Training Options for 2016

Course Descriptions

June 2015
Things you need to know

WORK PLACEMENT
All Manea Senior College students participating in VET pathways will complete Workplace Learning. This Workplace Learning may occur on scheduled SWIT days, in week blocks or possibly during examination or school holiday breaks.
In most cases students will be expected to source the work placements, using their networks. Each student will be required to complete a work placement interview, log book and meet the expectations of the Workplace Learning Program.

COMMITMENT
VET Training pathways have the expectation that you are committed for the year. Whilst we are aware that career opportunities do come up – please take these opportunities if you believe it is the career path for you at the time. However, you need to be aware if you wish to withdraw from your training pathway, there may be limited academic options available to you.

VARIATIONS
At MSC we will do our very best to meet your VET Pathway Options with your academic timetables. There may be some variations where students may miss scheduled classes at MSC whilst meeting their VET commitments. It is the responsibility of the student to meet the academic requirements of both education settings.

UNIQUE Pathways
Students who wish to access a course other than those listed in a part-time/full-time capacity, MSC will try to match a complimentary course to complete year 11 or 12 academic studies.

EXTRA QUALIFICATIONS
Some training pathways may require some extra requirements as a part of the course. These could include: Senior First Aid, Health Physicals, Drug & Alcohol Clearances or White Card Training. These qualifications are assets to students and their professional portfolios, however, are undertaken at the expense of the student.

Points to note:
  o SWIT and Training pathways are competitive and places are limited.
  o SWIT and other Registered Training Organisations set the entry requirements for their courses and as such Manea Senior College students will need to meet those same standards.
  o A selection process is required and students will be required sit an aptitude test.
  o All courses require specific student numbers for courses to be viable.
  o Courses are generally studied 2 days per week (variations do exist).
  o SWIT courses operate for a year minimum. Students who do not complete their chosen SWIT course will seriously jeopardise their chance of graduation and continued enrolment in the courses selected.

Who Can Apply?
Applications will be accepted from students who can meet the following criteria:
  • Students MUST be commencing Year 11 or 12 in the year of applying for the program.
  • Students MUST pass or have passed Year 10 with a ‘C’ grade average (the Year 10 mid-year report must be included for application purposes).
Students MAY BE REQUIRED to complete an aptitude test which assesses the areas of literacy, numeracy and mechanical reasoning (where appropriate) and/or problem solving.
  • Students are STRONGLY ADVISED to have undertaken work experience in the area selected and provide evidence of this.
  • Students must meet Australian Citizenship and Visa requirements.
How Do Students Apply?

- Students apply via the Manea Senior College enrolment process which requires students to complete an Application for Enrolment form (available from the College at your interview).
- The Manea enrolment process requires students to attach a photocopy of their latest school report (mid year report if in Year 10), Year 9 NAPLAN results, evidence of work placement, a resume and any references.

The Selection Process

- All applications are assessed via a process that includes a review of the school report, aptitude test results and work experience completed.
- Students will be advised towards the end of Term 3 of the outcome of their application.

Late Applications*

These applications will be placed on a wait list (reserve) in order of the date they are received. If a position becomes available in a class, applications will be taken from the wait list and will go through the assessment process, including the aptitude testing. Applications will be taken from the wait list until all courses/programs are filled.

Charges

Secondary school students who are Australian citizens or permanent residents undertaking VET courses as part of their secondary education are generally exempt from tuition, resource and enrolment fees, however, depending on the chosen industry fees and charges may apply. Costs associated with each Pathway will be advised as soon as they are available.

Students will be required to purchase uniform, protective equipment, text books and trade equipment/tools.

Students 18 years or older will be required to pay full adult costs for courses unless they have a concession card.

Did you know?

*Manea may be able to subsidise your training costs! Talk to us about this option.
Certificate II in Automotive Vocational Preparation (Heavy)

National ID: AUR20712
State ID: J376

This qualification will provide you with practical skills and knowledge used in the heavy vehicle automotive mechanical trades. As part of this qualification you will undertake a supervised work placement where you will be able to apply the skills and knowledge you have learned.

A minimum of 120 hours’ work placement is required. Work placement is assessed as part of this course and students are required to complete a detailed log book.

Successful completion of this qualification provides you with the opportunity to gain a pre-apprenticeship or an apprenticeship to become an automotive mechanic, or a tradesperson in another automotive related trade. You will need to be employed and registered as an apprentice before you can commence apprenticeship training.

Recommended Background:
- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.
- Work experience

Competitive entry:
Students will be required to undergo aptitude testing which will be used to determine suitability and to rank students for entry. Places are limited. Both Year 11’s and Year 12's may apply.

Delivery Period:
This course is completed 2 days per week (Monday and Tuesday) over 1 year. Year 12 students applying for this course may need to discuss with their VET coordinator whether or not this course is suitable, as only partial resulting will be given at the end of term three. The final result and certificate will not be issued until 19 December 2015.

Start and Finish Times:
8:00am - 3:45pm

Commitment:
- Up to an hour of study per week
- Up to two hours of homework per week
- A minimum of 120 hours of work placement – travel may be required
Certificate II in **Automotive Vocational Preparation (Heavy)**

### Program Outline

<table>
<thead>
<tr>
<th>Code</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W2828</td>
<td>AURC270103A</td>
<td>Apply safe working practices</td>
</tr>
<tr>
<td>W5025</td>
<td>AURT270278A</td>
<td>Use and maintain workplace tools and equipment</td>
</tr>
<tr>
<td>W5022</td>
<td>AURT225667A</td>
<td>Use and maintain measuring equipment</td>
</tr>
<tr>
<td>W5026</td>
<td>AURT271781A</td>
<td>Implement and monitor environmental regulations in the automotive mechanical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Industry</td>
</tr>
<tr>
<td>W2978</td>
<td>AURT200368A</td>
<td>Select and use bearings, seals, gaskets, sealants and adhesives</td>
</tr>
<tr>
<td>W2853</td>
<td>AURE218676A</td>
<td>Test, service and charge batteries</td>
</tr>
<tr>
<td>D7674</td>
<td>AURT203670B</td>
<td>Service diesel fuel injection systems</td>
</tr>
<tr>
<td>W2980</td>
<td>AURT201170A</td>
<td>Inspect and service engines</td>
</tr>
<tr>
<td>D7673</td>
<td>AURT202170B</td>
<td>Inspect and service cooling systems</td>
</tr>
<tr>
<td>W5003</td>
<td>AURT215170A</td>
<td>Inspect and service steering systems</td>
</tr>
<tr>
<td>W5005</td>
<td>AURT216170A</td>
<td>Inspect and service suspension systems</td>
</tr>
<tr>
<td>W2989</td>
<td>AURT206670A</td>
<td>Inspect and service transmissions (manual)</td>
</tr>
<tr>
<td>W2994</td>
<td>AURT210170A</td>
<td>Inspect and service braking systems</td>
</tr>
<tr>
<td>W2977</td>
<td>AURT200108A</td>
<td>Carry out servicing operations</td>
</tr>
<tr>
<td>W2854</td>
<td>AURE208708A</td>
<td>Carry out repairs to single electrical circuits</td>
</tr>
<tr>
<td>W2998</td>
<td>AURT212670A</td>
<td>Service final drive assemblies</td>
</tr>
</tbody>
</table>
Certificate II in Electrotechnology (Pre-Apprenticeship)

National ID: UEE22011
State ID: WB60

This qualification will prepare you with the skills and knowledge to work in the electrical trade. You will learn skills in using electrical tools and equipment. You will also learn skills to work effectively in the electrical industry, carry out routine work activities in an energy sector environment, identify and select components, accessories and materials for energy sector work activities, solve problems in D/C circuits and follow Occupational Health and Safety policies and procedures (more components listed below). As part of this qualification you will undertake a supervised work placement where you will be able to apply the skills and knowledge you have learned.

Successful completion of this qualification provides you with the opportunity to take up an apprenticeship in your preferred pathway.

Recommended Background:
- Minimum Year 10 completion with a C grade average across three subjects including Maths and English. High levels of maths is desirable for this program
- Work experience

Competitive entry:
Students will be required to undergo aptitude testing which will be used to determine suitability and to rank students for entry. Places are limited. Both Year 11’s and Year 12’s may apply.

Delivery Period:
This course is completed 2 days per week (Monday and Tuesday) over 1 year. Year 12 students applying for this course may need to discuss with their VET coordinator whether or not this course is suitable, as only partial resulting will be given at the end of term three. The final result and certificate will not be issued until 19 December 2015.

Start and Finish Times:
8:00am to 3:45pm

Commitment:
- Up to an hour of study per week
- Up to two hours of homework per week
- A minimum of 120 hours of work placement – travel may be required
Certificate II in Electrotechnology (Pre-Apprenticeship)

Program Outline

WC711  UEENEK142A  Apply environmentally and sustainable procedures in the energy sector
S7307  UEENEE101A  Apply Occupational Health and Safety regulations, codes and practices in the workplace
WC442  UEENEE148A  Carry out routine work activities in an energy sector environment
WC452  UEENEE179A  Identify and select components, accessories and materials for energy sector work activities
S7309  UEENEE104A  Solve problems in D/C circuits
WC435  UEEEEE141A  Use of routine equipment plant technologies in an energy sector environment
W7740  UEENEEC010B  Deliver a service to customers
W7331  UEENEEC001B  Maintain documentation
WD086  HLTCPR201B  Perform CPR
W7822  UEEEEE020B  Provide basic instruction in the use of electrotechnology apparatus
WC374  UEEEEA101A  Assemble electronic components
S7431  UEEEEP024A  Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply
WC427  UEEEEA122A  Carry out preparatory energy sector work activities
S7339  UEEEEE103A  Establish the basic operating conditions of vapour compression systems
S7308  UEEEEE102A  Fabricate, assemble and dismantle utilities industry components
S7310  UEEEEE105A  Fix and secure electrotechnology equipment
WC436  UEEEEE142A  Produce products for carrying out energy sector work activities
WC437  UEEEEE143A  Produce routine tools devices for carrying out energy sector work activities
WC433  UEEEEE130A  Provide solutions and report on routine electrotechnology problems
WC531  UEEEEEH101A  Repair basic computer equipment faults by replacement of modules sub-assemblies
WC532  UEEEEEH102A  Repairs basic electronic apparatus faults by replacement of components
WC375  UEEEEA102A  Select electronic components for assembly
WC385  UEEEEE101A  Use computer applications relevant to a workplace
Certificate II in Community Services (Child Care Stream)

**National ID:** CHC20112  
**State ID:** J002

**With Child Care Electives**
This qualification will provide you with the practical skills and knowledge to participate in local government and community organisations that seek to encourage and assist community groups to identify their needs and plan and develop appropriate services and facilities to meet those needs. You will learn about the community services sector and ethical behaviour. You will also develop skills in communication, information provision and processing, administration support, networking and group support.

Successful completion of this qualification provides you with the opportunity to gain entry level positions in the community services sector. Employment opportunities are enhanced with further study.

**Recommended Background:**
- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.

**Delivery Period:**
This course is completed 2 days per week (Monday and Tuesday) over 1 year.

**Start and Finish Times:** TBA

**Commitment:**
- Regular attendance at class to undertake assessments
- Up to two hours of homework per week

**Further Study Options:**
- Certificate III in Community Services Work
- Certificate III in Children’s Services
- Certificate III in Aged Care
- Certificate III in Education Support

**Program Outline**
- **D2311  CHCCOM201C** Communicate with people accessing the services of the organisation
- **WC908  CHCORG201C** Follow policies, procedures and programs of the organisation
- **WD311  HLTWHS200A** Participate in WH&S processes
- **WC840  CHCCS211B** Prepare for work in the community sector
- **D2624  CHCORG202C** Work with others
- **WC953  CHCORG303C** Participate effectively in the work environment
- **WC972  CHCPR301C** Provide experiences to support children’s play and learning
- **D2586  CHCLD315A** Recognise stages of lifespan development
- **D8257  HLTFS207C** Follow basic food safety practices
- **WC832  CHCCN301C** Ensure health and safety of children
- **D8562  CHCEDS313B** Communicate with students
Certificate II in Community Services (Health Stream)

**National ID:**    CHC20112  
**State ID:**    J002

With Health electives
This qualification will provide you with the basis of knowledge and skills to participate in health and community organisations, supporting the health personnel who meet clients’ physical, emotional and psychological needs. You will learn about the community services sector and ethical behaviour. You will also develop skills in communication, administration support, infection control, transporting clients and maintaining the physical environment of clients in a health setting.

Successful completion of this qualification provides you with the opportunity to gain entry level positions in the community services and health sectors. Employment opportunities are enhanced with further study.

**Recommended background:**
- Minimum Year 10 completion with a C grade average across three subjects including Maths and English.

**Delivery Period:**
This course is completed 2 days per week (Monday and Tuesday) over 1 year.

**Start and Finish Times:** TBA

**Commitment:**
- Up to 2 hours of homework per week

**Further Study Options:**
- Certificate III in Health Services Assistance
- Certificate III in Community Services Work
- Certificate III in Children’s Services
- Certificate III in Aged Care
- Certificate III in Education Support

**Program Outline**

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Name</th>
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<tbody>
<tr>
<td>D2311</td>
<td>CHCCOM201C</td>
<td>Communicate with people accessing the services of the organisation</td>
</tr>
<tr>
<td>WC908</td>
<td>CHCOR201C</td>
<td>Follow policies, procedures and programs of the organisation</td>
</tr>
<tr>
<td>WD311</td>
<td>HLTWHS200A</td>
<td>Participate in WH&amp;S processes</td>
</tr>
<tr>
<td>WD840</td>
<td>CHCCS211B</td>
<td>Prepare for work in the community sector</td>
</tr>
<tr>
<td>D2624</td>
<td>CHCOR202C</td>
<td>Work with others</td>
</tr>
<tr>
<td>D8618</td>
<td>CHCADMIN201D</td>
<td>Undertake basic administration duties</td>
</tr>
<tr>
<td>D8306</td>
<td>HLTIN301C</td>
<td>Comply with infection control policies and procedures</td>
</tr>
<tr>
<td>WD902</td>
<td>HLTCSD208D</td>
<td>Transport clients</td>
</tr>
<tr>
<td>WD193</td>
<td>HLTMS208D</td>
<td>Handle waste in a health care environment</td>
</tr>
<tr>
<td>WD191</td>
<td>HLTMS206D</td>
<td>Perform general cleaning tasks in a clinical setting</td>
</tr>
<tr>
<td>WD901</td>
<td>HLTCSD203D</td>
<td>Prepare and maintain beds</td>
</tr>
</tbody>
</table>
### RII20113 Certificate II in Resources and Infrastructure Work Preparation

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Core / Elective</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIIWHS201D</td>
<td>Work safely and follow WHS policies and procedures</td>
<td>Core</td>
<td>2 Days</td>
</tr>
<tr>
<td>RIRIS201D</td>
<td>Conduct local risk control</td>
<td>Core</td>
<td>2 Days</td>
</tr>
<tr>
<td>RIIENV201D</td>
<td>Identify and assess environmental and heritage concerns</td>
<td>Core</td>
<td>2 Days</td>
</tr>
<tr>
<td>RIISAM203D</td>
<td>Use hand and power tools</td>
<td>Group a</td>
<td>3 Days</td>
</tr>
<tr>
<td>RIICCM201D</td>
<td>Carry out measurements and calculations</td>
<td>Group a</td>
<td>1 Day</td>
</tr>
<tr>
<td>RIHHAN208D</td>
<td>Perform dogging</td>
<td>Group a</td>
<td>8 Days</td>
</tr>
<tr>
<td>RIIWHS204D</td>
<td>Work safely at heights</td>
<td>Group c</td>
<td>2 Days</td>
</tr>
<tr>
<td>RIIWHS202D</td>
<td>Enter and work in confined spaces</td>
<td>Group c</td>
<td>2 Days</td>
</tr>
<tr>
<td>RIICOM201D</td>
<td>Communicate in the workplace</td>
<td>Group c</td>
<td>1 Day</td>
</tr>
</tbody>
</table>

Ideally this qualification will be a mandatory pre-requisite for those wanting to go on to complete either the RII30113 Certificate III in Surface Extraction or RII30913 Certificate III in Civil Construction (general) in year 12.

Additionally for this qualification day 1 will be CPCCCOHS1001A Work safely in the construction industry (White Card). This unit is not part of the qualification but an additional stand alone unit which is required for all construction, mining and transport industries and site access.

As this qualification only holds 10 units of competency WA Skills Training will ideally be taking the students on 3 days of field trips throughout the duration of the qualification to work sites with the assistances of our clients and suppliers to enlighten the students on how an actual site works.
Potential Job Opportunities

Civil Construction Worker
Open Cut Coal Miner
Open Cut Miner (Metalliferous Mining)
Small Mine Operator
BSB41412 Certificate IV in Work Health and Safety

<table>
<thead>
<tr>
<th>Unit Code</th>
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<th>Core / Elective</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWS402A</td>
<td>BSBWS402A Assist with compliance with WHS laws</td>
<td>Core</td>
<td>1 Day</td>
</tr>
<tr>
<td>BSBWS403A</td>
<td>Contribute to implementing and maintaining WHS consultation and participation processes</td>
<td>Core</td>
<td>1 Day</td>
</tr>
<tr>
<td>BSBWS405A</td>
<td>Contribute to implementing and maintaining WHS management systems</td>
<td>Core</td>
<td>1 Day</td>
</tr>
<tr>
<td>BSBWS404A</td>
<td>Contribute to WHS hazard identification, risk assessment and risk control</td>
<td>Core</td>
<td>1 Day</td>
</tr>
<tr>
<td>BSBWS406A</td>
<td>Assist with responding to incidents</td>
<td>Core</td>
<td>1 Day</td>
</tr>
<tr>
<td>BSBRSK401A</td>
<td>Identify risk and apply risk management processes</td>
<td>Elective</td>
<td>1 Day</td>
</tr>
<tr>
<td>BSBINN301A</td>
<td>Promote innovation in a team environment</td>
<td>Elective</td>
<td>1 Day</td>
</tr>
<tr>
<td>BSBUS301A</td>
<td>Implement and monitor environmentally sustainable work practices</td>
<td>Elective</td>
<td>1 Day</td>
</tr>
<tr>
<td>BSBRES401A</td>
<td>Analyse and present research information</td>
<td>Elective</td>
<td>1 Day</td>
</tr>
<tr>
<td>PUAWER002B</td>
<td>Ensure workplace emergency prevention procedures, systems and processes are implemented</td>
<td>Elective</td>
<td>1 Day</td>
</tr>
</tbody>
</table>

This course is ideally for those students who need a qualification to pass year 12 and/or bulk up their resume in order to apply for another University or Tafe course or apply for a job. This is an 11 week intensive course that will run in term 2 and term 3 as one day a week over 11 weeks.

**Potential Job Opportunities**
Health and Safety Representative
Health and Safety Committee Member
Health and Safety Assistant.
### BSB40215 Certificate IV in Business

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Core / Elective</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS401</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>Core</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBADM405</td>
<td>Organise meetings</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBCCMM401</td>
<td>Make a presentation</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBLED401</td>
<td>Develop teams and individuals</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBRSK401</td>
<td>Identify risk and apply risk management processes</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBWRT401</td>
<td>Write complex documents</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBCCUS402</td>
<td>Address customer needs</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBADM409</td>
<td>Coordinate business resources</td>
<td>Elective</td>
<td>1 Day</td>
</tr>
<tr>
<td>BSBUS301</td>
<td>Implement and monitor environmentally sustainable work practices</td>
<td>Elective</td>
<td>1 Day</td>
</tr>
<tr>
<td>BSBEITU401</td>
<td>Design and develop complex text documents</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
</tbody>
</table>

### Potential Job Opportunities
- Administrator
- Project Officer
- Accounts Clerk
- Customer Service Advisor
- Clerk
- E-business Practitioner
- Legal Receptionist
- Medical Receptionist
- Office Administration Assistant
- Student Services Officer
- Word Processing Operator.
<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Core / Elective</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWH302</td>
<td>Apply knowledge of WHS legislation in the workplace</td>
<td>Core</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBAFM301</td>
<td>Maintain business resources</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBCMM301</td>
<td>Process customer complaints</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBCUS301</td>
<td>Deliver and monitor a service to customers</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBDIV301</td>
<td>Work effectively with diversity</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBITU304</td>
<td>Produce spreadsheets</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBPRO301</td>
<td>Recommend products and services</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBWOR301</td>
<td>Organise personal work priorities and development</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBITU303</td>
<td>Design and produce text documents</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBINM301</td>
<td>Organise workplace information</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
<tr>
<td>BSBFLM303</td>
<td>Contribute to effective workplace relationships</td>
<td>Elective</td>
<td>2 Days</td>
</tr>
</tbody>
</table>

**Potential Job Opportunities**

Administration assistant  
customer service adviser  
data entry operator  
genral clerk  
payroll officer  
typist  
word processing operator
Certificate IV in Health Care (Ambulance)

HLT41012 Cert IV in Health Care (Ambulance)

HLT21112 Certificate II in Emergency Medical Service First Response

HLTSS00027 Occupational First Aid Skill Set

Term 1

Term 2

Term 3
## Qualification Pathway – Units of Competency

### 1 HLTSS00027 Occupational First Aid Skill Set

<table>
<thead>
<tr>
<th>Units</th>
<th>SS</th>
<th>Cert II</th>
<th>Cert III</th>
<th>Cert IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 HLTID006 Provide advanced first aid <em>(HTLFA412A Apply advanced first aid)</em></td>
<td>✓</td>
<td>C</td>
<td>E (A*)</td>
<td>E</td>
</tr>
<tr>
<td>2 HLTID007 Provide advanced resuscitation</td>
<td>✓</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>3 HLTID008 Manage first aid services and resources</td>
<td>✓</td>
<td>E</td>
<td>E</td>
<td>E</td>
</tr>
<tr>
<td>4 HLTFA311A Apply first aid *</td>
<td></td>
<td></td>
<td></td>
<td>C</td>
</tr>
</tbody>
</table>

### 2 HLT21112 Certificate II in Emergency Medical Service First Response

<table>
<thead>
<tr>
<th>Units</th>
<th>SS</th>
<th>Cert II</th>
<th>Cert III</th>
<th>Cert IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 BSBFLM303C Contribute to effective workplace relationships</td>
<td></td>
<td>E</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>6 HLTHIR301C Communicate and work effectively in health</td>
<td></td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>7 HLTI301C Comply with infection control policies and procedures</td>
<td></td>
<td>C</td>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>8 HLTWHSA200A Participate in WHS processes</td>
<td></td>
<td>C</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>9 BSBWOR203B Work effectively with others</td>
<td></td>
<td></td>
<td></td>
<td>C</td>
</tr>
</tbody>
</table>

### 3 HLT33112 Certificate III in Basic Health Care - Currently not on SJA Scope but application pending for 2016 delivery

<table>
<thead>
<tr>
<th>Units</th>
<th>SS</th>
<th>Cert II</th>
<th>Cert III</th>
<th>Cert IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 HLTAP301B Recognise healthy body systems in a health context</td>
<td></td>
<td></td>
<td>E (A*)</td>
<td></td>
</tr>
<tr>
<td>11 BSBMED301B Interpret and apply medical terminology appropriately</td>
<td></td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>12 HLTAMBFC301C Communicate with clients and colleagues to support health care</td>
<td></td>
<td>E (A*)</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>13 PUAEME005A Provide pain management</td>
<td></td>
<td>E</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>14 HLTAMBP401C Manage personal stressors in the work environment</td>
<td></td>
<td>E</td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>15 HLTHIR403C Work effectively with culturally diverse clients and co-workers</td>
<td></td>
<td>E</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>16 HLTHIR402D Contribute to organisational effectiveness in the health industry</td>
<td></td>
<td></td>
<td>E</td>
<td>C</td>
</tr>
</tbody>
</table>
## 4 HLT41012 Cert IV in Health Care (Ambulance)

<table>
<thead>
<tr>
<th>Units</th>
<th>SS</th>
<th>Cert II</th>
<th>Cert III</th>
<th>Cert IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTAMBAE403D Follow procedures for routine safe removal of client</td>
<td></td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>HLTAMBCR401C Deliver basic clinical care</td>
<td></td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>HLTAMBSC401B Manage routine scene and promote public safety</td>
<td></td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>HLTAP401B Confirm physical health status</td>
<td></td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>HLTWHS300A Contribute to WHS processes</td>
<td></td>
<td></td>
<td></td>
<td>C</td>
</tr>
<tr>
<td>HLTAMBSC503B Contribute to managing the scene of an emergency</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>HLTAMBAE501D Implement safe access and egress in an emergency</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>HLTWHS002 Follow safe workplace practices for direct client care</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
</tr>
<tr>
<td><strong>TOTAL NUMBER OF UNITS PER QUALIFICATION</strong></td>
<td>3</td>
<td>9</td>
<td>15</td>
<td>19</td>
</tr>
</tbody>
</table>

C – core units of competency  E – elective units of competency
E (A+) – Electives from Group A – compulsory for Ambulance pathway
* Credit will be given for HLFA311A after completion of HLTAID006, 007 and 008

**Delivery** - Proposed delivery of HLT41012 Cert IV in Health Care (Ambulance) in a modularised format over 29 weeks or 3 school terms:

**HLTSS00027 Occupational First Aid Skill Set**
This skill set provides a set of skills to establish, maintain and facilitate the provision of appropriate first aid in a workplace environment, including the skills to provide an emergency first aid response in the event of an emergency.

This skill set has been endorsed by industry as appropriate for people who are either employed in, or intending to become employed in, nominated occupational first aider roles.

**HLT21112 Certificate II in Emergency Medical Service First Response**
This qualification covers workers who provide first response care in line with Australian Resuscitation Council Guidelines. This involves provision of first aid care.

Occupational titles may include:
- Community based first responder
- Volunteer first aider
- Emergency medical responder
- EMS first responder
- Workplace first responder
HLT41012 Cert IV in Health Care (Ambulance)
This qualification covers work involving delivery of limited direct client care in an emergency response context.

The qualification focuses on work in the ambulance industry done by volunteers or workers who provide a basic emergency response and transport roles in areas where there is a relatively low workload. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles may include:
- Volunteer ambulance officer
- Ambulance attendant
- Casual ambulance officer
- Industrial medic
- Ambulance community officer
- Honorary ambulance officer
- Emergency patient transport officer
HLT31512 – Certificate III in Nutrition and Dietetic Assistance

This qualification covers workers who provide a range of assistance functions to Dieticians and Food Service Managers. This qualification is suited to Australian Apprenticeship pathways.

**Job roles**
The following are indicative job roles for this qualification:
- Nutrition assistant
- Dietetic Assistant

<table>
<thead>
<tr>
<th>Total number of units = 16: 9 core, 7 elective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE UNITS SHADED</strong></td>
</tr>
<tr>
<td>1. BSBFLM303C Contribute to effective workplace relationships</td>
</tr>
<tr>
<td>2. HLTAP301B Recognise healthy body systems in a health care context</td>
</tr>
<tr>
<td>3. HLTHIR301C Communicate and work effectively in health</td>
</tr>
<tr>
<td>4. HLTIN301C Comply with infection control policies and procedures</td>
</tr>
<tr>
<td>5. HLTNA301D Provide assistance to nutrition and dietetic services</td>
</tr>
<tr>
<td>6. HLTNA302D Plan and evaluate meals and menus to meet recommended dietary guidelines</td>
</tr>
<tr>
<td>7. HLTNA303D Plan and modify meals and menus according to nutrition care plans</td>
</tr>
<tr>
<td>8. HLTNA304D Plan meals and menus to meet cultural and religious needs</td>
</tr>
<tr>
<td>9. HLTWHS200A Participate in WHS processes</td>
</tr>
<tr>
<td>10. BSBCRT301A Develop and extend critical and creative thinking skills</td>
</tr>
<tr>
<td>11. BSBITU306 Design and produce business documents</td>
</tr>
<tr>
<td>12. BSBMED301B Interpret and apply medical terminology appropriately</td>
</tr>
<tr>
<td>13. BSBWOR301 Organise personal work priorities and development</td>
</tr>
<tr>
<td>14. HLTCS306D Respond effectively to behaviours of concern</td>
</tr>
<tr>
<td>15. HLTFS207C Follow basic food safety practices</td>
</tr>
<tr>
<td>16. HLTNA305D Support food services in menu and meal order processing</td>
</tr>
</tbody>
</table>

**Mode of delivery and assessment methods**

This program will be delivered in a flexible mode through a blended learning approach with support from Student Support Officers and qualified and experienced Trainers and Assessors. The program is delivered over 12 months. There is no work placement hours required as part of this course, however experience gained or exposure to working for or within the industry is preferred.

The assessment resources available to participants will include a learning management system which provides learning support materials and assessment tools including activities, written and oral questions and projects. Additional learner resources will be available as templates, tools and references.
SIT30612 - Certificate III in Events

This qualification reflects the role of individuals who use a range of events administrative or operational skills. They use discretion and judgement and have knowledge of industry operations. They work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

Events are diverse in nature and this qualification provides a pathway to work in event operations in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors.

These may be event management companies, event venues, or organisations which organise their own events. Work could be undertaken in an office environment where the planning of events takes place, on-site at venues where events are staged or a combination of both.

Job roles
The following are indicative job roles for this qualification:
- Conference assistant
- Event administrative assistant
- Event assistant
- Event operations assistant
- Exhibitions assistant
- Junior event coordinator
- Logistics assistant
- Meetings assistant
- Venue assistant
- In-house meetings assistant

<table>
<thead>
<tr>
<th>Total number of units = 13 units: 5 core, 8 electives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE UNITS SHADED</strong></td>
</tr>
<tr>
<td>1. BSBWOR203 Work effectively with others</td>
</tr>
<tr>
<td>2. SITXCCS303 Provide service to customers</td>
</tr>
<tr>
<td>3. SITXCOM201 Show social and cultural sensitivity</td>
</tr>
<tr>
<td>4. SITXEVT301 Access information on event operations</td>
</tr>
<tr>
<td>5. SITXWHS101 Participate in safe work practices</td>
</tr>
<tr>
<td>6. BSBCRT301A Develop and extend critical and creative thinking skills</td>
</tr>
<tr>
<td>7. BSBITU201 Produce simple word processed documents</td>
</tr>
<tr>
<td>8. BSBITU306 Design and produce business documents</td>
</tr>
<tr>
<td>9. SITTTSLS202 Access and interpret product information</td>
</tr>
<tr>
<td>10. SITTTSLS303 Sell tourism products and services</td>
</tr>
<tr>
<td>11. SITXEVT302 Process and monitor event registrations</td>
</tr>
<tr>
<td>12. SITXFSA101 Use hygienic practices for food safety</td>
</tr>
<tr>
<td>13. SITXWHS301 Identify hazards, assess and control safety risks</td>
</tr>
</tbody>
</table>

Mode of delivery and assessment methods
This program will be delivered in a flexible mode through a blended learning approach with support from Student Support Officers and qualified and experienced Trainers and Assessors. The program is delivered over 12 months. There is no work placement hours required as part of this course, however experience gained or exposure to working for or within the industry is preferred.

The assessment resources available to participants will include a learning management system which provides learning support materials and assessment tools including activities, written and oral questions and projects. Additional learner resources will be available as templates, tools and references.
Why study with FEC?

Our staff are competent and qualified educators.

What we offer you

- Experienced approachable consultants
- Fast friendly service
- Understandable course content
- Ongoing support and feedback
- Quality resources
- Inclusive learning environment

FEC is a quality education provider offering both accredited and non accredited training programs.

We will offer you a quality service to ensure you obtain your qualification in a professional manner.

- Competitive pricing
- Recognition of existing skills
- On-site assessments, recognition of prior learning and training, if preferred

Delivery & Assessment

- Ongoing support and regular appointments to assist in completing the course
- All resources included in the quoted price - no hidden costs
- Guaranteed feedback on assessments within 14 days
- Support given to students with language and literacy barriers

www.fec.org.au
What is the Certificate III in Education Support?

This qualification covers workers in a range of education settings, including public and independent schools and community education settings that provide assistance and support to teachers and students under broad based supervision.

Some jurisdictions may require specialist skill development and supervision by qualified teachers to address specific job roles.

Some job roles may require the education support worker to complete work external to the immediate education environment e.g. in Aboriginal and / or Torres Strait Islander communities.

Employment opportunities

- Aboriginal and / Torres Strait Islander education worker
- Education assistant
- Education assistant (special needs)
- Education support worker
- Home tutor
- Homeland teaching assistant
- Indigenous language and culture teaching assistant
- Language worker
- Literacy worker
- Support worker (working with children with disabilities)
- Teacher aide
- Teacher assistant

Future studies to enhance this qualification

- CHC41712 Certificate IV in Education Support
- CHC51308 Diploma of Education Support

Entry requirements

There is a requirement to attend a practical school placement for 15 days as part of the training and assessment process.

What units are included?

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCEDS001</td>
<td>Comply with legislative policy and industrial requirements in the education environment</td>
</tr>
<tr>
<td>CHCEDS008</td>
<td>Comply with school administrative requirements</td>
</tr>
<tr>
<td>HLTHS001</td>
<td>Support the development of literacy and oral language skills</td>
</tr>
<tr>
<td>CHCEDS012</td>
<td>Set up and sustain individual and small group learning areas</td>
</tr>
<tr>
<td>CHCEDS002</td>
<td>Assist implementation of planned educational programs</td>
</tr>
<tr>
<td>CHCEDS006</td>
<td>Support the development of numeracy skills</td>
</tr>
<tr>
<td>CHCEDS017</td>
<td>Contribute to health and safety of students</td>
</tr>
<tr>
<td>CHCEDS003</td>
<td>Contribute to student education in all developmental domains</td>
</tr>
<tr>
<td>CHCECE006</td>
<td>Support behaviour of children and young people</td>
</tr>
<tr>
<td>CHCECE003</td>
<td>Provide care for children and young people</td>
</tr>
<tr>
<td>CHCPRT001</td>
<td>Identify and respond to children and young people at risk</td>
</tr>
<tr>
<td>CHCEDS007</td>
<td>Work effectively with students and colleagues</td>
</tr>
<tr>
<td>CHCEDS004</td>
<td>Contribute to organisation &amp; management of classroom or centre</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
</tr>
<tr>
<td>CHCEDS018</td>
<td>Support students with additional needs in the classroom environment</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with aboriginal and / or Torres Strait Islander people</td>
</tr>
</tbody>
</table>

Enrolment and fees

- Enrolment is not complete until statutory and Fremantle Education Centre based fees and charges are paid or deferred arrangements have been made. On enrolment these students will take up one or more of the following payment options:
  - Pay a deposit prior to enrolment, and pay the remaining fees after the course commences.
  - Make an application to the Chief Executive Officer at FEC to pay on a plan. The deposit amount will need to be negotiated and will need to be paid on enrolment. Instalments are to be paid over an agreed period either on a weekly or fortnightly basis or at the Chief Executive Officer’s discretion.

Recognition of Prior Learning (RPL)

RPL recognises your current skills, which you may have gained from other training organisations and courses, life and or work experiences. If your current skills are relevant to the unit of competency that you are enrolling in, you may not need to study to gain recognition for that unit.

Mutual recognition

Fremantle Education Centre will recognise any student that seeks advanced standing on the basis of a qualification received from another Registered Training Organisation.

TO ENROL NOW CALL
Fremantle Education Centre (08) 9335 5444 or visit www.fec.org.au
BE THE CHANGE

IS IT TIME TO MAKE A SALE?

RETAIL, SALE AND SERVICES DEVELOPMENT COURSE
MANEA SENIOR COLLEGE 2016

SIR2012 CERTIFICATE II IN RETAIL SERVICES
TERM 1 - 2, 8TH FEBRUARY - 28TH JUNE 2016 (CLASSES MON + TUES)
TERM 3, 18TH JULY - 23RD SEPTEMBER (WORK PLACEMENT MON + TUES)

ENROL ONLINE: www.jsw.org.au OR www.maneasc.wa.edu.au
This qualification provides the skills and knowledge for an individual at an entry level to be competent in the Retail Industry. Work will be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail fast food outlets. Individuals with this qualification are able to perform roles, such as:

- Provide product and service advice in a retail environment
- Sell products & services in variety of retail settings
- Service the point-of-sale area
- Organise and maintain work areas and

**About the Retail Services Industry**
The retail trade sector is the second highest-employing industry within the Australian economy, and employs more than one in ten people, or 10.5 per cent of the entire Australian workforce.

To equip you with a competitive edge for progress in your career, our trainers ensure that you are equipped with the fundamentals needed to succeed in a more responsible role. As well as boosting your team leadership, customer focus and communication, you will improve your sales, merchandising, stock management and other important retailing skills.

**Future Employment Pathways Include:**
After achieving SIR20212 Certificate II in Retail Services, individuals may undertake:
- SIR30212 Certificate III in Retail Operations
- SIR30312 Certificate III in Retail Supervision

Our course will equip you to successfully work towards a more senior level in a range of retail operations, including in the role of supervisor, merchandise coordinator, department manager, assistant store manager, sales assistant, shift manager or team leader.

**Course Duration & Location**
We will deliver this training program on a Monday and Tuesday over term 1 and 2 of the school year commencing 8th February (week 2) and finish face to face delivery on Tuesday 28th June 2016 (the last week of term 2) at JSW’s training centre. Students attend 120 hours of work placement in term 3 on Mondays and Tuesdays in an actual retail environment.

**Course Fees & Book Resources**
The total student enrolment cost would be $2,450 per person (including the $1000 Manea contribution). There is a book cost of $88 required by the commencement of the program.

**Qualification & Units of Competency**
Upon successful completion of the assessment requirements for the 14 units of competency, students will be issued with a nationally recognised qualification SIR20212 Certificate II in Retail Services.

JSW’s delivery of this qualification introduces the student to the industry and includes aspects that cross over into the hospitality industry.

Core units include:
- SIRXCCS201 Apply point-of-sale handling procedures
- SIRXRSK201 Minimise loss
- SIRXICT001A Operate retail technology
- SIRXCOM101 Communicate in the workplace to support team and customer outcomes
- SIRXIND101 Work effectively in a customer service environment
- SIRXCCS202 Interact with customers
- SIRXWHS101 Apply safe work practices
- SIRXCLM101 Organise and maintain work areas

Elective units include:
- SITHFAB201 Provide responsible service of alcohol
- SIRRPPK214 Recommend specialised products and services
- SITHFAB204 Prepare and serve espresso coffee
- SITXFSA101 Use hygienic practices for food safety
- SIRXMER201 Merchandise Products
- SIRXMER202 Plan, create and maintain displays

**About JSW**
Not only is JSW a training organisation but we deliver real community based services and programs driven on needs and gaps within the community to a wide range of people. Our staff have current experience and are extremely knowledgeable about the retail services sector including sales, merchandising, store security, point of sale systems along with hospitality experience with responsible service of alcohol and making espressos.
BE THE CHANGE

IS IT TIME TO CARE?

CARE AND DEVELOPMENT OF INFANTS AND YOUNG CHILDREN
MANEA SENIOR COLLEGE 2016

CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE
TERM 1 – 3, 8TH FEBRUARY – 31ST AUGUST (CLASSES ON MON + TUES)
REMAINDER OF TERM 3 WORK PLACEMENT (MON + TUES)
ENROL ONLINE: www.jsw.org.au OR www.maneasc.wa.edu.au

JSW TRAINING & COMMUNITY SERVICES
T: 08 9721 5033 BUNBURY
E: INFO@jsw.org.au

JSW TRAINING & COMMUNITY SERVICES
T: 08 9721 5033 BUNBURY
E: INFO@jsw.org.au

MANEA SENIOR COLLEGE
This qualification will provide students with the practical skills and knowledge to assist in caring for the social, emotional, physical and educational needs of infants and young children (aged 0-12) in various care settings. Students will learn how to care for, interact with and foster the development of children. Students also learn about the important role of the family, working within legal requirements, ensuring children's health and safety, first aid and working with children at risk.

**FUTURE EMPLOYMENT PATHWAYS INCLUDE:**
This qualification may be used as a pathway qualification into other higher-level community service management/coordination or health qualifications.
- CHC50113 Diploma of Early Childhood Education and Care
- CHC40113 Certificate IV in School Age Education and Care
- CHC50213 Diploma of School Age Education and Care

Other qualifications may include:
- Certificate IV in Youth Work
- Certificate IV in Community Services
- Certificate IV in Child, Youth and Family Intervention

Successful completion of this qualification provides you with the opportunity to undertake the following child care work in child care centres, playgroups, family day care, out of school care environments, education assistant or working as a nanny.

**Course Duration & Location**
We will deliver this training program on a Monday and Tuesday over term 1, 2 and 3 of the school year commencing 8th February (week 2) and finish face to face delivery on Tuesday 31st August 2016 at JSW's training centre. Students attend 120 hours of work placement in term 3 for the remaining Mondays and Tuesdays and during their school holiday periods. Work placement must be undertaken in an actual early childhood education and care environment.

**Course Fees & Book Resources**
The total student enrolment cost would be $3,150 per person (including the $1000 Manea contribution). There is a book cost of $85 required by the commencement of the program.

**Qualification & Units of Competency**
Successful completion of this qualification provides you with the opportunity to undertake the following child care work in child care centres, playgroups, family day care, out of school care environments, education assistant or working as a nanny.

Core Units include:
- CHCCS400C Work within a relevant legal and ethical framework
- CHCECE001 Develop cultural competence
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
- HLTWHS001 Participate in workplace health and safety
- CHCECE002 Ensure the health and safety of children
- CHCPRT001 Identify and response to children and young people at risk
- CHCECE005 Provide care for babies and toddlers
- CHCECE003 Provide care for children
- CHCECE004 Promote and provide healthy food and drinks
- CHCECE009 Use an approved learning framework to guide practice
- CHCECE010 Support the holistic development of children in early childhood
- CHCECE007 Develop positive and respectful relationships with children
- CHCECE013 Use information about children to inform practice
- CHCECE011 Provide experiences to support children’s play and learning
- HLTAID004 Provide an emergency first aid response in an education and care setting

Elective units include:
- CHCECE006 Support behaviour of children and young people
- CHCORG303C Participate effectively in the work environment
- CHCPRT003 Work collaboratively with children to maintain an environment safe for children and young people

**About JSW**
Not only is JSW a training organisation but we deliver real community based services and programs driven on needs and gaps within the community to a wide range of people. Our staff have current experience and are extremely knowledgeable and up to date with best practice in early childhood education and care service delivery, program development, case management, working with children with barriers and working with families.
BE THE CHANGE

IS IT TIME TO MAKE A DIFFERENCE?

COMMUNITY DEVELOPMENT AND CITIZENSHIP COURSE
MANEA SENIOR COLLEGE 2016

JSW TRAINING & COMMUNITY SERVICES

PHONE: 08 9721 5033
EMAIL: info@jsw.org.au

CHC20112 CERTIFICATE II IN COMMUNITY SERVICES

TERM 1 - 2, 8TH FEBRUARY - 28TH JUNE 2016 (CLASSES MON + TUES)
TERM 3, 18TH JULY - 23RD SEPTEMBER (WORK PLACEMENT MON + TUES)

ENROL ONLINE: www.jsw.org.au OR www.maneasc.wa.edu.au
This is an introductory course introducing the student to the vast range of employment options, organisations and services available within the community services sector. Students will learn about the community services sector and ethical behavior along with developing skills in communication, information provision and processing, administration support, networking and group support.

**About the Community Services Industry**

The community services sector is the third largest employment industry in Australia and with these statistics in mind the need for professional well training support workers is rapidly increasing. The community services sector provides the community with services that meet a broad range of needs. The delivery of services aims to promote physical, social, emotional, mental and spiritual wellbeing. In practice, community workers provide services, support, activities, information and referral for those in need of assistance. They do this by linking people with appropriate services, government departments, groups, communities and each other. Workers are often distinguished by the client area within which they work. Community workers can be employed in aged care, disability services, Indigenous and multicultural support, mental health, child and family services, counselling, schools, emergency relief, youth, justice, housing and community development.

**Future Employment Pathways Include:**

This course may lead to further training in Certificate III or IV courses in the areas of Community Services, Disabilities, Mental Health, Alcohol and Other Drugs, Youth Work, Education Support, Aged Care, Home and Community Care.

Job titles include:

- Assistant community service workers
- Contract officer
- Community services customer service and administration staff
- Domestic assistance
- Support worker

**Course Duration & Location**

This course will run for 2 days a week through terms 1 and 2. We will deliver this training program on a Monday and Tuesday over term 1 and 2 of the school year commencing 8th February (week 2) and finish face to face delivery on Tuesday 28th June 2016 (the last week of term 2) at JSW’s training centre. Students attend 120 hours of work placement in term 3 on Mondays and Tuesdays in an actual community services environment.

**Course Fees & Book Resources**

The total student enrolment cost would be $2,100 per person (including the $1000 Manea contribution). There would be no book costs as we provide the learning content via handouts, online learning platforms, hands on activities, group work etc.

**Qualification & Units of Competency**

Upon successful completion of the assessment requirements for the 11 units of competency, students will be issued with a nationally recognised qualification CHC20112 Certificate II in Community Services.

JSW’s delivery of this qualification introduces the student to the industry and has a strong community development/citizenship theme.

Core units include:

- CHCCS211B Prepare for work in the Community Sector
- CHCCOM201C Communicate with people accessing the Services of the Organisation
- CHCORG202C Work with Others
- CHCORG201C Follow polices, procedures and programs of the organisation
- HLTWHS200A Participate in WHS processes

Electives include:

- CHCADM201D Undertake Basic Administration Duties
- HLTADM003 Provide first aid
- CHCCD307D Support community resources
- CHCVOL201B Be an effective volunteer
- BSBITU201 Produce simple word processed documents
- BSBDIV301 Work effectively with diversity

**About JSW**

Not only is JSW a training organisation but we deliver real community based services and programs driven on needs and gaps within the community to a wide range of people. Our staff have current experience and are extremely knowledgeable and up to date with best practice in service delivery, program development, case management, working with people with barriers, outreach and education services. Our staff are experienced in all aspects of community services work including Youth, Mental Health, Mentoring, Family Support, Community Development and Career Development.
AMENITY HORTICULTURE COURSE  
MANEA SENIOR COLLEGE 2016

JSW TRAINING & COMMUNITY SERVICES
T: 08 9721 5033 BUNBURY  E: info@jsw.org.au

AHC20410 CERTIFICATE II IN HORTICULTURE
TERM 1 - 3, 8TH FEBRUARY - 31ST AUGUST (CLASSES ON MON + TUES) 
REMAINDER OF TERM 3 WORK PLACEMENT (MON + TUES)
ENROL ONLINE: WWW.JSW.ORG.AU OR WWW.MANEASC.WA.EDU.AU

IS IT TIME TO GROW?
This qualification provides a general vocational outcome in amenity horticulture. This qualification focuses on competencies in a number of areas relating to specialised horticultural knowledge such as arboriculture, production horticulture, floriculture, turf management, parks and gardens, nursery or landscaping.

Students will learn to recognise plants, undertake planting tasks, use correct pruning techniques and collect plant specimens. Students can also acquire retail skills relevant to a garden-centre environment.

**About the Horticulture Industry**

Horticulture is a part of the agrifood industry and covers plants, parks and gardens - that is, everything related to plants, grass and other greenlife. With the field of horticulture playing an increasingly vital role in conserving our environment, sustainable practices and enhancing our living environments, there is a strong demand for qualified tradespeople in the horticulture industry.

Gain the specialist knowledge and skills and the practical experience and knowledge for a rewarding career.

**Future Employment Pathways Include:**

Successful completion of the qualification will equip students for entry level employment in positions such as nursery assistant, nursery worker, assistant to groundskeeper and assistant to horticulturalist.

Upon completion students would be able to consider articulation into a AHC30710 Certificate III in Horticulture with the view of specialisation into a particular field.

**Course Duration & Location**

We will deliver this training program on a Monday and Tuesday over term 1, 2 and 3 of the school year commencing 8th February (week 2) and finish face to face delivery on Tuesday 31st August 2016 at JSW’s training centre. Students attend 120 hours of work placement in term 3 for the remaining Mondays and Tuesdays and during their school holiday periods. Work placement must be undertaken in an agrifood, horticulture or agriculture environment.

**Course Fees & Book Resources**

The total student enrolment cost would be $2,800 per person (including the $1000 Manea contribution). There is a book cost of $95 required by the commencement of the program.

**Qualification & Units of Competency**

Upon successful completion of the assessment requirements for the 15 units of competency, students will be issued with a nationally recognised qualification AHC20410 Certificate II in Horticulture.

Core units include:
- AHCWRK209A Participate in environmentally sustainable work practices
- AHC0H5201A Participate in OHS processes

Elective units include:
- AHCWRK205A Participate in workplace communications
- AHCWRK204A Work effectively in the industry
- AHCPCM201A Recognise plants
- AHCILM202A Observe and report plants/and or animals
- AHCNSY202A Tend nursery plants
- AHCNSY203A Undertake propagation activities
- AHCNSY201A Pot up plants
- AHCOSO210A Determine basic properties of soil and/or growing media
- AHCPPMG202A Treat plant pests, diseases and disorders
- AHCPPMG201A Treat weeds
- AHCBIO202A Follow site quarantine procedures
- HLTAID003 Provide First Aid
- CPC00H51001A Work Safely in the Construction Industry

**About JSW**

Our horticulture lecturers have current experience and run their own horticulture businesses. They have strong knowledge of a range of topics which are covered in this qualification.
BSB41315 Certificate IV in Marketing

Modification History

<table>
<thead>
<tr>
<th>Release</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release 1</td>
<td>This qualification first released with BSB Business Services</td>
</tr>
<tr>
<td></td>
<td>Training Package Version 1.0.</td>
</tr>
</tbody>
</table>

Qualification Description

This qualification is suitable for those who use well-developed marketing skills across a variety of contexts. Job titles might include direct marketing officers, market research assistants, marketing coordinators, marketing officers and public relations officers.

They are often adept problem solvers, can analyse information well and may have some limited responsibility for others. In most cases, individuals would usually report to a more senior marketing practitioner.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil
Packaging Rules

Total number of units = 10
4 core units plus
6 elective units, of which:

- 3 of the elective units must be selected from the elective units listed below
- 3 elective units may be selected from the elective units listed below, from this Training Package or from any current accredited course or endorsed Training Package at this qualification level
- if not listed below, 1 unit may be selected from either a Certificate III or Diploma qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBCMM401 Make a presentation
BSBMKG401 Profile the market
BSBMKG402 Analyse consumer behaviour for specific markets
BSBMKG408 Conduct market research

Elective Units

BSBADV405 Perform media calculations
BSBCUS402 Address customer needs
BSBCUS403 Implement customer service standards
BSBEBU401 Review and maintain a website
BSBFIM501 Manage budgets and financial plans
BSBINT401 Research international business opportunities
BSBITA401 Design databases
BSBITU301 Create and use databases
BSBLDR402 Lead effective workplace relationships
BSBMKG409 Design direct response offers
BSBMKG410 Test direct marketing activities
BSBMKG411 Analyse direct marketing databases
BSBMKG412 Conduct e-marketing communications
BSBMKG413 Promote products and services
BSBMKG414 Undertake marketing activities
BSBMKG415 Research international markets
BSBMKG416 Market goods and services internationally
BSBPRO401 Develop product knowledge
BSBPUB401 Develop and apply knowledge of public relations industry
BSBPUB402 Develop public relations campaigns
BSBPUB403 Develop public relations documents
BSBREL401 Establish networks
BSBREL402 Build client relationships and business networks
BSBRES401 Analyse and present research information
BSBRSK401 Identify risk and apply risk management processes
BSBSLS407 Identify and plan sales prospects
BSBSLS408 Present, secure and support sales solutions
BSBSUS301 Implement and monitor environmentally sustainable work practices
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
BSBWRT401 Write complex documents

### Qualification Mapping Information

<table>
<thead>
<tr>
<th>Code and title current version</th>
<th>Code and title previous version</th>
<th>Comments</th>
<th>Equivalence status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB41315 Certificate IV in Marketing</td>
<td>BSB41307 Certificate IV in Marketing</td>
<td>Updated to meet Standards for Training Packages</td>
<td>Equivalent qualification</td>
</tr>
</tbody>
</table>

### Links

Companion volumes available from the IBSA website:
**ACM20110 Certificate II in Animal Studies**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Core/Elective</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACMGAS205A</td>
<td>Assist in health care of animal</td>
<td>Core</td>
<td>30</td>
</tr>
<tr>
<td>ACMAS203A</td>
<td>Complete animal care hygiene routines</td>
<td>Core</td>
<td>65</td>
</tr>
<tr>
<td>ACMAS204A</td>
<td>Feed and water animals</td>
<td>Core</td>
<td>20</td>
</tr>
<tr>
<td>ACMUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
<td>Core</td>
<td>20</td>
</tr>
<tr>
<td>ACMOHS201A</td>
<td>Participate in occupational health and safety processes</td>
<td>Core</td>
<td>30</td>
</tr>
<tr>
<td>ACMGAS202A</td>
<td>Participate in workplace communications</td>
<td>Core</td>
<td>20</td>
</tr>
<tr>
<td>ACMGAS201A</td>
<td>Work in the animal care industry</td>
<td>Core</td>
<td>20</td>
</tr>
<tr>
<td>ACMVET202A</td>
<td>Carry out daily clinic routines</td>
<td>Elective</td>
<td>30</td>
</tr>
<tr>
<td>ACMVET203A</td>
<td>Assist with surgery preparations</td>
<td>Elective</td>
<td>30</td>
</tr>
<tr>
<td>ACMGAS206A</td>
<td>Provide basic first aid for animals</td>
<td>Elective</td>
<td>25</td>
</tr>
<tr>
<td>ACMGAS208A</td>
<td>Source information for animal care needs</td>
<td>Elective</td>
<td>20</td>
</tr>
<tr>
<td>ACMGAS209A</td>
<td>Provide information on companion animals, products and services</td>
<td>Elective</td>
<td>55</td>
</tr>
</tbody>
</table>

*Units will vary as course is customised to individual students work placement situation. The above is a guide only*

This qualification is a general pre-vocational qualification aimed for inclusion in a VET in Schools program or as an entry point into the animal care and management industry. It is a requirement of enrolment that students first gain a work placement in an animal care environment and/or workplace (1 day@week) over an 18 month enrolment period. This requirement may limit a students’ ability to enrol in the Manea VET pathway.

Students are closely support by Qualification Lecturer at Polytechnic West. However, student must show the appropriate level of self-management, organisation and time management skills to successfully complete this online course in the Manea Senior College environment.

Cost: $720.00 approximately (dependent on units)
52689 Certificate IV in Preparation for Nursing Education

D0786 - BSBITU303A - Design and produce text documents (50hrs.)
This unit describes the performance outcomes, skills and knowledge required to design and develop predominantly text-based documents using advanced features of word processing software.

35860- Develop effective academic skills. (40 hrs.)
This module will prepare the student to be able to utilise effective study and information gathering skills to enable appropriate knowledge and skills to be applied to written assessments requiring academic format.

35859- Develop understanding of human anatomy & physiology (60hrs.)
This module describes the knowledge of human anatomy and physiology required as a basis for further study in nursing science and practice.

D0835 - BSBMED301B Interpret and apply medical terminology appropriately (40 hrs.)
This unit describes the performance outcomes, skills and knowledge required to understand and respond to instructions; to carry out routine tasks and communicate with a range of internal/external clients in a medical environment; and to use appropriate advanced medical terminology.

35862 - Develop knowledge of microbiology for use in health settings (30hrs.)
This module will enable the student to understand the fundamental principles of microbiology which form the basis of the infection control procedures that are undertaken in the health care profession.

35864 - Use fundamentals of physics and chemistry in a health context (35 hrs.)
This module will enable the student to understand the fundamental principles and concepts of physics and chemistry which will increase understanding of the basis for the routine tasks that are undertaken in the health care industry.

35861 - Use mathematics in nursing applications (45 hrs.)
This unit of competency describes the principles of mathematics which form the basis of the routine tasks that are undertaken in the health care profession and in particular the calculation of drug dosages and charting.

Delivery Mode - External using online and printed resources enabling you to accommodate your work, school and/or family commitments whilst studying.
Completion Time- MSC students have a 12 month enrolment in which to complete all units. 7 Core Units – all need to be completed for full qualification (300 hours)
Cost- $475.96 (2015 costs, may increase for 2016 enrolments)

This qualification prepares students for entry into further Health related educational outcomes, by providing a good underpinning knowledge base. Successful completion can lead them to apply for entry into the Diploma of Enrolled Nursing or other health areas including applying for entry into selected Universities.
This course will provide the knowledge of human anatomy & physiology, medical terminology, health mathematics and the application of the fundamentals of physics and chemistry to nursing practice. Students will also develop an understanding of how microbiology is related to health care and the use of effective academic skills, including word-processed presentation of work.

Manea Senior College provides an on-campus Technician for this qualification, to allow students to access timely support and industry knowledge to enable them to navigate their online studies and successfully achieve qualification within required timeframes.
This is a creative and exciting course if you want a career in graphic design. You’ll learn relevant industry skills from a practicing designer and you’ll graduate with a polished portfolio showcasing your best work.

Using digital design technologies, this qualification will provide you with the skills and creative thinking to succeed in the design world. You will develop a grounding in design fundamentals, colour theory, and applications. You will produce computer and hand drawings, learn how to apply design principles to two-dimensional and three-dimensional projects, learn how to work to given briefs, and work with the latest Adobe software such as Illustrator and Photoshop.

This hands-on Certificate III qualification gives you a great insight into the exciting and dynamic world of graphic design and will provide a solid pathway to further study in this field.

Topic areas covered:
- Design Industry Knowledge
- Sketching and Drawing
- Colour Theory
- Design Elements and Principles
- The Design Process
- Typography
- Developing a digital portfolio

Register your interest:
To register your interest for this course, simply tick the appropriate box on your Application for Enrolment which you will receive at your interview.

Students who have registered an interest for the Certificate III in Design will be required to complete a Design Task and attend an interview as part of the selection process.

Qualification and Units of Competency
On successful completion of the course, students will receive the nationally recognised CUV30311: Certificate III in Design Fundamentals qualification.

Total number of units: 12. 7 core and 5 electives (relevant to local industry needs). Sample of units below.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBDES201A</td>
<td>Follow a design process</td>
</tr>
<tr>
<td>BSBDES301A</td>
<td>Explore the use of colour</td>
</tr>
<tr>
<td>BSBDES302A</td>
<td>Explore and apply the creative design process to 2D forms</td>
</tr>
<tr>
<td>BSBDES303A</td>
<td>Explore and apply the creative design process to 3D forms</td>
</tr>
<tr>
<td>BSBDES304A</td>
<td>Source and apply design industry knowledge</td>
</tr>
<tr>
<td>BSOHHS201A</td>
<td>Participate in OHS processes</td>
</tr>
<tr>
<td>CUVACD301A</td>
<td>Produce drawings to communicate ideas</td>
</tr>
</tbody>
</table>

Manea Senior College
Robertson Drive Bunbury
P: 9721 0600
w: maneasc.wa.edu.au
# Career Pathway at Central Institute of Technology

## Qualification | Career Pathway
---|---
Certificate III in Design Fundamentals (Applied Design) (CT95) | To gain employment in this industry you will need to complete the Diploma.
Certificate IV in Design (Graphic Design) (CA38) | Graphic Design Assistant
Diploma of Graphic Design (D662) | Graphic Design Assistant
Advanced Diploma of Graphic Design (D652) | Packaging Designer
Advertising Designer
Illustrator
Corporate Designer
Web Designer

* Curtin University
* Edith Cowan University
* Bachelor of Creative Industries
* Murdoch University
* Bachelor of Arts (Graphic Design/Web Communication)

## Duration | Location | Study modes | Entrance requirements
---|---|---|---
Certificate III in Design Fundamentals | Delivered at Manea Senior College in Years 11 & 12
Certificate IV in Design (Graphic Design) | One year
Perth Campus | Full-time | Developed communication skills
Diploma of Graphic Design | One year
Perth Campus | Full-time | Certificate IV in Design (Graphic Design)
Advanced Diploma of Graphic Design | One year
Perth Campus | Full-time | Diploma of Graphic Design

Creative Advertising
Graphic Design
Photography and Illustration Design