	
CHCCOM001	Provide first point of contact	
CHCCOM005	Communicate and work in health or community services	
CHCDIV001	Work with diverse people	
BSBWOR202	Organise and complete daily work activities	
HLTWHS001	Participate in workplace health and safety	
HLTINF001	Comply with infection prevention and control policies and procedures	
BSBADM101	Use business equipment and resources	
CHCCCS020	Respond effectively to behaviours of concern	
CHCCCS026	Transport individuals	
HLTFSE001	Follow basic food safety practices	

#### HLT33115: Certificate III in Health Services Assistant

\*\* Successful completion of HLT23215 is required before commencing HLT33115. Six units of competency are credit transferred from HLT23215 to fulfil the package requirements of HLT33115.

Course Code	Unit Description	Course Assessment
BSBWOR301	Organise personal work priorities and development	Assessment is competency based. Assessment techniques include: • observation • folios of work • questionnaires • written and practical tasks
HLTAAP001	Recognise healthy body systems	
CHCMHS001	Work with people with mental health issues	
CHCCCS009	Facilitate responsible behaviour	
CHCCCS012	Prepare and maintain beds	
HLTAID011	Provide first aid	
CHCCCS002	Assist with movement	
BSBMED301	Interpret and apply medical terminology appropriately	

**Qualification Issuance:** Students deemed competent in all units of competency will be awarded the qualification and a record of results by Strategix. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

**Further Information:** Please see the Head of Department - HPE

## Certificate III in Business

**Registered Training Organisation:** Binnacle Training

**RTO Code:** 31319

**Qualification Code/s and Title:** BSB30120: Certificate III in Business

### Course Overview:

This qualification reflects the role of individuals in a variety of Business Services job roles. The program will be delivered through class-based tasks as well as both simulated and real business environments at the school – involving the delivery of a range of projects and services within the school community.

Students develop key skills – including leadership, innovation, creative thinking, customer service, teamwork, WHS and sustainability, financial literacy, business documentation, inclusivity and effective communication. Successful completion of this course gives students the skills to confidently seek career opportunities in business and/or pursue further study.

Successful completion of the Certificate III contributes up to a **maximum of eight (8) credits** towards a student's **QCE (Core)** and **may contribute towards a student's ATAR**.

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content.

**Cost:** \$395.00

**Duration:** 2 years timetabled subject

**BSB30120: Certificate III in Business**

Course Code	Unit Description	Course Assessment
BSBPEF201	Support personal wellbeing in the workplace	Competency Based.  Assessment will be delivered using a variety of techniques, including: Practical assessment Written tasks Exams Teacher observation Teacher questioning
BSBPEF301	Organise personal work priorities	
FNSFLT311	Develop and apply knowledge of personal finances	
BSBWHS311	Assist with maintaining workplace safety	
BSBSUS211	Participate in sustainable work practices	
BSBXCM301	Engage in workplace communication	
BSBTWK301	Use inclusive work practices	
BSBXTW301	Work in a team	
BSBCRT311	Apply critical thinking skills in a team environment	
BSBTEC301	Design and produce business documents	
BSBWRT311	Write simple documents	
BSBTEC201	Use business software applications	
BSBTEC203	Research using the internet	
Optional additional Units of Competency		
BSBCMM411	Make Presentations	
BSBPEF402	Develop personal work priorities	

**Further Information:** Please see the Head of Department - Business and International

### Important Information:

this 2026 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and the PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit:

[www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto)

# Diploma of Business

**Registered Training Organisation:** Strategix Training Group

**RTO Code:** 31418

**Qualification Code/s and Title:** BSB50120: Diploma of Business

## Course Overview:

This qualification reflects the role of individuals in a variety of Business Services job roles. These individuals may have frontline management accountabilities.

Individuals in these roles carry out moderately complex tasks in a specialist field of expertise that requires business operations skills. They may possess substantial experience in a range of settings, but seek to further develop their skills across a wide range of business functions.

Course Code	Unit Description	Course Assessment
BSBTWK503	Manage Meetings	Competency Based.  Assessment will be delivered using a variety of techniques, including: Practical assessment Written tasks Exams Teacher observation Teacher questioning
BSBSTR402	Implement continuous improvement	
BSBPEF502	Develop and use emotional intelligence	
BSBCMM412	Lead difficult conversations	
BSBPMG430	Undertake project work	
BSBTWK502	Manage team effectiveness	
BSBFIN501	Manage budgets and financial plans	
BSBOPS501	Manage business resources	
BSBSUS511	Develop workplace policies and procedures for sustainability	
BSBXCM501	Lead communication in the workplace	
BSBOPS404	Implement customer service strategies	
BSBCRT511	Develop critical thinking in others	

Successful completion of the Diploma contributes up to a **maximum of eight (8) credits** towards a student's **QCE (Complementary)** and **may contribute towards a student's ATAR**.

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content.

**Cost:** \$2500 (payment plans available)

**Duration:** 2 years timetabled subject

**BSB50120 Diploma of Business**

**Further Information:** Please see the Head of Department - Business and International



# MacGregor State High School

RTO number: 46354



## FSK20119 Certificate II in Skills for Work and Vocational Pathways (Release 1)

### Qualification description

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways.

It is suitable for individuals who require:

- a pathway to employment or further vocational training
- reading, writing, oral communication, learning and numeracy skills primarily aligned to the Australian Core Skills Framework (ACSF) Level 3
- entry level digital literacy and employability skills
- a vocational training and employment plan.

Foundation Skills Training Package qualifications may not be listed as an entry requirement for vocational qualifications.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

### Entry requirements

There are no entry requirements for this qualification.

### Duration and location

6 Months, Monday Period 2 and Wednesday Period 4 at MacGregor State High School

### Course units

To attain a FSK20119 Certificate II in Skills for Work and Vocational Pathways, 14 units of competency must be achieved:

Unit code	Title
BSBTWK201	Work effectively with others
BSBPEF101	Plan and prepare for work readiness
BSBTEC203	Research using the internet
FSKWTG009	Write routine workplace texts
FSKLRG010	Use routine strategies for work related learning
FSKOCM005	Use oral communication skills for effective workplace presentations
FSKOCM006	Use oral communication skills to participate in workplace team
FSKLRG009	Use strategies to respond to routine workplace problems

### Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face in a simulated workplace environment for required performance and knowledge evidence
- online for some components of training for knowledge evidence
- in a classroom ('off the job') for some components of training for knowledge evidence.

### Fees

There are no additional costs involved in this course.

### Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

Assessment techniques include:

- observation
- folio reviews
- questioning
- written and practical tasks.

### Work placement

Students may be provided with the opportunity to do work experience, where they could work in a real work environment; however, it is not a mandatory requirement of the qualification.

FSKOCM007	Interact effectively with others at work
FSKNUM023	Estimate, measure and calculate measurements for work
FNSFLT213	Develop knowledge of debt and consumer credit

### RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification. Students who are deemed competent in all 10 units of competency will be awarded a Qualification and a record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

### Pathways

This qualification may articulate into:  
 Pathway for work or future employment

# MacGregor State High School

RTO number: 46354



## BSB20120 Certificate II in Workplace Skills

### Qualification description

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

### Entry requirements

There are no entry requirements for this qualification.

### Duration and location

6 months, Monday Period 2 and Wednesday Period 4 at MacGregor State High School

### Course units

To attain a BSB20120 Certificate II in Workplace Skills, 10 units of competency must be achieved:

Unit code	Title
BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to health and safety of self and others
BSBPEF302	Develop self-awareness
BSBCRT201	Develop and apply thinking and problem-solving skills
BSBTEC101	Operate Digital Devices
SIRXHWB001	Maintain personal health and wellbeing
FNSFLT216	Develop knowledge of taxation

### Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification.

These include:

- face-to-face instruction
- work-based simulated learning
- guided learning
- online training.

### Fees

There are no additional costs involved in this course.

### Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate what occurs in a business office as closely as possible.

### Assessment techniques include:

- observation
- folio reviews
- questioning
- written and practical tasks.

### Work placement

Students may be provided with the opportunity to do work experience, where they could work in a real office environment; however, it is not a mandatory requirement of the qualification.

### **RTO obligation**

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 10 units of competency will be awarded a Qualification and a record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

### **Pathways**

This qualification may articulate into:

- BSB30120 Certificate III in Business
- work within a variety of entry-level Business Services job roles.

**Further Information:** Please see the Head of Senior Secondary or Industry Liaison Officer to express your interest.

