**Key Staff**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department Senior Schooling College Registered Training Organisation (RTO) Manager   RTO #30320</td>
<td>Mrs Jennifer DaSilva</td>
<td><a href="mailto:jrdas0@eq.edu.au">jrdas0@eq.edu.au</a></td>
</tr>
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</tr>
<tr>
<td>Head of Department Technology and Design (TAD)</td>
<td>Mr Gary Hodgson</td>
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</tr>
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<td>Ms Sue Isbell</td>
<td><a href="mailto:sisbe2@eq.edu.au">sisbe2@eq.edu.au</a></td>
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<td>Acting Head of Department Science</td>
<td>Mr Cameron Moir</td>
<td><a href="mailto:cgmoio@eq.edu.au">cgmoio@eq.edu.au</a></td>
</tr>
<tr>
<td>Head of Department International and EALD Students</td>
<td>Ms Joh Walsh</td>
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</tr>
<tr>
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<td>Mrs Val Budworth</td>
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</tr>
<tr>
<td>Enrichment Senior School Coordinator</td>
<td>Shayne Kemp</td>
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</tr>
<tr>
<td>Senior School Data Processing Officer</td>
<td>Mrs Clara Mundree</td>
<td><a href="mailto:vet@kelvingrovesc.eq.edu.au">vet@kelvingrovesc.eq.edu.au</a></td>
</tr>
<tr>
<td>Industry and Community Connectivity Manager</td>
<td>Mr Jimmy Southwood</td>
<td><a href="mailto:vet@kelvingrovesc.eq.edu.au">vet@kelvingrovesc.eq.edu.au</a></td>
</tr>
</tbody>
</table>
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Vocational Education And Training (VET)

In Australia, Vocational education and training (VET) provides pathways for students seeking further education and training, and employment-specific skills. Successful completion of VET provides students with nationally recognised qualifications that deliver the skills and knowledge required for specific industries and occupations.

Organisations that provide VET are known as registered training organisations (RTOs). They include Technical and Further Education (TAFE) institutes, adult and community education providers, community organisations, industry skill centres, commercial and enterprise training providers and colleges, and some universities and schools.

Students in Years 10, 11 and 12 can access nationally recognised VET through the school if it is an RTO, or through an external private provider who is an RTO, or through a school-based apprenticeship or traineeship. In addition, the completion of VET qualifications may provide credit towards the Queensland Certificate of Education (QCE).

School-based apprenticeships and traineeships allow students to undertake paid work with an employer and train towards completing a nationally recognised qualification under a contract of training while completing senior schooling.

Vocational education and training (VET) works with both industry and government to offer qualifications and training that are recognised nationally.

Source: Australian Government. Department of Education. Publication – Succeed 2019

Kelvin Grove State College VET Pathways

At the Kelvin Grove State College, we assist and support our students to engage and experience success through a journey of growth and learning. For the purpose of this information, we provide details in relation to the vocational education and training (VET) opportunities offered at Kelvin Grove College as part of their senior phase of learning.

VET provides pathways for all students, particularly those seeking further education and training, and those seeking employment-specific skills. Students should consider VET when developing their senior education and training (SET) Plan or equivalent. This planning helps students structure their learning around their abilities, interests and ambitions, and map out what, where and how they will study during their senior schooling.

The benefits VET offers to students include:
- development of work-related skills that enhance employability
- access to learning opportunities beyond the traditional curriculum, including work-based learning
- competency-based assessment that meets industry standards
- pathways to further training, education and tertiary learning.

The Senior Studies Centre (SSC) team and College teaching staff who deliver VET training programs support the Kelvin Grove State College “Prep to Pathways” experience by Co-Creating Futures for our students in partnership with educational providers and businesses to further develop each student’s gifts and talents. In partnership with our students and families we are able to tailor the learning journey to each individual student’s needs. In addition, in a vocational setting, we equip our students with the skills, knowledge and training that they will require beyond Year 12.

As a Registered Training Organisation (RTO) # 30320, and in partnership with external private RTOs, Kelvin Grove State College offers senior students a range of VET pathways.
Types Of Vocational Education & Training

All VET courses are designed to deliver the knowledge and skills employers are looking for, so no matter which type of course you choose you can be certain you will have the best outcome for your chosen career.

Within the school context, students should commence the completion of a VET qualification in Year 10 and/or Year 11.

School-Based Apprenticeships and Traineeships
- Apprenticeships usually take 3 to 4 years to complete, whilst traineeships usually last 1-2 years.
- Apprenticeships allow you to learn a trade or workplace skill while receiving a nationally recognised qualification in careers such as carpentry, electrical, hairdressing or plumbing.
- School Based Traineeships (SATs) provide training in vocational areas not usually covered by apprenticeships and are available for a wide range of careers in most sectors of business and industry.

Certificates I-IV
- Certificates typically take from 6 months to 2 years to complete.
- Certificates range from I to IV, so they are a great place to kick start your higher education and future career no matter what your current knowledge levels are.
- Certificate courses cover a wide range of topics including business, nursing and mechanical engineering.

Diplomas
- Diplomas typically take between 1-2 years to complete.
- Diplomas focus on the more complex and technical areas of a chosen field.
- With a Diploma, you will also hone important skills relevant to all workplaces, such as effective communication, decision making and problem solving.

Source: Australian Government. Department of Education. Publication – Succeed 2019

The Australian Quality Framework

All of the VET courses offered by the College lead to nationally recognised qualifications – a certificate (if all of the requirements of the qualification are completed) or a statement of attainment (for those parts that are successfully completed where the full qualification is not completed).

This certificate/statement of attainment will be recognised in all eight states/territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF).

QUALIFICATION PATHWAYS

VET recognises that people learn differently, and at different times of their lives. This is why VET gives you the flexibility to gain new knowledge and skills when it best suits you.

There are many points in which you can enter VET, or exit and choose to seek full-time employment as a qualified graduate. For example, you could gain a Certificate II in Printing and Graphic Arts and become a Digital Printing Assistant, or you could go on to gain an Advanced Diploma of Visual Arts and become an Illustrator.

With VET, whichever level you graduate at, you can be confident that you’ll be gaining the right knowledge and skills for your chosen career.

Source: Australian Government. Department of Education. Publication – Succeed 2019
School Based Traineeships and Apprenticeships (SATs)

School-based apprenticeships and traineeships (SATs) provide an opportunity for students in Years 10, 11 and 12 to undertake employment-based training while continuing full-time enrolment in a school program and studying towards a Queensland Certificate of Education (QCE).

School-based apprenticeships and traineeships:
- support transitions from school to work and promote education, training and employment opportunities for secondary school students
- provide students with opportunities to develop skills and knowledge relating to employment situations
- allow students to start, and in some cases complete, a vocational qualification while still at school
- improve post-schooling employment and training pathways for students
- improve links between education and industry, school and local community.

Work Experience

Work experience placements are available for senior students to assist students in their transition from school to university, training and/or work.

The benefits of work experience/work placement to students:
- better understanding of how classroom learning is applied in the workplace
- better understanding of the work environment and what employers expect of their workers
- an opportunity to explore possible career options including non-gender stereotyped occupations
- increased maturity, confidence and self-reliance
- increased motivation to continue study and/or undertake further training.

SAT and/or Work Experience Application Process

Students submit an expression of interest form to the VET and Pathways Coordinator, Mrs Val Budworth and attend an interview to finalise the placement and/or SAT contract and organise the necessary Education Queensland Insurance documentation. Students must be covered by insurance or they will not be allowed to attend the workplace.

Education Queensland Training Work Experience Placements for School Students Agreement (PDF, 182KB)

International Students and VET

International Students (500 Visas holder) can access VET school-based RTO VET in ISP (CRICOS registered) schools. In Queensland, international students can comprise their timetable with (part-time) registered VET courses as part of their primary course of study (Secondary). These VET courses are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered school's Registered Training Organisation (RTO) scope. The CRICOS registration is maintained by EQI and the qualifications (Certificate I to IV) is covered under the QCAA delegation.

This excludes Diploma, as it is a separate qualification requiring a confirmation of enrolment from the study provider. Another limitation to the Diploma is the course duration and location of the course. A registered CRICOS RTO offering a course as part of the overseas student’s primary course of study must do so under the regulation set by the Australian Skills Quality Authority (ASQA).

Source: Education Queensland International (EQI) May, 2019
VETIS Funding

VETIS qualifications funded by the VET investment budget are listed on the Priority Skills List. These qualifications are delivered by RTOs who have been approved by the department as pre-qualified suppliers (PQS) under the Certificate 3 Guarantee. Schools, in consultation with students and their parents, are able to choose any PQS approved to deliver the eligible qualification. Students undertaking VETIS, funded by the VET Investment budget, can complete one employment stream qualification at the Certificate I or II level.

VETIS qualifications on the Priority Skills List are at the Certificate I and II level. Students who wish to access the VET investment budget to undertake a Certificate III qualification should do so through a school-based apprenticeship or traineeship (SAT)—funding for a SAT is available under the User Choice program.

Unique Student Identifier (USI)

All students undertaking nationally recognised VET in Australia must have a Unique Student Identifier (USI). This includes students who are undertaking Vocational Education and Training (VET) while at school. The USI will allow students to access their enrolment and achievement record online through the USI Transcript Service for all VET learning completed from January 2015 onwards. The USI is a unique reference number that links information about a student’s VET achievements, regardless of where they study. This makes it easier for students and RTOs to find and collate a student’s VET achievements.

What is a USI?
- A USI is a reference number made up of numbers and letters.
- The USI gives students access to training records and transcripts.
- The USI stays with a student for life and allows a student to see their training results from all providers. This includes all nationally recognised VET courses and qualifications.

Why do students need a USI?
- So that an RTO is able to issue a statement of attainment, or certificate, for nationally recognised training.
- For online access to their record of enrolment and achievement for VET learning.
- To provide evidence of their VET learning, for example, when applying for a job or further study.
- Some high schools that provide nationally recognised training.
- Some employers and other organisations that provide nationally recognised training.

Useful website links
- About the USI: http://www.usi.gov.au/About/Pages/default.aspx
- Students – Create your USI: http://www.usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx
- Student information: http://www.usi.gov.au/Students/Pages/default.aspx
- In some situations, an RTO can apply for a USI on a student’s behalf.

What do students need to do?
A student can apply for a USI at the Australian Government USI website - create your USI. The student must then provide the USI details to their training provider (school RTO, TAFE or other training provider) or they will not receive a statement of attainment or qualification certificate.
CUA20215 Certificate II in Creative Industries  
RTO #30320 Kelvin Grove State College

This entry level qualification reflects the role of individuals with the skills and knowledge to perform in a range of varied activities in the creative industries where there is a clearly defined range of contexts. Activities are of limited complexity with required actions clearly defined. More information about the current Certificate II in Creative Industries qualification and individual units of competency can be found at https://training.gov.au/Training/Details/CUA20215

The College is currently finalising planning tasks to transition from the delivery of the above qualification to a Certificate III in Screen and Media, incorporating interactive media, augmented and virtual reality and an across industry focus. KGSC will then apply to add this qualification to our scope of registration. If successful in this application, please note that students who enrol in the Certificate III course in Year 11 or 12 will be required to attend additional sessions (e.g. during Access and Exam Blocks) in addition to timetabled lessons.

The Certificate III AQF level qualification reflects the role of a skilled multimedia and interactive media operator or skilled assistant who applies a broad range of competencies in a varied work context, using some discretion and judgement and relevant theoretical knowledge. For more information about the Certificate III, see https://training.gov.au/Training/Details/CUA31015

Partnerships and Programs

○ **Australian Computer Society (ACS) Qld**
  This partnership supports students, teachers and the College by providing a connection to the largest ICT professionals network in Australia. It provides unique insights into new and exciting ICT developments and innovation (including entrepreneurship) particularly in the adoption of digital disruptors e.g. augmented and virtual reality, 3D printing/additive manufacturing, drones, robotics, artificial intelligence and machine learning, the Internet of Things, wearables, self driving vehicles, blockchains and distributed ledgers and genomics.
  ACS student membership is included in the $72 (inc GST) subject charge, and gives students access to:
  - member portal resources including over 41 000 online digital courses
  - professional development and networking events (parents and students attend Qld events for free)
  - career development resources, including MySFIA industry self-assessment tool for skills profiling and career pathway mapping
  - access to leading industry reports
  - member rewards including an Ambassador Card with discounts.

○ **Fishburners**
  Fishburners is a tech start-up co-working space located in Brisbane city. Students have the opportunity to pitch their idea for a digital solution. The Fishburners program provides coaching to lead students through the process of establishing an early stage tech start-up, and includes mentoring by other digital entrepreneurs working in the co-working space and connectivity to other networks who can assist the students.

○ **Gateway to Industry Schools Programs, including Manufacturing and Engineering and the Qld Minerals and Energy Academy**
  Through engagement and participation in the Gateway to Industry Schools Programs, teachers and students are strongly connected to these industries which rely on the use of information and communication technologies.
CUA20215 Certificate II in Creative Industries

Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units:</strong></td>
<td></td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>CUAIND201</td>
<td>Develop and apply creative arts industry knowledge</td>
</tr>
<tr>
<td>CUAWHS302</td>
<td>Apply work health and safety practices</td>
</tr>
<tr>
<td><strong>Selected Elective Units (Group A):</strong></td>
<td></td>
</tr>
<tr>
<td>BSBWOR204</td>
<td>Use business technology</td>
</tr>
<tr>
<td>BESDES201</td>
<td>Follow a design process</td>
</tr>
<tr>
<td>BSBWOR202</td>
<td>Organise and complete daily work activities</td>
</tr>
<tr>
<td>CUASOU202</td>
<td>Perform basic sound editing</td>
</tr>
<tr>
<td><strong>Selected Elective Units (Group B):</strong></td>
<td></td>
</tr>
<tr>
<td>CUACAM201</td>
<td>Assist in a basic camera shoot</td>
</tr>
<tr>
<td>CUADIG201</td>
<td>Maintain interactive content</td>
</tr>
<tr>
<td>ICTICT204</td>
<td>Operate a digital media technology package</td>
</tr>
</tbody>
</table>

Assessment

A range of assessment tasks are used within assessment projects which may include:
- supervisor observations and checklists
- questions (verbal and/or written)
- review folio of work against specifications
- reviews of products or services against specifications
- checklists
- third party reports (e.g. structured work placement).

If students do not meet all requirements for the awarding of a Certificate, a Statement of Attainment is issued listing all unit of competencies completed.

For more information, contact Head of Department, eLearning
ICT 20115 Certificate II in Information, Digital Media and Technology
RTO #30320 Kelvin Grove State College

This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry. More information about the current Certificate II in IDMT qualification and individual units of competency can be found at https://training.gov.au/Training/Details/ICT20115.

The College is currently finalising planning tasks to transition from the delivery of the above qualification to a Certificate III in Information, Digital Media and Technology. The focus will be on building student capabilities and confidence in new digital disruptor technologies across industries. KGSC will then apply to add this qualification to our scope of registration. If successful in this application, please note that students who enrol in the Certificate III course in Year 11 or 12 will be required to attend additional sessions (e.g. during Access and Exam Blocks) in addition to timetabled lessons.

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies. For more information see: https://training.gov.au/Training/Details/ICT30118

Partnerships and Programs
- Australian Computer Society (ACS) Qld
This partnership supports students, teachers and the College by providing a connection to the largest ICT professionals network in Australia. It provides unique insights into new and exciting ICT developments and innovation (including entrepreneurship) particularly in the adoption of digital disruptors e.g. augmented and virtual reality, 3D printing/additive manufacturing, drones, robotics, artificial intelligence and machine learning, the Internet of Things, wearables, self driving vehicles, blockchains and distributed ledgers and genomics.
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  - member rewards including an Ambassador Card with discounts.

- Fishburners
Fishburners is a tech start-up co-working space located in Brisbane city. Students have the opportunity to pitch their idea for a digital solution. The Fishburners program provides coaching to lead students through the process of establishing an early stage tech start-up, and includes mentoring by other digital entrepreneurs working in the co-working space and connectivity to other networks who can assist the students.

- Gateway to Industry Schools Programs, including Manufacturing and Engineering and the Qld Minerals and Energy Academy
Through engagement and participation in the Gateway to Industry Schools Programs, teachers and students are strongly connected to these industries, which rely on the use of information and communication technologies.
ICT20115 Certificate II in Information, Digital Media and Technology

Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Units:</strong></td>
<td></td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>BSBSUS201</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>ICTICT201</td>
<td>Use computer operating systems and hardware</td>
</tr>
<tr>
<td>ICTICT202</td>
<td>Work and communicate effectively in an ICT environment</td>
</tr>
<tr>
<td>ICTICT203</td>
<td>Operate application software packages</td>
</tr>
<tr>
<td>ICTICT204</td>
<td>Operate a digital media technology package</td>
</tr>
<tr>
<td>ICTWEB201</td>
<td>Use social media tools for collaboration and engagement</td>
</tr>
<tr>
<td><strong>Selected Elective Units:</strong></td>
<td></td>
</tr>
<tr>
<td>ICTICT205</td>
<td>Design basic organisational documents using computing packages</td>
</tr>
<tr>
<td>ICTICT206</td>
<td>Install software applications</td>
</tr>
<tr>
<td>ICTICT207</td>
<td>Integrate commercial computing packages</td>
</tr>
<tr>
<td>ICTICT210</td>
<td>Operate database applications</td>
</tr>
<tr>
<td>ICTICT211</td>
<td>Identify and use basic current industry specific technologies</td>
</tr>
<tr>
<td>ICPDMT321</td>
<td>Capture a digital image</td>
</tr>
<tr>
<td>ICTSAS203</td>
<td>Connect hardware peripherals</td>
</tr>
</tbody>
</table>

Assessment

A range of assessment tasks are used within assessment projects which may include:

- supervisor observations and checklists
- questions (verbal and/or written)
- review folio of work against specifications
- reviews of products or services against specifications
- checklists
- third party reports (e.g. structured work placement).

If students do not meet all requirements for the awarding of a Certificate, a Statement of Attainment is issued listing all unit of competencies completed.

For more information, contact Head of Department, eLearning.
Certificate II in Engineering Pathways is delivered in the Trade Training Centre at the College. This is a preparatory training course to a trade qualification in engineering manufacturing, metal machining, welding and fabrication, automotive and mechanical, mining, diesel fitting and construction.

Students are trained to understand industry practices, interpret specifications, including technical information and drawings, demonstrate and apply safe and practical production processes with hand/power tools and machinery, communicate using oral, written and graphical modes, organise, calculate and plan production processes and evaluate the products they create using predefined specifications. They develop transferable skills by engaging in manufacturing tasks that relate to business and industry, and that promote adaptable, competent, self-motivated and safe individuals who can work with colleagues to solve problems and complete practical work.

Through engagement and participation in the KGSC Gateway to Industry Schools Program (Manufacturing and Engineering) hub, the teachers and students are strongly connected to this industry in Queensland and beyond.

For Students who use/or intend to use, their VETiS funding with another RTO provider, the Fee for Service charge will be $1200 per course for MEM20419 with Blue Dog Training.

Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM13014A</td>
<td>Apply principles of occupational health and safety in the work environment</td>
</tr>
<tr>
<td>MEMPE005A</td>
<td>Develop a career plan for the engineering and manufacturing industry</td>
</tr>
<tr>
<td>MEMPE006A</td>
<td>Undertake a basic engineering project</td>
</tr>
<tr>
<td>MSAENV272B</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>MEM16006A</td>
<td>Organise and communicate information</td>
</tr>
<tr>
<td>MEM16008A</td>
<td>Interact with computing technology</td>
</tr>
<tr>
<td>MEM18001C</td>
<td>Use hand tools</td>
</tr>
<tr>
<td>MEM18002B</td>
<td>Use power tools/hand held operations</td>
</tr>
<tr>
<td>MEMPE001A</td>
<td>Use engineering workshop machines</td>
</tr>
<tr>
<td>MEMPE002A</td>
<td>Use electric welding machines</td>
</tr>
<tr>
<td>MEMPE003A</td>
<td>Use oxy-acetylene and soldering equipment</td>
</tr>
<tr>
<td>MSAPMSUP106A</td>
<td>Work in a team</td>
</tr>
</tbody>
</table>

Assessment

Students only receive this qualification if they complete all the 12 required units of competency at a competent level. If students do not complete all 12 units, a statement of attainment is issued.

For further information, please contact the Head of Department Technology and Design (TAD).
Certificate II in Hospitality is delivered in partnership with the external RTO Smart Skills Pty Ltd in the commercial kitchen and the Café located at the College. This training program develops and refines a student’s knowledge of the Hospitality industry.

There are 12 units of competency; one unit includes **12 shifts in a hospitality workplace** in order to complete the qualification.

This qualification will provide you with the skills and knowledge to work in the hospitality industry, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes and coffee shops.

**Structure**

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>SITHIND002</td>
<td>Source and use information on the hospitality industry</td>
</tr>
<tr>
<td>SITHIND003</td>
<td>Use hospitality skills effectively <em>(structured 12 x 3 hourly shifts in KGSC and Hospitality workplace)</em></td>
</tr>
<tr>
<td>SITXCCS003</td>
<td>Interact with customers</td>
</tr>
<tr>
<td>SITXCOM002</td>
<td>Show social and cultural sensitivity</td>
</tr>
<tr>
<td>SITXWHS001</td>
<td>Participate in safe work practices</td>
</tr>
<tr>
<td>SITXFSA001</td>
<td>Use hygienic practices for food safety</td>
</tr>
<tr>
<td>SITHFAB002</td>
<td>Provide responsible service of alcohol <em>(1 day course delivered by RTO at KGSC)</em></td>
</tr>
<tr>
<td>SITHFAB005</td>
<td>Prepare and serve espresso coffee</td>
</tr>
<tr>
<td>SITHFAB001</td>
<td>Clean and tidy bar areas <em>(completed in a Hotel with RTO)</em></td>
</tr>
<tr>
<td>SITHFAB003</td>
<td>Operate a bar <em>(completed in a Hotel with RTO)</em></td>
</tr>
<tr>
<td>SITHCCC002</td>
<td>Prepare and present simple dishes</td>
</tr>
</tbody>
</table>

**Assessment**

Students only receive this qualification if they complete all the 12 units of competency at a competent level.

**12 x 3 hour shifts in a hospitality workplace, including service in school related functions must be completed to attain this qualification.** If students do not complete all 12 units, a statement of attainment is issued.

**VETIS funding is available to students if they have not previously accessed it. Otherwise, this course has a $495 fee.**

For further information, please contact the Head of Department Technology and Design (TAD).
FSK20113 Certificate II in Skills for Work and Vocational Pathways
RTO #30685  Tallebudgera Outdoor and Environment Education Centre

This training program is delivered during the Access Program at KGSC on Wednesdays.

- Contributes four QCE credits and satisfies QCE literacy and numeracy and completed core requirements
- Includes transferable workplace skills and knowledge e.g. Work health and safety
- Increases Indigenous cultural knowledge and understanding
- Builds students’ capability for workforce entry or vocational training pathways.

Students will complete all of the following 14 units of competency (8 Core Units and 6 Electives):

### Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core / Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSKRDG10</td>
<td>Read and respond to routine workplace information</td>
<td>Core</td>
</tr>
<tr>
<td>FSKWTG09</td>
<td>Write routine workplace texts</td>
<td>Core</td>
</tr>
<tr>
<td>FSKLRG09</td>
<td>Use strategies to respond to routine workplace problems</td>
<td>Core</td>
</tr>
<tr>
<td>FSKLRG11</td>
<td>Use routine strategies for work-related learning</td>
<td>Core</td>
</tr>
<tr>
<td>FSKOCM07</td>
<td>Interact effectively with others at work</td>
<td>Core</td>
</tr>
<tr>
<td>FSKNUM14</td>
<td>Calculate with whole numbers, fractions, percentages, decimals for work</td>
<td>Core</td>
</tr>
<tr>
<td>FSKNUM15</td>
<td>Estimate, measure and calculate routine metric measurements for work</td>
<td>Core</td>
</tr>
<tr>
<td>FSKRDG09</td>
<td>Read and respond to routine standard operating procedures</td>
<td>Elective</td>
</tr>
<tr>
<td>FSKNUM12</td>
<td>Identify and interpret information in familiar tables, graphs and charts for work</td>
<td>Elective</td>
</tr>
<tr>
<td>FSKNUM19</td>
<td>Interpret routine tables, graphs and charts for work</td>
<td>Elective</td>
</tr>
<tr>
<td>AHCWHS201*</td>
<td>Participate in work health and safety processes</td>
<td>Elective</td>
</tr>
<tr>
<td>AHCILM302*</td>
<td>Provide appropriate information on cultural knowledge</td>
<td>Elective</td>
</tr>
<tr>
<td>FSKLRG10</td>
<td>Use routine strategies for career planning</td>
<td>Elective</td>
</tr>
<tr>
<td>PUACOM001C</td>
<td>Communicate in the workplace</td>
<td>Elective</td>
</tr>
</tbody>
</table>

Students have the following responsibilities:
- attend all classes and activities as scheduled
- complete all assessment tasks as required and within timelines stated
- abide by the policies and practices of the Registered Training Organisation
- consult with trainers if assistance is required

There is a cost of $300.00 to complete this program to cover the training materials provided.
The Cert III in Fitness provides students with the knowledge and practical experience base, required to work in the fitness industry as a gym instructor. Students are enrolled through The College of Health and Fitness (RTO). There are 16 units of competency in addition to 30 hours logged in an exercise facility.

This qualification provides students with an extensive knowledge of exercise principles enabling them to fully understand the effect of exercise on the body and therefore the ability to instruct and supervise gym members and write and adapt fitness programs to suit the specific needs of individuals, groups or teams. Upon successful completion of this course students will be ready for work in Exercise facilities as a gym instructor and it also provides the required pre-requisite knowledge to enrol in the Cert IV in Fitness (Personal Trainer).

Structure

16 units of competency must be completed. 30 hours logged in gym/fitness facility.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SISFFIT002</td>
<td>Recognise and apply exercise considerations for specific populations</td>
</tr>
<tr>
<td>SISFFIT003</td>
<td>Instruct fitness programs</td>
</tr>
<tr>
<td>SISFFIT004</td>
<td>Incorporate anatomy and physiology principles into fitness programming delivery</td>
</tr>
<tr>
<td>SISFFIT005</td>
<td>Provide healthy eating information</td>
</tr>
<tr>
<td>SISFFIT0014</td>
<td>Instruct exercise to older clients recommended guidelines</td>
</tr>
<tr>
<td>SISXCCS001</td>
<td>Provide quality service</td>
</tr>
<tr>
<td>SISXFAC001</td>
<td>Maintain equipment for activities</td>
</tr>
<tr>
<td>SISXIND001</td>
<td>Work effectively in sport, fitness and recreation environments</td>
</tr>
<tr>
<td>BSBRSK401</td>
<td>Identify risk and apply risk management processes</td>
</tr>
<tr>
<td>HL TAIL003</td>
<td>Provide first aid</td>
</tr>
<tr>
<td>HL IWHS001</td>
<td>Participate in workplace health and safety</td>
</tr>
<tr>
<td>SISFFIT006</td>
<td>Conduct fitness appraisals</td>
</tr>
<tr>
<td>SISXCA006</td>
<td>Facilitate groups</td>
</tr>
<tr>
<td>SISFFIT011</td>
<td>Instruct approved community fitness programs</td>
</tr>
<tr>
<td>BSBCMM201</td>
<td>Communicate in the workplace</td>
</tr>
</tbody>
</table>

VETIS funding is available to students if they have not previously accessed it. Otherwise, this course has approximately a $500 fee.
The Certificate II in Sampling and Measurement training program will be delivered through an industry partnership agreement with the Kelvin Grove State College Science Department. Students in Year 10 can complete this training and move to a school based traineeship in this field in Years 11 and 12.

Course duration and delivery:
20 weeks, 1 day a week. The trainer attends the school.

The course offers entry level technical skills to understand both the field and laboratory equipment to carry out sampling and testing activity. It also covers Workplace Health and Safety policies and procedures and Standard Operating Policies & Procedures.

Career pathway:
Entry level: Sampler/tester, fields staff, sample courier/receiver

Structure

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Core / Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSL912001</td>
<td>Work within a laboratory or field workplace (induction)</td>
<td>Core</td>
</tr>
<tr>
<td>MSL913003</td>
<td>Communicate with other people</td>
<td>Elective</td>
</tr>
<tr>
<td>MSL943004</td>
<td>Participate in laboratory or field workplace safety</td>
<td>Core</td>
</tr>
<tr>
<td>MSMENV272</td>
<td>Participate in environmentally sustainable work practices</td>
<td>Core</td>
</tr>
<tr>
<td>MSL933006</td>
<td>Contribute to the achievement of quality objectives</td>
<td>Elective</td>
</tr>
<tr>
<td>MSL922001</td>
<td>Record and present data</td>
<td>Core</td>
</tr>
<tr>
<td>MSL952001</td>
<td>Collect routine site samples</td>
<td>Elective</td>
</tr>
<tr>
<td>MSL972001</td>
<td>Conduct routine site measurements</td>
<td>Elective</td>
</tr>
</tbody>
</table>

This is a VETiS funded program. However if the student were ineligible for the funding, leaving it to be a Fee For Service – Non Concessional students would pay $1832 and Concessional students would pay $2290.

Certificate II in Sampling and Measurement is a pathway to the MSL30116 Certificate III Laboratory Skills currently funded by State Government and under a school based Traineeship, completing in Grade 12. VETiS Certificate III Guarantee Funded by the Queensland Government

Following school students can then complete MSL40116 Certificate IV Laboratory Techniques – State Government funded and completed using the Traineeship program in the workplace.

For further information, please contact the Acting Head of Department Science.
BSB30115 Certificate III in Business
RTO #40489 Axiom College

Recommended Prior Study
While there is no specified minimum educational achievement standards to undertake the Certificate III in Business, students must be aware this is a significant commitment required to achieve this qualification whilst attending high school.

Course Outline
The Certificate III in Business provides students with a basic understanding of practical business practices. This course is competency based providing flexibility for students to progress at their own pace.

Whilst classes are trainer led, every effort will be made to support and mentor students, there is a significant amount of additional study required over and above the class time for students in a certificate course.

Units of Competencies covered in the Course are:

- BSBCUS301 Deliver and monitor a service to customers
- BSBINM301 Organise workplace information
- BSBITU302 Create electronic presentations
- BSBITU303 Design and produce text documents
- BSBITU304 Produce spreadsheets
- BSBITU306 Design and produce business documents
- BSBPRO301 Recommend products and services
- BSBWOR301 Organise personal work priorities and development
- BSBWRT301 Write simple documents
- BSBWHS302 Apply knowledge of WHS legislation in the workplace
- BSBADM302 Produce texts from notes
- BSBADM307 Organise schedules

Assessment

QCE and ATAR
Successful completion of this Course will award 8 points and may contribute towards ATAR

Possible Career Opportunities
Business Administrator, Human Resources Officer, Marketing Assistant, Recruiter, Project Assistant Co-ordinator or start your own small business.

Transdisciplinary Opportunities
Diploma of Business, Diploma of HR

Subject Levy
$990 Special Upfront cost – or choose to utilize a payment plan (Payment plans incur a 12% surcharge and requires provision of a credit card)
Please see payment form for options

Device Requirements and Software
Students are to supply their own device which can support Microsoft office or google has a free equivalent.
**BSB50215 Diploma in Business**  
RTO #40489 Axiom College

### Condition of Entry

**Recommended Prior Study**  
Whilst there is no specified minimum educational achievement standards to undertake the Diploma of Business, students must be aware this is a high level qualification equivalent to first year university study. Students should be consistently achieving a minimum of C – in English and Maths. Students are expected to be self-starters and be familiar with study practices and self-paced study options. Whilst classes are trainer led and every effort will be made to support and mentor students there is a significant amount of additional study required over and above the class time for students to be successful in a diploma level course.

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### Course Outline

The Diploma of Business provides students with a broad understanding of contemporary business practices. This course is competency based providing flexibility for students to progress at their own pace. Whilst classes are trainer led and every effort will be made to support and mentor students, there is a significant amount of additional study required over and above the class time for students in a diploma level course.

---

### Assessment

**Units of Competencies covered in the Course are:**

- BSBADM503 Plan and Manage Conferences
- BSBADM502 Manage meetings
- BSBADM506 Manage business document design and development
- BSBMGT403 Implement continuous improvement
- BSBPMG522 Undertake project work
- BSBWOR501 Manage personal work priorities and professional development
- BSBMGT401 Show leadership in the workplace
- BSBWOR502 Lead and manage team effectiveness

---

### QCE Points

Successful completion of this Course will award 8 points.

---

### Possible Career Opportunities

- Business Administrator
- Human Resources Officer
- Marketing Assistant
- Recruiter
- Project Assistant
- Co-ordinator or start your own small business.

---

### Transdisciplinary Opportunities

- Bachelor of Business
- Bachelor of Commerce

---

### Subject Levy

$1990 Special Upfront cost – or choose to utilize a payment plan (Payment plans incur a 12% surcharge and requires provision of a credit card )  
Please see payment form for options

---

### Device Requirements and Software

Students are to supply their own device which can support Microsoft office or google has a free equivalent.
### Pre-Requisites

**Name of Student:** __________________________  **Year Level:** ______________

**Instruction to students**

Applicants for the Diploma of Business program must complete this document and submit to the College VET and Pathways Coordinator – Mrs Val Budworth

<table>
<thead>
<tr>
<th>No.</th>
<th>Pre-requisite</th>
<th>Signed and completed by RELEVANT STAFF</th>
<th>OFFICE USE/HOD Senior Schooling</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>At least 85% school attendance in the previous year</td>
<td>Attendance Check</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attendance %:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Signature:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Statement of support for your Diploma study from two teachers</td>
<td>Subject Teacher 1</td>
<td>Statement:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Signature:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subject Teacher 2</td>
<td>Statement:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Signature:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>English and Maths Results (C Grade)</td>
<td>English Teacher</td>
<td>LOA (Grade):</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Signature:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maths Teacher</td>
<td>LOA (Grade):</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Signature:</td>
</tr>
<tr>
<td>4</td>
<td>Successful completion of the Language, Literacy and Numeracy (LLN) test</td>
<td>Enrolment Day</td>
<td></td>
</tr>
</tbody>
</table>

**Student Signature:** __________________________  **Date:** ______________
Additional VET Delivered In Partnership With External RTOs

- Applications to complete nationally recognised training through an external RTO such as TAFE Queensland must align to future career and study pathways
- Available to Year 10, 11 & 12 students only
- All training opportunities are advertised all year round (depending on the RTO)
- All applications are administered by Kelvin Grove State College
- The Kelvin Grove State College VET and Pathways Coordinator and the Head of Department Senior School approval all VET applicants and requests from students for a Study Lesson.

The following qualifications will be offered through the College from 2020 onwards.

Students who are interested in discussing these pathways opportunities and submitting an application for enrolment please contact the Senior Studies Centre team for further directions.

<table>
<thead>
<tr>
<th>External RTO and National Number</th>
<th>Qualification Code and Title</th>
<th>Method of Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialist Career Solutions #32292</td>
<td>AVI30316 Certificate III in Aviation – Remote Pilot (Drones)</td>
<td>Delivered on Mondays in the Senior Studies Centre - more info next page</td>
</tr>
<tr>
<td>Prestige # 31981</td>
<td>HLT23215 Certificate II in Health Support Services</td>
<td>Program delivery to be announced in the near future.</td>
</tr>
<tr>
<td>Prestige # 31981</td>
<td>SIT20116 Certificate II in Tourism and SIT50316 Diploma in Events Management</td>
<td>Program delivery to be announced in the near future.</td>
</tr>
</tbody>
</table>

Students in Years 10, 11 and 12 can apply to complete a broad range of vocational education and Training (VET) programs delivered in partnership with the RTO # 0275 TAFE Queensland.

The Kelvin Grove State College VET and Pathways Coordinator advertises all the TAFE QLD VET for Schools programs each Semester. Copiers of the latest 2020 TAFE at School Course Guide are available in the Senior Studies Centre. Students must check the final enrolment date.

For further information in relation to the training programs listed above, please forward your request through the following email address: vet@kelvingroves.eq.edu.au
AVI30316 Certificate III in Aviation (Remote Pilot - Visual Line of Sight)

Are you in years 10-11 or 12 and looking for a challenging career in the Aviation Industry, Australian Government, Defence Force, Emergency Services or even the Mining sector.

Then enrol in the VETiS program to become a next generation pilot.

Course Details
This exciting qualification is relevant to the role of a Remote Pilot – Visual Line of Sight working in the Aviation Industry, below 400 feet above ground level, in day visual meteorological conditions (VMC).

Remote pilot duties include applying technical and non technical aviation skills and knowledge within RPAS (remotely piloted aircraft systems) operational environments, and meets a number of Civil Aviation Safety Authority (CASA) Certification Requirements.

As a next generation pilot, secondary school students completing this new and exciting qualification under the VETiS program will gain valuable experience for future Flight crew licensing with CASA.

This qualification delivered by K&M Harris trading as Specialised Career Solutions (RTO – 32292) along with CASA Approved Training Organisation UAV Instructors from UAV Training Australia (ReOC.0872)

Prerequisite And Entry Requirements
All students must satisfy General and Aviation English Language Proficiency (GELP) and complete the Aeronautical Radio Operators Certificate (AROC) (issued to candidate at 17 years old) as directed by Civil Aviation Safety Authority (CASA) and CASA approved Chief Pilot Mr Wayne Condon.

This forms part of the students CASA approved Flight crew licensing requirements, which is used by both Fixed wing and Helicopter pilots

Qualification
A total of fourteen (14) core units of competency must be completed to be awarded a completion certificate in AVI30316 Certificate III in Aviation (Remote Pilot - Visual Line of Sight) conducted by Specialised Career Solutions (RTO – 32292)

Study Pathways
Upon successful completion of the entry level course AVI30316 Certificate III in Aviation (Remote Pilot – Visual Line of Sight), there are a number of career pathways leading on from this qualification including public safety and emergency services, aerial surveying, mines and resource sectors, Federal, State and Local Government agencies, and specialist civil and military surveillance.

Learner Cohort
This qualification is for candidates new to aviation and remote piloting, or learners who may have previous aviation qualifications such as recreational, private and/or commercial pilots license and wish to use their current skills to extend into a new branch of remote piloting aviation.

Duration
The completion time-frame for this qualification is 3 months full- time. Year 11 and 12 secondary school curriculum is based on 12 to 18 months pending the schools curriculum.

Durations may vary between new learners and those who have recognised previous aviation qualifications or UAV experience.

Training will be delivered face to face where the student will attend classes with qualified trainers and assessors, including practice and assessment of physical remote pilot skills using a hands on approach. An Online learning management system also supports the students during their course of study

You Will Learn
- AVIE0001 Operate aeronautical radio
- AVIF0013 Manage human factors in remote pilot aircraft systems operations
- AVIF3023 Apply regulations and policies during remote pilot aircraft systems operations
- AVIH3019 Navigate remote pilot aircraft systems
- AVIK3002 Use infotechnology devices in an aviation workplace
- AVIW3037 Manage remote pilot aircraft systems pre- and post-flight actions
- AVIW3038 Operate and manage remote pilot aircraft systems
- AVIY3073 Control remote pilot aircraft systems on the ground
- AVIY3074 Launch remote pilot aircraft systems
- AVIY3075 Control remote pilot aircraft systems in normal flight
- AVIY3076 Recover remote pilot aircraft systems
- AVIY3077 Manage remote pilot aircraft systems in abnormal flight situations
- AVIY3078 Manage remote pilot aircraft systems energy source requirements
- AVIZ3052 Apply situational awareness in remote pilot aircraft systems operations

REGISTER YOUR INTEREST NOW.

Email: aviation@scs.edu.au
Call 1800 776 902