



Emerald
STATE HIGH SCHOOL

VET Subject Handbook
2023

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SUPPORT SERVICES

If you require guidance or further information regarding subject choices and career options please make contact with the following people:

Careers Guidance Team

Subject Selection/Changes and Career Advice:

Guidance Officer:

Valda Fitzgerald

School Based Traineeships/Apprenticeships:

Industry Liaison Officer:

Alarna Wills

RTO Manager / Head of Department:

Jacinda Stefaniuk

VET@emeraldshs.eq.edu.au

As per government funding for Vocational Education & Training in Schools (VETiS), each student has the opportunity to complete **ONE** certificate I or II qualification, with the fees covered by the government initiative. (Some Certificate III programs may be used under VETiS with a small gap fee)

Fee for Service (FFS)

Learners who do not meet eligibility through Government funding arrangements have the opportunity to enrol through FFS arrangements. Where funding is not offered or VETiS has been used, learners are liable to pay the full fees for the cost of undertaking a course or qualification.

Vocational Education and Training in Schools (VETiS) focuses on delivering qualifications to provide students with the skills and knowledge required for specific industries. Students can undertake VETiS as part of their school studies, delivered by a school registered training organisation (RTO) or by enrolling in a course with an external RTO. Students can in addition undertake a qualification through a school-based apprenticeship or traineeship (SAT).

Some students undertake nationally recognised vocational education and training (VET) qualifications while they are still at school.

VET is learning which is directly related to work. Nationally recognised qualifications are developed by industry to give people the knowledge and skills they need to work in a particular job and offer the opportunity to gain:

- Practical hands-on training
- valuable skills for greater employability
- credit towards a Queensland Certificate of Education (QCE)
- real trade skills and qualifications while completing high school
- a competitive edge in the employment marketplace
- Some units may credit towards further study

To participate in the VETiS program, you must:

- Remain enrolled in, and attend, a Queensland school throughout the duration of the program.
- Be in year 11 or 12 to participate in most programs.
- Identify the VETiS program in your Senior Education and Training (SET) plan.
- Have attained a Sound achievement result in Year 10 numeracy and literacy subject or equivalent prior to enrolling in the program.
- If a gap fee is required students must have this paid at time of enrolment.

FSK20119 Certificate II in Skills for Work and Vocational Pathways VFS

Training Provider : Emerald State High School 30383

Course Description:

This qualification is designed to further skills development to prepare students for workforce entry or vocational training.

Students will create resumes, write cover letters and explore the world of work through work experience. This course also assists students in the development of the Senior Education and Training (SET) Plans. Students will be placed in a work experience environment that has been negotiated between student, parents and the employer.

Course Duration – 1 Year

Link to senior subjects:

N/A

Pathways:

The course helps students plan for and shape their future in the rapidly changing world of work and is part of the lifelong process of managing life, learning and work. Students will attend work hours as instructed by their employer for the period of work experience. Students will complete a log book while on work experience and have this signed off by the employer.

Units of Competency:

Packaging Rules: 14 units must be completed 1 core units and 13 elective units

FSKLRG011 - Use routine strategies for work-related learning
FSKLRG009 - Use strategies to respond to routine workplace problems
FSKNUM014 - Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM015 - Estimate, measure and calculate with routine metric measurements for work
FSKOCM007 - Interact effectively with others at work
FSKRDG010 - Read and respond to routine workplace information
FSKWTG009 - Write routine workplace texts
FSKLRG006 - Participate in work placement
FSKLRG010 - Use basic strategies for career planning
FSKLRG007 - Use strategies to identify job opportunities
ICTICT216 – Design and create basic organisational documents
BSBWHS211 – Contribute to health and safety of self and others
FSKOCM006 - Use oral communication skills to participate in workplace teams
BSBTEC101 – Operate digital devices

Assessment:

Folio of work
Observations/Checklist/Questioning

Prerequisites:

N/A

Resources Required:

N/A

Contact Person:

Jacinda Stefaniuk
Head of Department – VET
jfeh18@eq.edu.au

Subject Fees:

N/A



Correct at time of publication but subject to change.

BSB10120 - Certificate I in Work Place Skills

VBE

Training Provider : Emerald State High School 30383

Course Description:

This qualification provides a range of introductory skills and knowledge to provide individuals with an understanding of the business environment.

Course Duration – 1 Year

Link to senior subjects:

This course leads into the senior applied subject Business Studies.

Pathways:

This course offers students and introduction to the workforce with a focus on business environments.

Structure:

Units of Competency:

Packaging Rules: 6 units must be completed 2 core units and 4 elective units

Core Units

BSBOPS101 Use business resources
BSBPEF101 Plan and prepare for work readiness

Elective Units

BSBTEC101 Operate digital devices
BSBCMM211 Apply communication skills
BSBSUS211 Participate in sustainable work practices
BSBOPS201 Work effectively in business environments

Assessment:

Folio of work
Observations/Checklist/Questioning

Prerequisites:

n/a

Resources Required:

N/A

Subject Fees:

N/A

SIT10216 Certificate I in Hospitality ^{VHS}

Training Provider : Emerald State High School 30383

Course Description:

This Certificate I qualification reflects the role of individuals who participate in a range of routine and predictable hospitality work activities. They work under close supervision and are given clear directions to complete tasks.

Course Duration – 1 Year

Link to senior subjects:

This subject prepares students for Certificate II Hospitality and Tourism.

Pathways:

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

Structure:

Units of Competency:

Packaging Rules: 6 units must be completed 3 core units and 3 elective units

Core Units

- BSBTWK201 Work effectively with others
- SITXCCS009 Provide customer information and assistance
- SITXWHS005 Participate in safe work practices

Elective Units

- SITXFSA005 Use hygienic practices for food safety
- SITHCCC025 Prepare and present sandwiches
- SITHCCC023 Use food preparation equipment

Assessment:

Project based with written and practical components

Prerequisites:

N/A

Resources Required:

Medium sized container, enclosed shoes and hair tie for practical lessons.

Subject Fees:

\$200 for ingredients and other kitchen consumables.

Contact Person:

Jacinda Stefaniuk
Head of Department – VET
jfehl8@eq.edu.au



Correct at time of publication but subject to change.

SHB20216- Certificate II in Salon Assistant

Training Provider – Brisbane School of Hairdressing RTO No.32488

External
VET

Pre-requisites: Nil

Costing: VETiS funded or Fee for Service if VETiS has been used

Duration: 18 Months

Qualification Description: This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons to provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service. The combined skills and knowledge do not provide for a job outcome as a hairdresser but this qualification is intended to prepare individuals for further training.

Delivery: This program is delivered onsite at Emerald State High School in a salon simulated environment and is run from 8:45am to 2.50pm **ONE** day per week.

Qualification Packaging Rules: There are 12 units of competency in the Certificate II in Salon Assistant, 8 mandatory core units and 4 electives as shown below:

Core Units	
BSBWHS201A	Contribute to health and safety of self and others
SHHBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXCCS007	Conduct salon financial transactions
SHBXCCS009	Greet and prepare clients for salon services
SHBXIND003	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
Elective Units	
SHBHCLS001	Provide head, neck and shoulder massages for relaxation
SHBHDES002	Braid hair
SHBHIND002	Research and use hairdressing industry information
SIRRMER001	Produce visual merchandise displays

Electives units/Training providers offered may vary.

Further Information

Contact the VET Head of Department, Jacinda Stefaniuk jfehl8@eq.edu.au

Enrolment information: Industry Liaison Officer, Mrs Alarna Wills awill5001@eq.edu.au

Correct at time of publication but subject to change as offered by an external RTO.

HLT23215 - Certificate II in Health Support Services

Training Provider – CQ University RTO No. 40939

External

VET

Pre-requisites: Nil

Costing: VETiS funded or Fee for Service if VETiS has been used

Duration: 18 months

Qualification Description: This qualification reflects the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures or complete routine but variable tasks in collaboration with others in a team environment. To achieve this qualification, the candidate **must undertake work placement** as detailed in the Assessment Requirements of the units of competency. Please make yourself familiar with the Compulsory Pre-Placement Requirements.

Qualification Packaging Rules: There are 12 units of competency in the Certificate, 4 mandatory core units and 8 electives as shown below:

Core Units	
HLTWHS001	Participate in workplace health and safety
HLTINF001	Comply with infection prevention and control policies and procedures
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
Elective Units	
BSBMED301	Interpret and apply medical terminology appropriately
BSBINM201	Process and maintain workplace information
CHCCCS020	Respond effectively to behaviours of concern
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety
BSBWOR203	Work effectively with others
BSBWOR202	Organise and complete daily work activities
BSBCUS201	Deliver a service to customers
BSBWOR204	Use business technology

**Please note students will be required to do industry (work) placement in the holidays.*

Further Information

Contact the Head of Department, Jacinda Stefaniuk, jfehl8@eq.edu.au

Enrolment information: Industry Liaison Officer, Mrs Alarna Wills awill5001@eq.edu.au

Correct at time of publication but subject to change as offered by an external RTO.

SIS30321 Certificate III in Fitness + SIS20115 Certificate II in Sport and Recreation

Training Provider – Binnacle Training RTO No: 31319

External

VET

Pre-requisites: Pass in year 10 English and HPE & LLN

Costing: For additional information about fees and funding options please refer to relevant pages from the Binnacle Training Website - <https://www.binnacletraining.com.au/for-schools/vetis-funded-qld/>

Duration: 2 Years

Qualification Description: This qualification prepares students for work in the fitness industry as a Fitness Instructor. There are theoretical module booklets and demonstration of practical skills across Fitness, Gym and Sport domains.

Qualification Packaging: There are 23 units of competency in the Dual Certificate, 17 mandatory core units and 6 electives as shown below:

Core Units	
HLTWHS001	Participate in workplace health and safety
SISXEMR001	Respond to emergency situations
SISXIND001	Work effectively in sport, fitness and recreation environments
SISXIND002	Maintain sport, fitness and recreation industry knowledge
SISXCAI002	Assist with activity sessions
SISXCCS001	Provide quality service
BSBWOR202	Organise and complete daily work activities
HLTAID011	Provide first aid
BSBPOPS304	Deliver and monitor a service to customers
BSBPEF301	Organise personal work priorities
SISFFIT032	Complete pre-exercise screening and service orientation
SISFFIT033	Complete client fitness assessments
SISFFIT035	Plan group exercise sessions
SISFFIT036	Instruct group exercise sessions
SISFFIT040	Develop and instruct gym based exercise programs for individual clients
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
SISFFIT052	Provide healthy eating information
Elective Units	
ICTICT203	Operate application software packages
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC203	Research using the internet
BSBSUS201	Participate in environmentally sustainable work practices
BSBSUS211	Participate in sustainable work practices

Further information:

Contact the VET Head of Department, Jacinda Stefaniuk jfehl8@eq.edu.au

Enrolment information: Industry Liaison Officer, Mrs Alarna Wills awill5001@eq.edu.au

Correct at time of publication but subject to change as offered by an external RTO.

This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: binnacletraining.com.au/rto

SIT20316 - Certificate II in Hospitality

Training Provider – Emerald State High School RTO No. 30383

Internal

VET

Pre-requisites: Nil

Costing: \$200 (per year) + \$20 (year 11) for apron and skull cap to cover the cost of all consumable and used ingredients. Students must have suitable footwear (covered in shoes) and black shirt, pants/skirt for functions. Students will have the opportunity to be involved in an excursion that may incur an added cost.

Duration: 2 years

Qualification Description: This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

Qualification Packaging: There are 12 units of competency in the Certificate, 6 mandatory core units and 6 electives as shown below:

Core Units	
SITHIND006	Source and use information on the hospitality industry
BSBTWK201	Work effectively with others
SITHIND007	Use hospitality skills effectively
SITXCCS011	Interact with customers
SITXCOM007	Show social and cultural sensitivity
SITXWHS005	Participate in safe work practices
Elective Units	
SITHFAB024	Prepare and serve non-alcoholic beverages
SITHFAB025	Prepare and serve espresso coffee
SITHFAB027	Serve food and beverage
SITHFAB021	Provide responsible service of alcohol
SITHKOP009	Clean kitchen premises and equipment
SITXFSA005	Use hygienic practices for food safety

It is a requirement for students to complete assessment outside school hours in this subject. Additional structured work placement may also be required to complete the 12-service period requirement.

Further Information

Contact the VET Head of Department, Mrs Jacinda Stefaniuk, jfeh18@eq.edu.au

For information regarding support services and other general VET queries see Emerald State High School VET Student Handbook.

Correct at time of publication but subject to change.

AUR20720 – Certificate II in Automotive Vocational Preparation

Training Provider – CQ University RTO No. 40939

External

VET

Pre-requisites: Nil

Costing: VETiS funded or Fee for Service if VETiS has been used

Duration: 1 year 1 x day per week on campus at CQU Emerald

Qualification Description: This course is a mechanical pathway that provides an introduction to the Automotive fields of heavy vehicles (diesel fitting), light vehicles and auto-electrical. Possible career outcomes could lead to a trades assistant, vehicle service assistant, automotive service assistant, trainee service person, automotive trainee.

Qualification Packaging: There are 12 units of competency in the Certificate, 7 mandatory core units and 5 electives as shown below:

Core Units	
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURAF103	Communicate effectively in an automotive workplace
AURASA102	Follow safe working practices in an automotive workplace
AURAF104	Resolve routine problems in an automotive workplace
AURTTK102	Use and maintain tools and equipment in an automotive workplace
AURETR103	Identify automotive electrical systems and components
AURLTA101	Identify automotive mechanical systems and components
Elective Units	
AURTTTC001	Inspect and service cooling systems
AURETR115	Inspect, test and service batteries
AURTTE104	Inspect and service engines
AURTTA105	Select and use bearings, seals, gaskets, sealants and adhesives
AURTTA127	Carry out basic vehicle servicing operations

Further Information

Contact the VET Head of Department, Mrs Jacinda Stefaniuk, jfeh18@eq.edu.au

Enrolment information: Industry Liaison Officer, Mrs Alarna Wills awill5001@eq.edu.au

Correct at time of publication but subject to change as offered by external RTO.

BSB30120 – Certificate III in Business

Training Provider – Binnacle Training RTO No: 31319

External

VET

Pre-requisites: Nil

Duration: 2 years

Delivery: This program is delivered at Emerald State High School over 3 x lessons per week by a TAE approved trainer.

Qualification Description: This course allows students develop key enterprise skills – including leadership and innovation, customer service, personal management, teamwork and financial literacy – through project-based learning. Career pathways include: Customer Service Advisor, Payroll Officer, Administration Officer and Duty Manager.

Qualification Packaging: There are 13 units of competency in the Certificate, 6 mandatory core units and 7 electives as shown below:

Core Units	
BSBPEF201	Support personal wellbeing in the workplace
BSBWHS311	Assist with maintaining workplace safety
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBXCM301	Engage in workplace communication
BSBCRT311	Apply critical thinking skills in a team environment
Elective Units	
BSBPEF301	Organise personal work priorities
BSBXTW301	Work in a team
BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBTEC303	Create electronic presentations
BSBOPS304	Deliver and monitor a service to customers
FNSFLT311	Develop and apply knowledge of personal finances

Further Information

Contact the VET Head of Department, Mrs Jacinda Stefaniuk, jfehl8@eq.edu.au

Enrolment information: Industry Liaison Officer, Mrs Alarna Wills awill5001@eq.edu.au

Correct at time of publication but subject to change as offered by external RTO.

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

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