



COURSE GUIDE 2020



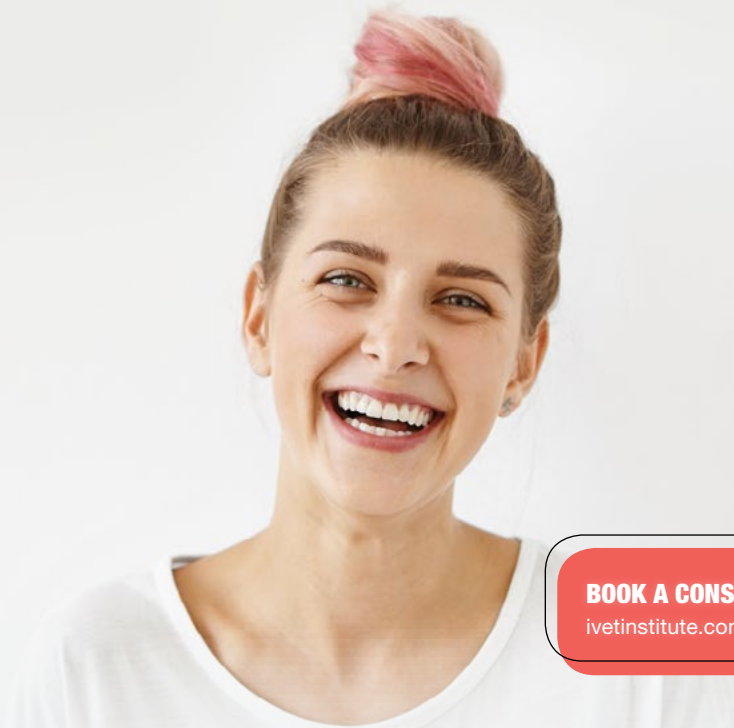
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www.ivetinstitute.com.au/sro



*make your
life easier*

AN RTO CREATED BY TEACHERS, FOR TEACHERS



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The IVET Group includes:

IVET Institute - RTO ID 40548, TAE Training Academy - RTO ID 32413 & IVET Trades - RTO ID 32275

we make your life easier

HOW?

IVET combines three comprehensive super-services to give YOU the complete tool-kit you need to make your life easier, and ensure the success of your students.



ONLINE PORTAL

The complete tool-kit for co-ordinators, trainers, and students.



RESOURCES

The highest quality digital and physical resources—designed by teachers.



COURSES

Designed to provide students with the qualifications they need.

get started today

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■ **NEW COURSE COMING SOON** ■

child safe principles

IVET has developed an **eLearning module** to ensure that the knowledge and training we provide is both cost-effective and easily accessible across any organisation.

Our **eLearning module** was developed by an expert who has worked with both perpetrators and victims. Our goal is to provide education to people working with children, arming them with greater knowledge of the role they can perform in keeping children safe.

the elearning takes the learner through the following:

How child safe standards/ principles are applied to their organisation and them directly

Case studies to further understand how the standards are applied

The types of harm that need to be reported and how to report

Identifying vulnerable groups

How to respond to disclosures

Engaging with children and providing an environment where they feel empowered and comfortable to speak out

1

2

3

4

5

6





DEVELOPED BY
AN EXPERT IN THE FIELD



COST EFFECTIVE
eLEARNING



REGISTER YOUR INTEREST
ONLINE

child safe principles

*Ensure parents know that their children's safety is a priority and staff are informed and prepared to address **Child Safe Principles***

Founded by teachers in 2011, IVET Group works closely with over 15,000 students and teachers across Australia. IVET strives to assist Schools and teachers with all aspects of their programs and aim to ensure all students and teachers can achieve the best possible results.

As an extension of our offering, IVET has identified the importance of Child Safe Practices within Schools and other organisations working with children; with the need to provide knowledge and expertise in this area, in a manner that is easily understood. Those who work with any child (under the age of 18) are required to (in some States by law) ensure child safe practices are implemented properly and that policies and procedures are in place. This in turn will reduce the risk posed by individuals who may want to harm children and to appropriately support those who may have experienced harm.

✓ Once the training has been completed by all staff, IVET will provide your organisation with our 2019 Child Safety tick for use on your website and other marketing materials.



REGISTER YOUR INTEREST ONLINE or CALL 1300 00 IVET
to speak to our friendly team

www.ivetinstitute.com.au/child-safe-principles

active volunteering

C H C 2 4 0 1 5



Certificate II in Active Volunteering (CHC24015)

This certificate provides students and schools with the ability to engage with their local school and wider community. The program enables learning to be provided in an environment, which reflects the working circumstances of volunteers in our community under direct supervision.

This program is perfect for students and schools that are looking to incorporate their existing community partnerships and further strengthen student links to the community. Students will explore the varied dimensions of volunteering, basic emergency life support-skills, communication and organisational skills to effectively equip themselves moving into the workforce post secondary schooling.

This course is designed to be completed over a 12 month period. To receive further information about how this course can fit into your senior secondary studies please contact IVET to design this course to match your delivery options.

career opportunities

This qualification may be used as a pathway for workforce entry, as it reflects the role of entry-level volunteer workers.

This can be in the form of paid or unpaid work inside an organisation that has a structured volunteer program.

learning areas

- ✓ **Working with others**
- ✓ **Communication in the workplace**
- ✓ **Dimensions of volunteering**
- ✓ **Work health and safety**
- ✓ **Workplace information**
- ✓ **Diversity in the workplace**



ACTIVE VOLUNTEERING FLOWCHART*

*Possible educational student pathway



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business

B S B 2 0 1 1 5



Certificate II in Business (BSB20115)

This certificate allows students to gain a variety of skills and knowledge needed to undertake administrative roles in a business environment.

This course is designed to be completed over a 12 month period. To receive further information about how this course can fit into your senior secondary studies please contact IVET to design this course to match your delivery options.

career opportunities

- ✓ **Business Adminsitrator**
- ✓ **Data Entry Operator**
- ✓ **Information Desk Clerk**
- ✓ **Receptionist**
- ✓ **Executive Administration Assistant**
- ✓ **Personal Assistant**

learning areas

- ✓ **Communication in the workplace**
- ✓ **Business technology use**
- ✓ **Customer service**
- ✓ **The business industry**
- ✓ **Producing workplace documents**
- ✓ **Environmental sustainability**



BUSINESS FLOWCHART*

*Possible educational student pathway



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business applied learning

B S B 2 0 1 1 5



Certificate II in Business (BSB20115)

This certificate allows students to gain a variety of skills and knowledge needed to undertake administrative roles in a business environment over a 12 month period.

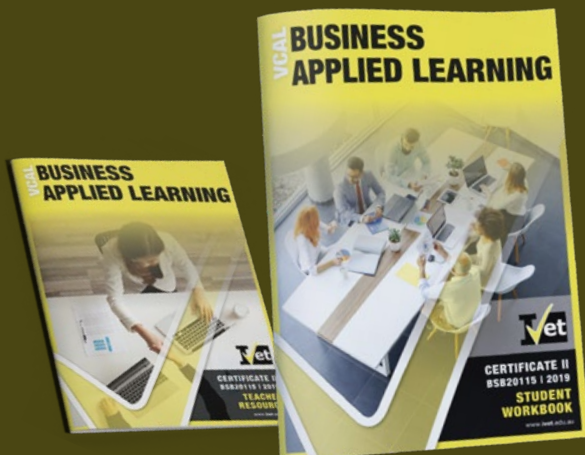
IVET has developed the course so that students cover many of the business skills they will require post secondary school including; invoicing, GST, time management, setting up a business, career planning and more.

career opportunities

- ✓ Communication in the workplace
- ✓ Business technology use
- ✓ Customer Service
- ✓ The business industry
- ✓ Producing workplace documents
- ✓ Environmental sustainability

learning areas

- ✓ Communication in the workplace
- ✓ Business technology use
- ✓ Customer service
- ✓ Working with others
- ✓ Communication
- ✓ Action planning for career development
- ✓ The business industry
- ✓ Producing workplace documents
- ✓ Environmental sustainability
- ✓ Preparing for employment
- ✓ Developing employability skills



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business

B S B 3 0 1 1 5



The Certificate III in Business (BSB30115)

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge.

Students will develop and build teamwork, interpersonal skills and organisational capabilities which can be used to further strengthen their employability skills post secondary schooling.

The importance of digital literacy in the workforce will be addressed, and students will gain a deeper understanding of its importance to their work lives.

The course is delivered over 1-2 years depending on the individual school and time allocated within the school framework.

career opportunities

- ✓ Accounts Clerk
- ✓ Account Payable Clerk
- ✓ General Clerk
- ✓ Office Assistant

learning areas

- ✓ Communication in the workplace
- ✓ Business technology use
- ✓ Customer service
- ✓ The business industry
- ✓ Producing workplace documents
- ✓ Environmental sustainability



BUSINESS FLOWCHART*

*Possible educational student pathway



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community services

C H C 2 2 0 1 5



Certificate II in Community Services (CHC22015)

This certificate allows students to develop the skills and knowledge to undertake community services work such as providing support and assistance to a variety of clients including childcare, the elderly and the disability sector.

This program is perfect for students looking to move into a range of areas of the community services sector and is the perfect building block for developing a sound educational base specific to the fastest growing sector in Australia.

This course is designed to be completed over a 12 month period. To receive further information about how this course can fit into your senior secondary studies please contact IVET to design this course to match your delivery options.

career opportunities

- ✓ Assistant Community Services Worker
- ✓ Assistant Childcare Worker
- ✓ Assistant Disability Worker
- ✓ Elderly Assistant
- ✓ Care Service Employee
- ✓ Customer Service Staff

learning areas

- ✓ An introduction to the community services industry
- ✓ Working with diverse people
- ✓ Communication in the workplace
- ✓ Work health and safety
- ✓ Working with clients and providing first point of contact.
- ✓ Industry areas, childcare, aged care and disability services



COMMUNITY SERVICES FLOWCHART*

*Possible educational student pathway



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creative industries

C U A 2 0 2 1 5



The Certificate II in Creative Industries (CUA20215)

This certificate allows students to explore a variety of areas in the arts and creative industries field.

This program can be specialised or broad depending upon the needs of the students and structures of the school and offers alternative vocational pathways to students within the school setting.

This certificate may take up to 12 months for completion depending on your school's delivery options. Contact IVET for further details.

career opportunities

- ✓ **Graphic Designer**
- ✓ **Media Editor**
- ✓ **Media Producer**
- ✓ **Multimedia Developer**
- ✓ **Photographer**
- ✓ **Publisher**
- ✓ **Digital Designer**

learning areas

- ✓ **Working with others**
- ✓ **Communication**
- ✓ **Critical thinking**
- ✓ **Social & cultural sensitivity**
- ✓ **Personal finances**
- ✓ **Skill development**
- ✓ **Personal management & self-awareness**



CREATIVE INDUSTRIES FLOWCHART*

*Possible educational student pathway

Certificate II
Creative Industries
(CUA20215)



Certificate III
Screen & Media
(CUA31015)



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employment pathways

2 2 5 2 3 V I C



Certificate I in Employment Pathways (22523VIC)

This certificate, previously named Vocational Preparation, is an excellent qualification that assists students to gain vital foundation skills and knowledge to succeed in the senior years.

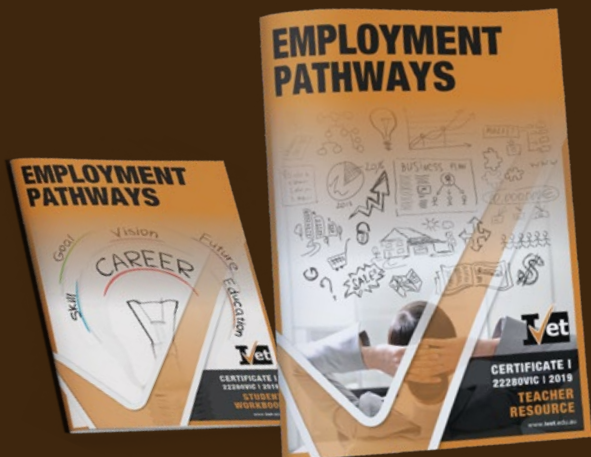
This course allows students to experience vocational training for the first time and to access a nationally recognised qualification as well as gain invaluable insight into vocational training.

This qualification has been implemented by a number of schools at the year 9 and 10 levels. This course provides an excellent pathway to work placement, career development, subject selection, time management, organisational and study skills programs.

This certificate may take up to 12 months for completion depending on your school's delivery options, contact us for further details.

learning areas

- ✓ **Working with others**
- ✓ **Communication**
- ✓ **Action planning for career development**
- ✓ **Preparing for employment**
- ✓ **Developing employability skills**



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foundation skills

F S K 2 0 1 1 3



Certificate II in Skills for Work and Vocational Pathways (FSK20113)

This qualification is ideal for students who require further foundation skills development in order to prepare for workforce entry or to undertake a vocational training pathway. It is suitable for individuals who require:

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

IVET's Foundation Skills program comprises some of the most common competencies required for workforce's entry and/or further vocational studies.

career opportunities

This preparatory course develops the skills required to enter the workforce in entry-level positions in a variety of industries that afford pathways without formal qualifications or other entry requirements.

Alternatively, it may be used as a bridging course to progress to further (vocational) education and training to in turn pathway into employment in a particular industry that might have more formal requirements.

learning areas

- ✓ Reading and interpreting routine workplace information
- ✓ Routine workplace writing tasks
- ✓ Common workplace measurements and calculations
- ✓ Workplace health and safety
- ✓ Working with others
- ✓ Workplace communication
- ✓ Basic problem solving
- ✓ Operating basic digital devices
- ✓ Strategies for workplace learning

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health services assistance

H T L 3 3 1 1 5



Certificate III in Health Services Assistance (HTL33115)

This certificate allows students to be educated and engaged in the Health Services Industry.

IVET have developed an interactive simulated work environment, which allows students to assume numerous roles and tasks in the health services assistance field.

Throughout the learning process students will have access to a purpose built simulated workplace practice via the **'IVET Super Health Clinic'**. This innovative simulated structured work environment is an integral facet of the learning and assessment process immersing the students in current industry practice, regulations and policies that are implemented in the Health Service Industry.

To receive further information about the how this course can fit into your senior secondary studies please contact IVET.

career opportunities

- ✓ **Nursing Assistant**
- ✓ **Ward Assistant and Orderly**
- ✓ **Health professional assistants, such as Medical Receptions and Dental Assistants**

**Please note that the electives selected in this course do not offer a specialised pathway for students upon completion of the certificate.*

learning areas

- ✓ **Australian health care system**
- ✓ **Interpreting and applying medical terminology**
- ✓ **Healthy body systems**
- ✓ **Assisting with movement**
- ✓ **Communicating with clients**



HEALTH SERVICES FLOWCHART*

*Possible educational student pathway



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hospitality

S I T 2 0 3 1 6



Certificate II in Hospitality (SIT20316)

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, cafes, and coffee shops.

This course may delivered over 1-2 years.

career opportunities

- ✓ **Bar Attendant**
- ✓ **Cafe Attendant**
- ✓ **Catering Assistant**
- ✓ **Food & Beverage Attendant**
- ✓ **Front Office Assistant**
- ✓ **Porter**
- ✓ **Room Attendant**

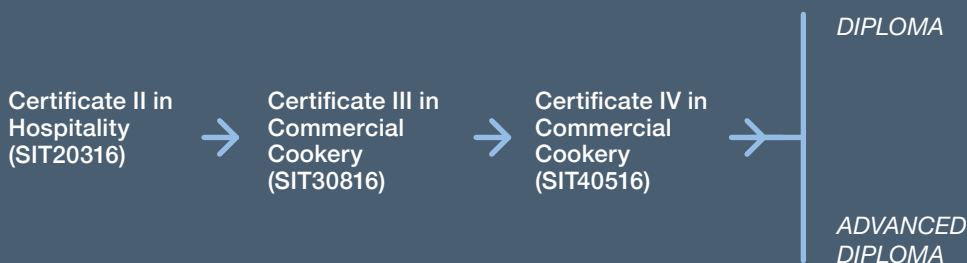
learning areas

- ✓ **Work-health & safety**
- ✓ **Hygiene practices**
- ✓ **Hospitality skills**
- ✓ **Working with diverse social & cultural backgrounds effectively and in a sensitive manner**



HOSPITALITY FLOWCHART*

Certificate II in Hospitality is in the Food, Hospitality and Personal Services Field of Education.



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kitchen operations

S I T 2 0 4 1 6



Certificate II in Kitchen Operations (SIT20416)

This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills to prepare food and menu items. They are involved in mainly routine and repetitive tasks and work under direct supervision.

This qualification does not provide the skills required by commercial cooks, which are covered in **SIT30816 Certificate III in Commercial Cookery**.

This qualification provides a pathway to work in kitchen operations in organisations such as restaurants, hotels, catering operations, clubs, pubs, cafes, and coffee shops; and institutions such as aged care facilities, hospitals, prisons, and schools.

The course is delivered over 2 years.

career opportunities

- ✓ Breakfast cook
- ✓ Catering assistant
- ✓ Fast food cook
- ✓ Sandwich hand
- ✓ Takeaway cook

learning areas

- ✓ Work health and safety
- ✓ Hygiene practices
- ✓ Cookery methods & working effectively with others in the hospitality environment



COOKERY & CATERING FLOWCHART*

Certificate II in Kitchen Operations is in the Food, Hospitality and Personal Services Field of Education



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information, digital media & technology

I C T 3 0 1 1 8



Certificate III in Information, Digital Media and Technology (ICT30118)

This certificate allows students to explore a variety of areas in ICT. This program can be specialised or broad depending upon the needs of the students.

Upon completion of this carefully designed two year course, students will satisfy the requirements to obtain a Nationally recognised qualification; a full Certificate III in Information, Digital Media and Technology (ICT30118).

To receive further information about how this course can fit into your senior secondary studies please contact IVET.

career opportunities

- ✓ School technical support
- ✓ Technical support in an organisation
- ✓ Help desk assistant
- ✓ ICT operations support
- ✓ ICT user support
- ✓ PC support

learning areas

- ✓ Producing digital images
- ✓ Social media
- ✓ Operating software packages
- ✓ Building websites
- ✓ The I.T industry
- ✓ Environmental sustainability
- ✓ Providing ICT assistance
- ✓ Equipment maintenance



ICT FLOWCHART*

*Possible educational student pathway

Certificate III
in Information, Digital Media and Technology
(ICT30118)



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information, digital media & technology

I C T 2 0 1 1 5



Certificate II in Information, Digital Media and Technology (ICT20115)

This entry level qualification provides the foundation skills and knowledge to use information and communications technology (ICT) in any industry.

Taking a broad-base approach, this qualification allows individuals to gain the fundamental and foundational skills and knowledge required for entering the industry through an entry level position, or by proceeding to further studies in a more specialised ICT field.

A great way to get started on an ICT career path, this course, in addition to providing a broad-base of skills and knowledge, also has a very modern and appealing composition, focusing on web technologies, social media and animation.

career opportunities

- ✓ Website development
- ✓ ICT support services
- ✓ Animation

learning areas

- ✓ Safe and sustainable practices
- ✓ Common software applications
- ✓ Digital and Social media platforms and tools
- ✓ Website creation and content maintenance
- ✓ Producing digital images
- ✓ 2D animation
- ✓ Hardware and peripherals



ICT FLOWCHART*

*Possible educational student pathway

Certificate II
in Information, Digital
Media and Technology
(ICT20115)



Certificate III
in Information, Digital
Media and Technology
(ICT30118)



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outdoor recreation

S I S 2 0 4 1 9



Certificate II in Outdoor Recreation (SIS20419)

Students undertaking this qualification will explore the outdoor recreation environment. They will develop the skills and knowledge to assist with a range of outdoor activities.

This course offers schools flexibility to choose the outdoor activities that most appeal to their students. Schools can complete a number of outdoor activities including but not limited to surfing, rock-climbing, cycling, bushwalking and snowboarding.

The Certificate II in Outdoor Recreation is a one-year course and this qualification allows students to access a vocational qualification. This course is perfect for students in both years 10 and 11 as a new program or incorporated as part of an already existing Outdoor Education program.

To receive further information about how this course can fit into your senior secondary studies please contact IVET.

career opportunities

- ✓ Outdoor activity assistant
- ✓ School camp activity assistant
- ✓ Watersports activities assistant
- ✓ Outdoors supplier retail assistant
- ✓ Outdoor participant

learning areas

- ✓ Conducting outdoor recreation sessions
- ✓ First aid & emergency situations
- ✓ Safety in the outdoors
- ✓ Environmental sustainability
- ✓ Working effectively in the outdoors



SPORT AND RECREATION FLOWCHART*

*Possible educational student pathway



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sport & recreation

S I S 3 0 1 1 5



Certificate III in Sport and Recreation (SIS30115)

This certificate is our most popular VET in school course, delivered over a 12 to 24 month period this course offers students a vocational qualification. this course offers students a vocational qualification. The course structure can be contextualised to your state's education system and timetable requirements.

Students will develop the skills and knowledge required to support the operation of facilities and assist in conducting sport and recreation programs as well as develop a comprehensive understanding of the Sport and Recreation industry.

career opportunities

- ✓ **The sport, fitness and recreation industry**
- ✓ **First aid & emergency situations**
- ✓ **Safety & the sport**
- ✓ **Customer & quality service in the sports industry**
- ✓ **Equipment maintenance**

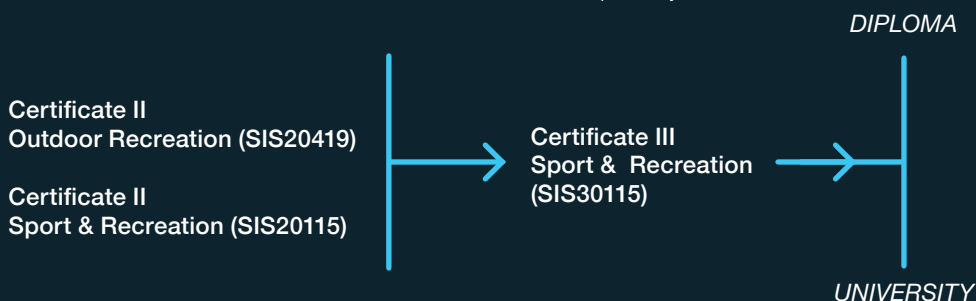
learning areas

- ✓ **Planning a session & facilitating groups**
- ✓ **Conducting warm-up & cool-down programs**
- ✓ **Safety & the sport environment**
- ✓ **Social media & creative thinking**
- ✓ **First aid & emergency situations**
- ✓ **Managing conflict**



SPORT AND RECREATION FLOWCHART*

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sport & recreation

S I S 2 0 1 1 5



Certificate II in Sport & Recreation (SIS20115)

This course is a blend of hands-on theoretical learning about the Sport and Recreation industry and is a great entry level qualification for students.

To receive further information about how this course can fit into your senior secondary studies, please contact IVET.

Students will complete the entire certificate in one-year.

career opportunities

- ✓ Pool lifeguard
- ✓ Sports retail
- ✓ Sports trainer
- ✓ Swim teacher
- ✓ After school sports programs
- ✓ Recreation officer
- ✓ Sport & recreation attendant
- ✓ Leisure services officer

learning areas

- ✓ The sport, fitness and recreation industry
- ✓ First aid & emergency situations
- ✓ Safety & the sport
- ✓ Customer & quality service in the sports industry
- ✓ Equipment maintenance



SPORT AND RECREATION FLOWCHART*

*Possible educational student pathway

Certificate II
Outdoor Recreation (SIS20419)

Certificate II
Sport & Recreation (SIS20115)

Certificate III
Sport & Recreation
(SIS30115)

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sport coaching

S I S 2 0 3 1 9



Certificate II In Sport Coaching (SIS20319)

This qualification provides a pathway to work in entry-level assistant coaching roles, working or volunteering at community based sports clubs and organisations in the Australian sport industry. The course provides a defined and fundamental range of elementary coaching skills needed to engage participants in a specific sport, under the supervision of a senior coach.

career opportunities

Possible job role titles depend on the specific sport, but may include:

- ✓ Coaching assistant
- ✓ Junior Coach
- ✓ Sports trainer
- ✓ Sports coach
- ✓ and more

learning areas

- ✓ Working in a community coaching role
- ✓ Coaching foundation level participants
- ✓ Responding to first aid situations
- ✓ Ensuring safety of participants
- ✓ Officiating sports
- ✓ Equipment and facility maintenance



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