

WESTERN
AUSTRALIA



VET Delivered to Secondary Students

Course Guide



2024



your expert **VETDSS** partner

Our solutions for schools delivering VET courses include all the resources, tools, guidance, support and advice required to run high quality programs that lead to high quality outcomes for participating students.

FACILITATING VETDSS*

*VET Delivered to Secondary Students

to over **28,000** students annually



SERVICE

Our solutions and service give teachers the support they need to deliver the highest quality VET experience for their students. We have a dedicated customer service team available every day and a team of dedicated School Relationship Officers.



RESOURCES

IVET provides the most comprehensive resource kits in the VETDSS market. Every unit of competency is supported by high quality teaching and learning resources and assessment tools, and each course is backed by additional support materials.



PORTAL

The IVET portal makes delivering your VET course easier. Coordinators can see the bigger picture, teachers can manage their classes and assessments and students can learn with ease. The IVET portal takes care of everything.

ABOUT IVET & OUR SERVICES

4

Why IVET?
VET in Your School – We Have You Covered!
Get Set With IVET
TAE Academy
First Aid Courses
IVET Academy

SPORT & OUTDOOR RECREATION

16

SIS10122 – Certificate I in Sport and Recreation
SIS20122 – Certificate II in Sport and Recreation
SIS20321 – Certificate II in Sport Coaching
SIS20419 – Certificate II in Outdoor Recreation
SIS30122 – Certificate III in Sport, Aquatics and Recreation

BUSINESS AND WORKPLACE SKILLS

28

BSB10120 – Certificate I in Workplace Skills
BSB20120 – Certificate II in Workplace Skills
BSB30120 – Certificate III in Business

ICT – Information and Communication Technology

38

ICT20120 – Certificate II in Applied Digital Technologies
ICT30120 – Certificate III in Information Technology

HOSPITALITY AND COOKERY

44

SIT10222 – Certificate I in Hospitality
SIT20322 – Certificate II in Hospitality
SIT20421 – Certificate II in Cookery

COMMUNITY SERVICES

52

CHC14015 – Certificate I in Active Volunteering
CHC24015 – Certificate II in Active Volunteering
CHC22015 – Certificate II in Community Services

HEALTH SERVICES

62

HLT23221 – Certificate II in Health Support Services
HLT33021 – Certificate III in Allied Health Assistance
HLT33115 – Certificate III in Health Services Assistance

CREATIVE INDUSTRIES & GENERAL PATHWAYS

70

CUA20220 – Certificate II in Creative Industries
FSK20119 – Certificate II in Skills for Work and Vocational Pathways
22523VIC – Certificate I in Employment Pathways

IVET SHORT COURSES

78



Your out-of-the-box VETDSS Solution



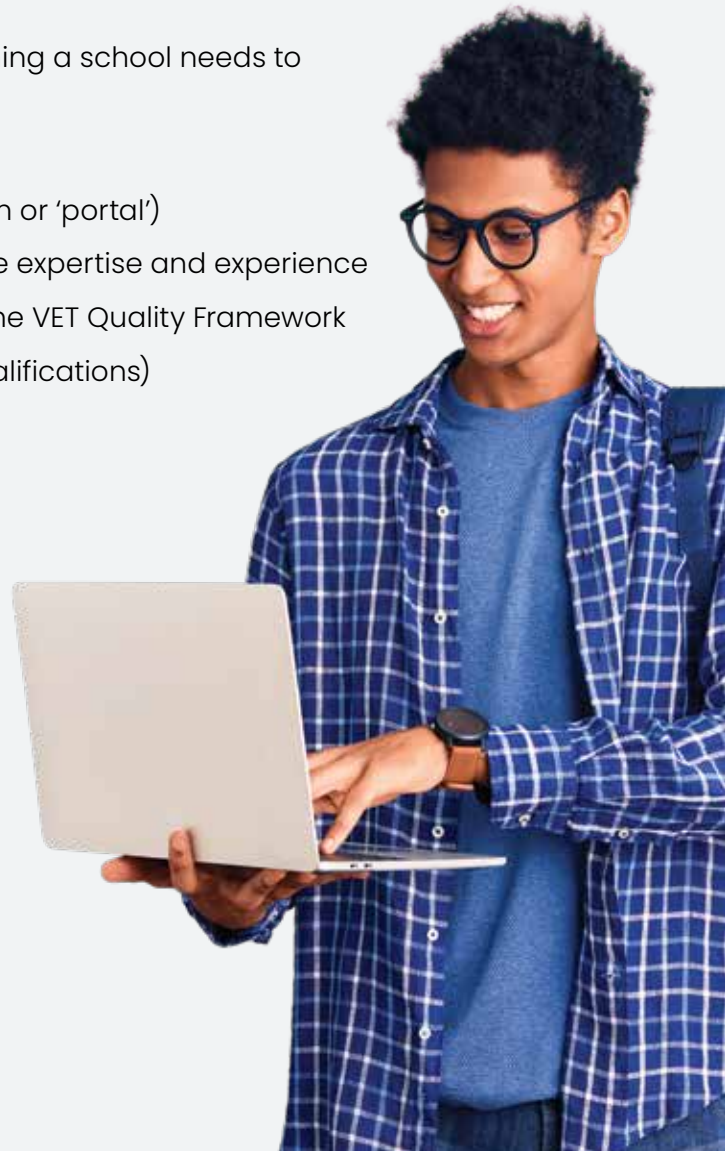
Unlike many other VET providers, IVET is a Registered Training Organisation (RTO) whose sole business model is to provide partnership services to schools offering VETDSS.

IVET's commitment to its partners is to provide everything a school needs to ensure the quality of its VET program(s):

- ✓ The teaching, learning and assessment resources
- ✓ The IT infrastructure (learning management system or 'portal')
- ✓ Specialist support services, based on our collective expertise and experience
- ✓ Compliance with all applicable standards under the VET Quality Framework
- ✓ Nationally accredited and recognised awards (qualifications)
- ✓ Industry relevance

IVET offers these solutions, products and services across a range of vocational study areas to suit a variety of needs:

- ✓ 22 qualifications to choose from
- ✓ Many contributing to the achievement of the Western Australian Certificate of Education
- ✓ Flexible choices and options with regard to course compositions and durations.



BOOK A CONSULTATION

CALL 1300 00 IVET

ivetinstitute.com.au/consultation

Get started today

Call or go online to book a free, no-obligation consultation today. One of our friendly School Relationship Officers will schedule a time to meet with you and to demonstrate everything IVET has to offer.

The IVET Difference

Here's just a few of the things that sets us apart from other providers



All schools are appointed a dedicated School Relationship Officer who acts as a single point of contact and a conduit to our broader team of VETDSS specialists.



We don't use generic VET resources, we employ an in-house product development team that develops full resource kits for every unit of competency, designed for VETDSS.



The IVET portal (a bespoke online learning management system) has been designed and developed specifically for VETDSS.



We ensure all VET and SCSA compliance rigours are built into our programs, services and solutions.



We provide *everything* VET teachers and students need and schools can opt in or out of receiving student resources in hard copy.



We provide these services to more schools and students than any other RTO in Australia.

Why IVET?

These four key pillars showcase why we're leaders in our industry. Underpinning these tangible benefits lies our genuine care and investment in student learning.



PEOPLE – Our Expert Team

Our expert team includes:

- ✓ **Heads of Learning** – industry and education specialists providing insight, advice and guidance in each of our Course areas.
- ✓ **Product Development Team** – instructional design experts who design and build our teaching and learning content and assessment tools.
- ✓ **Administration & Support Specialists** – our friendly team who are here to answer all of your questions and provide assistance when and if required.
- ✓ **Portal & Systems Engineers** – keeping the engine running, updating and refining tools to enhance the user experience and interface.
- ✓ **Quality & Compliance Team** – RTO specialists who assure and ensure quality outcomes.
- ✓ **School Relationship Officers** – dedicated relationship managers who act as single points of contact, providing the necessary support and guidance to deliver VET effectively in your school.
- ✓ **The TAE Academy** – VET experts available to train and assess your teachers, to ensure they are qualified to deliver VET in your school.
- ✓ **IVET Academy** – offering teachers a platform for industry and VET professional development that is relevant and engaging, and helps to maintain currency.
- ✓ **IVET's experienced Education Management Team** – with over 70 years of combined experience managing some of Australia's most successful businesses in secondary and vocational education.





PRODUCT – Written for Secondary Students

All teaching and learning resources and assessment tools supplied by IVET are developed in-house and specifically for use in a Secondary School environment. This saves VET Teachers/Trainers invaluable hours creating resources so that the time saved can be used to contextualise and enhance the learning experience for their students.

IVET's programs come with everything you need to support your VET course(s):

- ✓ Teaching resources – providing you with everything you need to deliver your VET classes.
- ✓ Learning resources – comprehensive and high-quality content, including learning activities and checkpoints, in both digital and hard copy.
- ✓ Assessment tools – providing all required resources to support the assessment process.
- ✓ Accessibility – all teaching, learning and assessments resources are conveniently accessible from the IVET portal.
- ✓ Constant evolution and continuous improvement – every year we re-invest substantial time, energy, and money into product improvement.



PORTAL – Designed for Schools

Our bespoke portal has been developed specifically for VETDSS application.

It is 100% owned and developed by IVET, which means it is constantly being improved, largely based on feedback, to enhance the user experience for Coordinators, Teachers and Students alike.

It has full class management capability and functionality. All records and evidence are stored and retained electronically.

It is the repository for all teaching and learning resources and the interface for all student assessment work, marking, feedback and resulting, progress monitoring and tracking.

Compliance requirements are built-in!



PEACE OF MIND – Leave it to IVET

IVET's Product and Portal, both developed specifically for VETDSS, combined with its People and their collective experience and expertise means schools, coordinators and teachers can confidently concentrate on what they need to, knowing they can leave all the 'peripherals' to IVET.

You can rest easy, knowing that you're working with Australia's largest provider of (and one of a small number of RTOs specialising in) VETDSS partnering services.



BOOK A CONSULTATION

CALL 1300 00 IVET

ivetinstitute.com.au/consultation

Get started today

Call or go online to book a free, no-obligation consultation today. One of our friendly School Relationship Officers will schedule a time to meet with you and to demonstrate everything IVET has to offer.

VET in Your School - We Have You Covered!



1



Student engagement

Our talented Product team design our courses with not only learning in mind, but also student engagement. We work to ensure we're providing interesting, engaging material for your students, helping maintain motivation and retention.

2



Practical experience

Many students find that they learn better when involved in practical experiences. With IVET, our courses offer a variety of opportunities for students to participate in experiential learning. Teamwork, collaboration, project coordination and problem solving are just some of the skills students will develop, creating valuable life skills for the future.

3



Improved scores

In some cases, VET can help to maximise students' potential to achieve the best study score possible! Consult your State Curriculum and Assessment Authority for further information.

4



Pathway possibilities

Whether it's a desire to join the workplace after graduation, or continue onto further education, IVET courses have created a stepping stone for thousands of students to follow their chosen pathway, equipped with knowledge, skills and nationally recognised qualifications.

5



Workplace skills

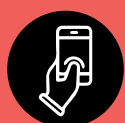
VET programs ensure students graduate with transferable skills, ready to join the workplace, and IVET offers courses that develop these employability skills.

6



Further education

Getting prepared for the next step is critical for personal development and career planning. IVET assists you to provide students with the knowledge and skills required to pursue further studies. Students who complete an IVET course will be well equipped to continue their learning journey to further VET studies, or via higher education.



BOOK A CONSULTATION

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ivetinstitute.com.au/consultation

Get started today

Call or go online to book a free, no-obligation consultation today. One of our friendly School Relationship Officers will schedule a time to meet with you and to demonstrate everything IVET has to offer.

Get Set With **Ivet**

1



Get your school approved as an IVET partner for VETDSS

- ✓ Select the desired course(s) and contact us to arrange a consultation with one of our friendly School Relationship Officers (SRO)
- ✓ Work with our SRO to determine the composition of your course (unit selections) and complete a course-specific Trainer, Facilities & Equipment Checklist
- ✓ Work with our SRO to submit an order for all your VET program needs.

2



Get your VETDSS Teacher(s) approved as an IVET Trainer & Assessor

- ✓ Have your nominated VETDSS Teacher(s) complete an IVET 'My Credentials' profile and provide evidence of their qualifications and vocational competence

3



Get onboarded

- ✓ Arrange your one-on-one or group based IVET portal induction with your SRO
- ✓ Immediately get access to all the training and assessment resources and all of the functionality of the IVET portal

4



Get started!

- ✓ Have our team set up your classes and instantly gain access to all the teaching and learning resources, assessment tools and other support material.
- ✓ Invite your students to enrol in the program.
- ✓ Start training



Then enjoy the comfort and peace of mind that comes from the continued and constantly available advice, support and service from Australia's leading provider of VETDSS partnership services.

TAE for Secondary Schools



The TAE Academy is one of the largest and most respected providers of VET Training and Assessment programs, specialising in delivering to VETDSS Teachers.

All our 'TAE' programs are designed to meet the regulatory requirements of Trainers and Assessors of VETDSS programs through the attainment of the prescribed nationally accredited qualification, or skills set, or units of competency respectively.

COMING SOON!

At the time of print, the TAE Academy is busy developing its program offerings based on the new version of the **Certificate IV in Training & Assessment (TAE40122)** and these offerings will be open for enrolment in the second semester of 2023.

In this program, aspiring VETDSS Trainers will learn:

- ✓ What Vocational Education and Training (VET) is, and how it differs from the school curriculum
- ✓ How to design an effective VET program
- ✓ How to develop VET teaching and learning resources, and assessment tools.
- ✓ How to deliver Vocational Education and Training to young learners.
- ✓ How to assess students within a competency-based framework
- ✓ How to comply with the VET quality framework and how to validate outcomes.



FIND OUT MORE

Call one of our friendly team members on **1300 000 823**, or consult your School Relationship Officer.

Enrol today at taeacademy.edu.au

FLEXIBLE SOLUTIONS



Small or large group sizes



On-site delivery options (minimum group sizes apply)



Individual enrolments (into classes consisting only of VETDSS Trainers/Assessors)



Face to face / blended / online options



All face-to-face training can be delivered within school attendance hours and is provided as a blend of theoretical knowledge and skills-based practice





First Aid Courses

IVET specialises in delivering First Aid training to secondary school students and teachers.

We take the headache out of organising your first aid training by offering flexible options and allowing you to easily book your course online.

We provide all required equipment, run highly engaging training and conduct all assessments. We also ensure fast and efficient certificate issuance.

Our expert team are experienced health professionals who specialise in engaging young students!



HLTAID009

Provide
CPR



HLTAID010

Provide basic
emergency life support



HLTAID011

Provide
first aid



- ✓ All training is certified and conforms to the national guidelines, as set by the Australian Resuscitation Council (ARC)
- ✓ Our First Aid programs are available to students either as part of an IVET program, or as a standalone offering, and are suitable for ages 15 years and up.
- ✓ Schools can also enrol their teaching staff for all their certification and refresher training needs.
- ✓ We can accommodate between 10 and 30 participants per group and can run up to two classes concurrently (that's up to 60 participants) in any one course booking



Electronic Certificates delivered quickly and efficiently to students upon course completion & sign off from the course supervisor.

Outsource your First Aid training to IVET and enjoy the hassle-free convenience:



We come to you, whatever your location



We provide all resources & equipment – expertly cleaned and sterilised to ensure it is COVID safe



All training is within school hours and is a blend of theoretical knowledge and skills-based practice



Our training is delivered by highly qualified and experienced trainers



All participants come away confident & competent to perform First Aid in real emergency situations

For pricing information on IVET's First Aid offerings, please refer to the 2024 pricing schedule, available through your School Relationship Officer.



FIND OUT MORE

Call one of our friendly team members on **1300 004 838**, or consult your School Relationship Officer.

**OR BOOK
ONLINE**



www.ivetinstitute.com.au/first-aid



Bringing Industry and VET PD to you

An efficient and practical way for vocational trainers to meet their regulatory Industry and VET professional development obligations (to maintain currency).

All IVET Academy content is developed in partnership with industry experts and is made available to Trainers in a variety of formats, such as:

- ✓ Webinars
- ✓ Instructional tutorials
- ✓ Industry interviews
- ✓ Industry release opportunities
- ✓ Information on programs and courses
- ✓ Articles, journals and podcasts
- ✓ Face-to-face PD events
- ✓ Networking forums/community

INDUSTRIES



Business
and Workplace
Skills



Hospitality
and Cookery



Information
Technology



Health and
Community
Services



Sport and
Outdoor
Recreation



Head to our website: ivetacademy.edu.au for more information



THE FOCUS IS ON VETDSS TRAINERS



Fits in with current workload and doesn't take away from the classroom.



Content is current, addresses units of competency and is created with professionals working in industry.



Manageable bite-size chunks to retain interest while still maintaining relevant content.



Housed on a platform that trainers can access anywhere, anytime.



Simple activities to confirm participation.

ADDITIONAL BENEFITS

- ✓ Additional resources and tutorials for VET trainers tool box and skill building.
- ✓ Resources can be used back in the classroom.
- ✓ Exposes trainers to a range of industry trends.
- ✓ Opportunities to connect with other like-minded trainers across Australia.
- ✓ Evidence of participation to confirm engagement.



FIND OUT MORE

Head to our website: ivetacademy.edu.au for more information or email: ivet-academy@ivet.edu.au.





SPORT & OUTDOOR RECREATION



IVET's sports programs are engineered for students who thrive on practical learning and are passionate about sport or recreation.

The skills that students will develop through our courses apply to various settings within the Sport & Recreation industry. Completing an IVET sport course could be the first step toward a part-time job or a future career in sport, fitness, or recreation! Additionally, our courses allow students to learn through practical experience and develop personal skills for lifelong participation in sport, fitness, or recreation activities.

Any student passionate about sport or the outdoors will find IVET VETDSS programs engaging. The skills developed through participating are valuable for any career pathway.



Courses

SIS10122 – Certificate I in Sport and Recreation

SIS20122 – Certificate II in Sport and Recreation

SIS20321 – Certificate II in Sport Coaching

SIS20419 – Certificate II in Outdoor Recreation

SIS30122 – Certificate III in Sport, Aquatics and Recreation



Life Skills

Planning & organisation

Communication

Initiative & expertise

Problem solving

Teamwork & collaboration

Leadership

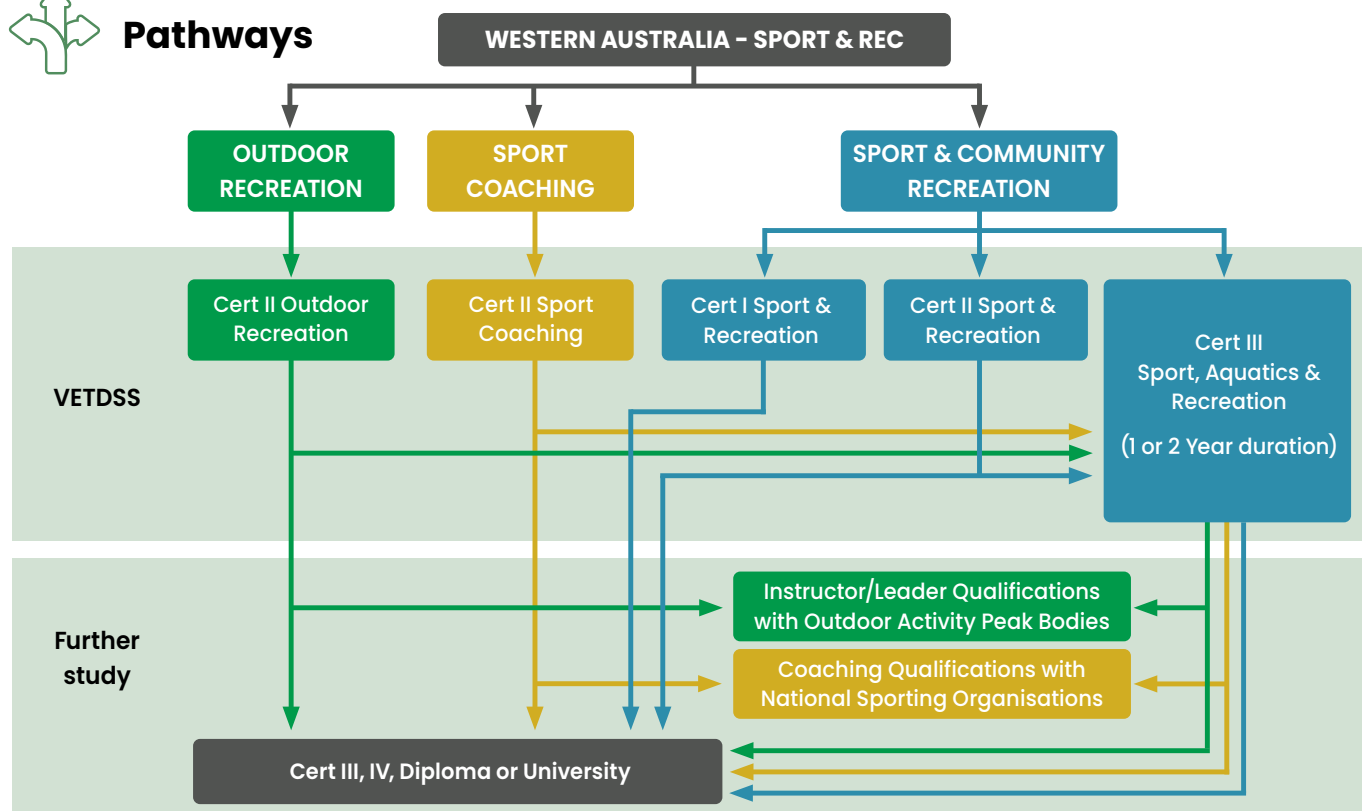
Safety & the sport environment

Dealing with emergencies

First aid



Pathways





Certificate I in Sport and Recreation (SIS10122)

IVET's Certificate I in Sport & Recreation is designed for students looking for the basic functional skills and knowledge to prepare for work in the sport, fitness and recreation industry.

The course is generic in nature, meaning students who complete the course leave with a well-rounded skill set that is the first step towards further study in a career in the industry.

Many of the included units have skills transferrable to other industries and higher sport and recreation qualifications, meaning Certificate I in Sport & Recreation is great for students considering different career options.



Learning Areas

- Delivery of recreation sessions
- Workplace health and safety
- First aid
- Use of business and recreation resources
- Sport, fitness and recreation industry knowledge



Job Opportunities

There is no defined job outcome for Certificate I in Sport & Recreation, as this qualification is intended to prepare individuals for further training.



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
HLTWHS001	Participate in workplace health and safety	Core	30	TBA
BSBOPS101	Use business resources	Core	20	TBA
SISOFLD001	Assist in conducting recreation sessions*	Core	25	TBA
SISXPLD001	Provide hire equipment for activities	Elective	TBA	TBA
HLTAID011	Provide first aid	Elective	18	TBA
SISXIND011	Maintain sport, fitness and recreation industry knowledge	Import	TBA	TBA
BSBPEF101	Plan and prepare for work readiness	Core	20	TBA
TOTAL			TBA	TBA

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.

* Indicates units with assessor industry experience requirements.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled*)

In-class

TBA

Homework

TBA



*Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective or imported units, but not added – i.e. the total number of units cannot be increased. Please refer to qualification packaging rules for precise information on allowable course composition.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBCMM211	Apply communication skills	Elective	35
BSBPEF202	Plan and apply time management	Elective	15
SISSPAR009	Participate in conditioning for sport	Import	25

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.





Certificate II in Sport and Recreation (SIS20122)

IVET's program for the new Certificate II in Sport & Recreation has a focus on practical involvement in the sport, fitness and recreation industry.

The course is for students to develop the skills and knowledge to assist with the delivery of sport and recreation activities, performing various participant contact and equipment maintenance duties.

Completing the selected units is a great foundation for students wanting to contribute to their community sports club or start in an assistant-level role in a sport, fitness or recreation organisation.

Learning opportunities for students are hands-on, with the added benefit of keeping a range of future career options open.



Learning Areas

- Delivery of recreation sessions
- Workplace health and safety
- Conditioning for sport
- Officiating
- Providing and maintaining equipment
- Client service
- First aid and responding to emergencies



Job Opportunities

- Customer service assistant
- Leisure assistant
- Recreation assistant
- Retail assistant
- Grounds assistant
- Facility assistant



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
HLTWHS001	Participate in workplace health and safety	Core	30	TBA
SISOFLD001	Assist in conducting recreation sessions*	Core	25	TBA
SISXPLD001	Provide hire equipment for activities	Elective	TBA	TBA
SISXFAC006	Maintain activity equipment	Core	TBA	TBA
SISXIND011	Maintain sport, fitness and recreation industry knowledge	Core	TBA	TBA
HLTAID011	Provide first aid	Elective	18	TBA
SISXEMR003	Respond to emergency situations	Core	TBA	TBA
SISSPAR009	Participate in conditioning for sport	Import	25	TBA
SISXCCS004	Provide quality service	Core	TBA	TBA
SISSSOFO02	Continuously improve officiating skills and knowledge	Import	20	TBA
TOTAL			TBA	TBA

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.

* Indicates units with assessor industry experience requirements.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

TBA

Homework

TBA



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

At the time of print, IVET is awaiting confirmation of the revised nominal hours for many of the units in this qualification, and the delivery schedule cannot be finalised until this information is available.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective or imported units, but not added – i.e. the total number of units cannot be increased. Please refer to qualification packaging rules for precise information on allowable course composition.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
SISCAQU020	Perform water rescues*	Elective	TBA
SISSPAR001	Participate in sport at an intermediate level	Import	35
BSBPFE301	Organise personal work priorities	Elective	30
SISSSCO001	Conduct sport coaching sessions with foundation level participants	Import	45
SISXPLD004	Facilitate groups	Import	TBA

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



Certificate II in Sport Coaching (SIS20321)

The IVET Sport Coaching program has been developed with community sport and passionate sporting students in mind.

Students who complete this program will develop a variety of skills and the knowledge to contribute to sport at the community level in assistant coaching or official roles. The program includes practical coaching and officiating experience that will challenge and ultimately build student confidence, and decision-making skills. The opportunity also exists for students to improve their own sporting performance by learning about physical conditioning.

This program is flexible, allowing teachers to incorporate their own sporting experience and knowledge to tailor the practical experiences to manage classes that include varied sporting ability and to meet student learning needs.



Learning Areas

- Communication with key stakeholders (e.g., participants, other coaches, parents)
- Planning training and competition
- Instructional styles
- Match day and training management



Job Opportunities

- Assistant coach

Possible job role titles depend on the specific sport.



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
SIRXWHS001	Work safely	Core	25	4
HLTAID011	Provide first aid	Core	18	3
SISSSCO001	Conduct sport coaching sessions with foundation level participants	Elective A	45	7
SISSSOF002	Continuously improve officiating skills and knowledge	Elective B	20	3
SISSSCO002	Work in a community coaching role	Core	25	4
SISSSCO003	Meet participant coaching needs	Import	65	10
SISSPAR009	Participate in conditioning for sport	Import	25	4
TOTAL			223	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.

The core unit SISSSCO002 requires students to complete 10 hours of practice in a community coaching role in a sport of their choice (which is incorporated into the assessment).



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

5 hrs

Homework

1.5 hrs




[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective or imported units, but not added – i.e. the total number of units cannot be increased. Please refer to qualification packaging rules for precise information on allowable course composition.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
SISBSB001	Conduct basketball coaching sessions with foundation level participants	Elective A	45
CHCVOL001	Be an effective volunteer	Elective B	20
SISXEMR001	Respond to emergency situations	Elective B	15
SISXCAI001	Provide equipment for activities	Elective B	10
SISXIND009	Respond to interpersonal conflict	Import	30

The CHCVOL001 unit requires students to complete 20 hours of volunteer work (which is incorporated into the assessment).

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



Certificate II in Outdoor Recreation (SIS20419)

IVET's Certificate II in Outdoor Recreation provides students with the opportunities to explore a variety of outdoor recreation activities while developing the skills fundamental to future personal activity participation or a career in the outdoors industry.

The program includes core units that apply to all outdoor recreation settings and the electives offered by IVET allow teachers to create programs unique to an environment and resources that are available. There is great potential in this program for student engagement via adventure activity excursions and camps.

The fundamental competencies that students are required to perform form a terrific foundation for a life in the outdoors, whether that is for personal adventure or employment.



Learning Areas

- Conducting outdoor recreation sessions
- First aid and responding to emergencies
- Minimising environmental impact
- Adventure activities



Job Opportunities

Students who complete this qualification are prepared to assist with the delivery of activities in the outdoor recreation industry.

This qualification provides a strong foundation for further study for students seeking a leader role in outdoor recreation.



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
HLTWHS001	Participate in workplace health and safety	Core	30	5
SISOFLD001	Assist in conducting recreation sessions*~	Core	25	4
SISOFLD002	Minimise environmental impact*~	Core	25	4
SISXFAC001	Maintain equipment for activities	Elective B	15	2
HLTAID011	Provide first aid	Elective B	18	3
SISXEMR001	Respond to emergency situations	Elective B	15	2
SISXIND002	Maintain sport, fitness and recreation industry knowledge	Core	20	3
SISOCYT004	Ride off road bicycles on easy trails*	Elective A	20	3
SISOBWG001	Bushwalk in tracked environments*	Elective A	20	3
SISOFLD006	Navigate in tracked environments*	Elective A	30	5
SISCAQU002	Perform basic water rescues	Elective A	10	2
TOTAL			228	35

* Indicates units with assessor industry experience requirements.

~ These units are available standalone or clustered for delivery and assessment.

Trainers may deliver the units in the order listed above, however, are encouraged to adjust programs to suit local environmental conditions.

The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled^)

In-class

5 hrs

Homework

1 hr



^Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are a combination of IVET recommended electives from within the qualification's packaging and popular imports used by schools in 2023 that are available for selection. These elective units can only be substituted/ swapped with other elective or imported units, but not added – i.e. the total number of units cannot be increased. Please refer to qualification packaging rules for precise information on allowable course composition.

The core units (see above) cannot be substituted and must be retained. Additionally, a minimum of three Elective A units must be retained.

	UNITS	TYPE	NOMINAL HOURS
SISOABS001	Abseil single pitches using fundamental skills*	Elective A	20
SISOCLM001	Top rope climb single pitches, artificial surfaces*	Elective A	20
SISOCLM002	Top rope climb single pitches, natural surfaces*	Elective A	35
SISOCNE001	Paddle a craft using fundamental skills*	Elective A	35
SISOCYT002	Ride bicycles on roads and pathways, easy conditions*	Elective A	20
SISOSNK001	Snorkel	Elective A	20
SISOSRF001	Surf small waves using basic manoeuvres*	Elective A	20
SISXCAI001	Provide equipment for activities	Elective B	10
SISXCCS001	Provide quality service	Elective B	25
SISXPLD004	Facilitate groups	Import	TBA

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



Certificate III in Sport, Aquatics and Recreation (SIS30122)

Through the new Certificate III in Sport, Aquatics and Recreation, students thoroughly develop the skills and knowledge to deliver sport and recreation services.

Students who complete this program develop the ability to work independently in the industry, using their judgement to effectively complete work activities.

Selected units in IVET's Certificate III program cover various key areas within the industry, including recreation session delivery, coaching, technology, officiating, and working with diverse people. The skills and knowledge developed by completing these units provide students with a strong foundation for whichever direction they take in the industry.



Learning Areas

- Delivery of recreation sessions
- Workplace health and safety
- Conditioning for sport
- Officiating
- Technology in the sport, fitness and recreation industry
- Client service and working with diverse people
- First aid and responding to emergencies




Job Opportunities

- Recreation officer
- Activity operation officer
- Sport and recreation attendant
- Community activities officer
- Leisure services officer



Course Structure – 2024

	UNITS (YEAR 1) – TBA	TYPE	NOMINAL HOURS	WEEKS DELIVERY
HLTWHS001	Participate in workplace health and safety	Core	30	TBA
SISXIND012	Select and use technology for sport, fitness and recreation work	Elective	TBA	TBA
SISSPAR009	Participate in conditioning for sport	Elective	25	TBA
HLTAID011	Provide first aid	Elective	18	TBA
SISXEMR003	Respond to emergency situations	Core	TBA	TBA
SISXIND011	Maintain sport, fitness and recreation industry knowledge	Core	TBA	TBA
SISXCCS004	Provide quality service	Core	TBA	TBA
SISSSO002	Continuously improve officiating skills and knowledge	Elective	20	TBA
UNITS (YEAR 2) – TBA				
BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes	Core	30	TBA
SISXFAC006	Maintain activity equipment	Core	TBA	TBA
SISSSCO001	Conduct sport coaching sessions with foundation level participants	Elective	45	TBA
SISXIND009	Respond to interpersonal conflict	Elective	30	TBA
SISXPLD004	Facilitate groups	Elective	TBA	TBA
CHCDIV001	Work with diverse people	Elective	30	TBA
SISXPLD002	Deliver recreation sessions	Elective	TBA	TBA
TOTAL			TBA	TBA

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on an 70-week delivery period (over 2 years).

* Indicates units with assessor industry experience requirements



COURSE DURATION

2 Years

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

YEAR 1	In-class	TBA	Homework	TBA
YEAR 2	In-class	TBA	Homework	TBA




[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

All course information provided in this document is current at the time of print, however, is subject to change based on Training Package updates or changes made by the State Curriculum Authority. In the event of such changes, the actual course composition may vary from the above.

Permissible Substitutes

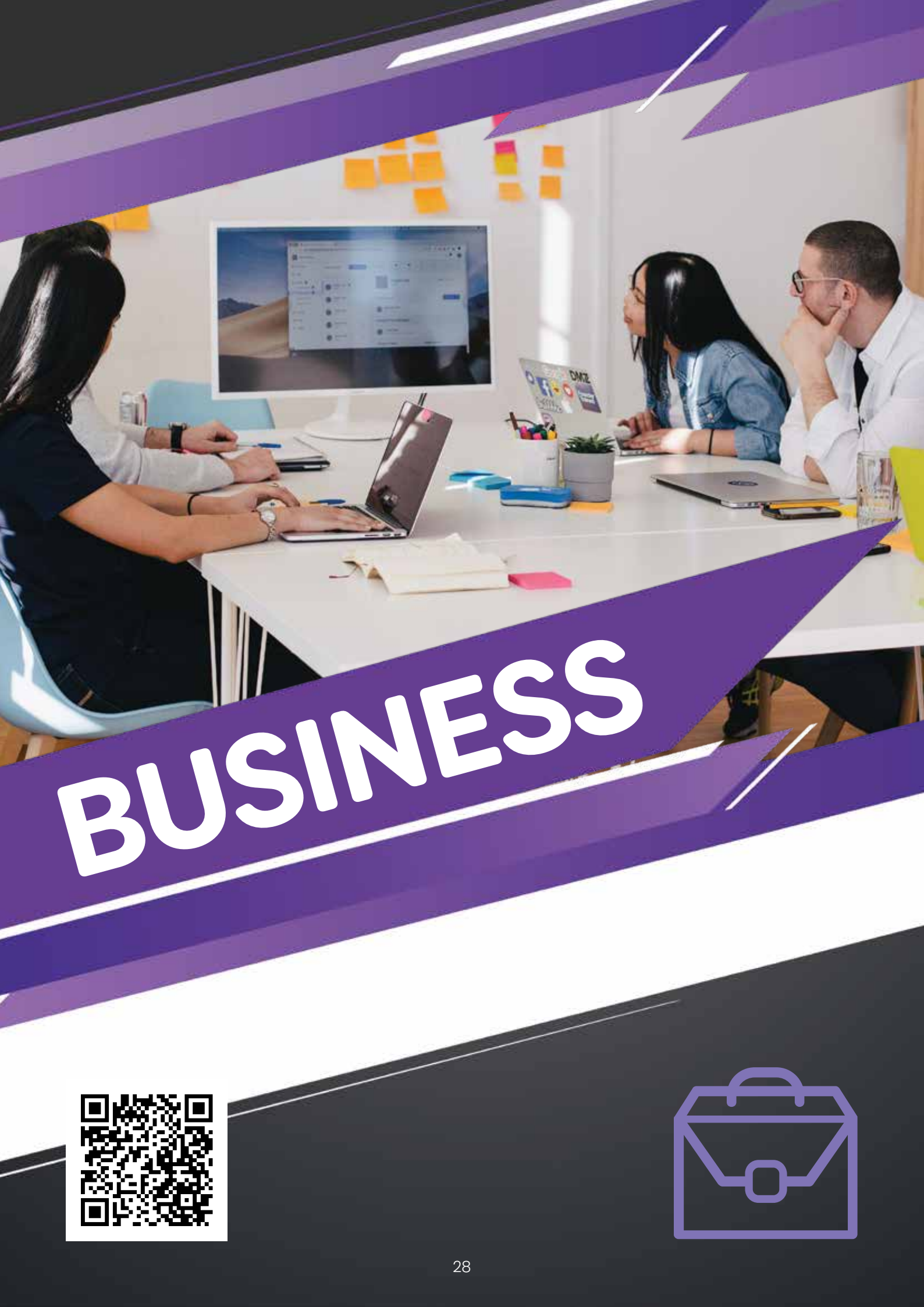
The units below are the remaining electives from within the qualification's packaging that are available for selection by schools. These elective units can only be substituted/swapped with other elective or imported units, but not added – i.e. the total number of units cannot be increased. Please refer to qualification packaging rules for precise information on allowable course composition. The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBPEF301	Organise personal work priorities	Elective	TBA
SISCAQU020	Perform water rescues*	Elective	TBA
SISOFLD002	Minimise environmental impact	Elective	TBA
SISSPAR004	Book athlete travel and accommodation	Elective	TBA
SISXPLD001	Provide hire equipment for activities	Import	TBA

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



BUSINESS



IVET's Business and Workplace Skills programs provide students with the transferable skills and knowledge to enter the workplace.

Students will develop a range of broad-based business skills that are applicable to almost all industries, including a range of common digital technologies and applications used across businesses today.

Students will also develop the required knowledge and skills to underpin their individual performance once they are in a workplace setting – fundamentals such as planning, prioritising, problem-solving, communication, teamwork and more.



Courses

BSB10120 – Certificate I in Workplace Skills

BSB20120 – Certificate II in Workplace Skills

BSB30120 – Certificate III in Business



Life Skills

Planning & organisation

Communication

Teamwork & workplace etiquette

Effective work habits

Common business applications

Common digital technologies





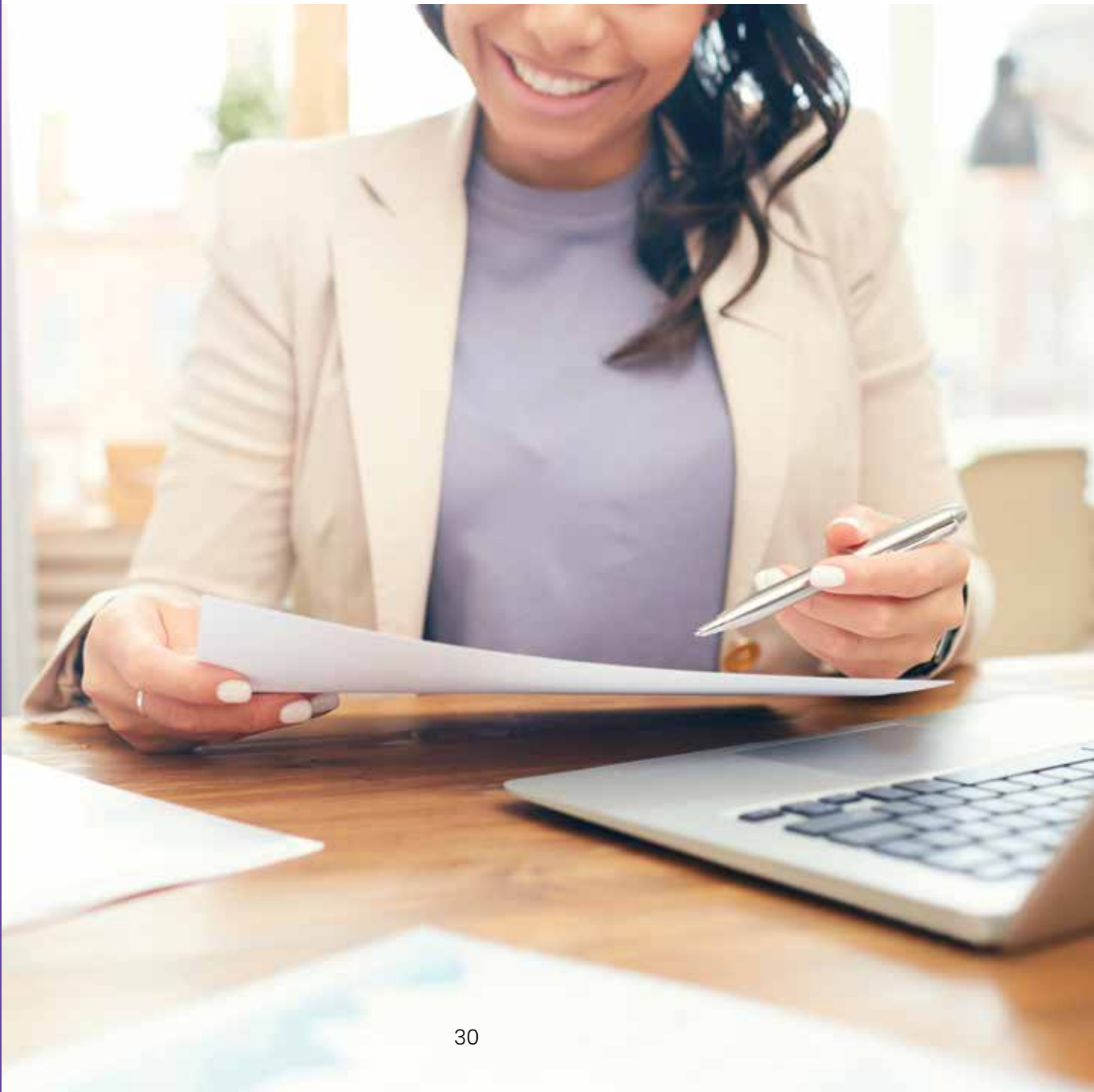
Certificate I in Workplace Skills (BSB10120)

This entry-level course provides students with fundamental, transferable skills and knowledge that underpin all workplace performance. It can lead to further study in either technical or non-technical vocations, or to achieve entry level employment in a variety of industries.



Learning Areas

- Planning and preparation
- Prioritisation and time management
- Teamwork and workplace etiquette
- Effective work habits
- Fundamental business technologies
- Basic presentation skills
- Basic digital technologies



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBPFI01	Plan and prepare for work readiness	Core	20	5
BSBPFI02	Plan and apply time management	Elective	15	5
BSBTWK201	Work effectively with others	Elective	35	9
BSBTFC101	Operate digital devices	Elective	20	5
BSBTFC203	Research using the internet	Elective	25	6
BSBOPS101	Use business resources	Core	20	5
TOTAL			135	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

3 hrs

Homework

1 hr



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective units, but not added – i.e. the total number of units cannot be increased..

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBCMM211	Apply communication skills	Elective	35
BSBSUS211	Participate in sustainable work practices	Elective	30
BSBOPS201	Work effectively in business environments	Elective	25
BSBWHS211	Contribute to the health and safety of self and others	Elective	15

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



Certificate II in Workplace Skills (BSB20120)

The Certificate II level program prepares students for entry-level positions across a diverse range of business services settings and can help to open the door to a vast array of non-technical employment opportunities. It can also lead to further study in either technical or non-technical vocations and aims to develop the most common and transferable skills and knowledge required of almost any workplace.



Learning Areas

- Planning and preparation
- Prioritisation and time management
- Teamwork and workplace etiquette
- Effective work habits
- Common digital technologies
- Common business applications
- Safe and sustainable work practices
- Communication skills
- Teamwork and workplace etiquette
- Critical thinking and basic problem solving



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBPEF101	Plan and prepare for work readiness	Elective C	20	3
BSBPEF202	Plan and apply time management	Core	15	2
BSBWHS211	Contribute to health and safety of self and others	Core	15	2
BSBCMM211	Apply communication skills	Core	35	5
BSBOPS201	Work effectively in business environments	Core	25	3
BSBTEC201	Use business software applications	Elective B	55	7
BSBTEC203	Research using the internet	Elective B	25	3
BSBTEC202	Use digital technologies to communicate in a work environment	Elective B	20	3
BSBCRT201	Develop and apply thinking and problem solving skills	Elective A	25	3
BSBSUS211	Participate in sustainable work practices	Core	30	4
TOTAL			265	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

6 hrs

Homework

1.5 hrs



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective units, but not added – i.e. the total number of units cannot be increased.

Additionally, at least one Elective A and one Elective B unit must be retained.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBPEF201	Support personal wellbeing in the workplace	Elective A	45
BSBTEC101	Operate digital devices	Elective B	20
BSBTWK201	Work effectively with others	Elective C	35
BSBOPS203	Deliver a service to customers	Elective C	40

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



DUAL QUALIFICATION

Certificate II in Workplace Skills (BSB20120) & Certificate III in Business (BSB30120)

This dual qualification reflects the varied roles of individuals across different industries who apply a range of competencies using some discretion, judgement and relevant theoretical knowledge. Students will develop and build teamwork and interpersonal skills which can be used to further strengthen their employability skills postsecondary schooling. This dual qualification aims to develop the most common and transferable skills and knowledge required of almost any workplace, also addressing the importance of digital literacy.



Learning Areas


- Prioritisation and time management
- Teamwork and workplace etiquette
- Common digital technologies & business applications
- Critical thinking and basic problem solving
- Common business software applications
- Presentation and communication skills



Job Opportunities

- Administration roles
- Customer service
- Various business support roles

Course Structure - 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBPEF202	Plan and apply time management	Core	15	2
BSBWHS211	Contribute to health and safety of self and others	Core	15	2
BSBCMM211	Apply communication skills	Core	35	4
BSBOPS201	Work effectively in business environments	Core	25	3
BSBTEC201	Use business software applications	Elective B	55	7
BSBTEC202	Use digital technologies to communicate in a work environment	Elective B	20	2
BSBPEF201	Support personal wellbeing in the workplace	Elective A	45	5
BSBSUS211	Participate in sustainable work practices	Core	30	4
BSBTWK301	Use inclusive work practices	Import	35	4
BSBTEC303	Create electronic presentations	Import	20	2
TOTAL			295	35

All units are shown in IVET's standard (suggested) sequence of delivery.
The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

6.5 hrs

Homework

2 hrs



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways - this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

See next page for the structure of the second year of the program (Certificate III in Business), including the credit transfer arrangements.

CREDIT TRANSFERS FROM THE CERTIFICATE II IN WORKPLACE SKILLS		TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBPEF201	Support personal wellbeing in the workplace	Core	N/A	
BSBSUS211	Participate in sustainable work practices	Core		
BSBTWK301	Use inclusive work practices	Core		
BSBTEC201	Use business software applications	Elective A		
BSBTEC202	Use digital technologies to communicate in a work environment	Elective A		
BSBTEC303	Create electronic presentations	Elective A		
BSBCMM211	Apply communicate skills [#]	Import		
BSBOPS201	Work effectively in business environments [#]	Import		
BSBPEF202	Plan and apply time management [#]	Import		
MINIMUM UNITS TO BE DELIVERED*				
BSBPEF301	Organise personal work priorities	Elective B	30	7
BSBWHS311	Assist with maintaining workplace safety	Core	40	9
BSBXCM301	Engage in workplace communication	Core	35	8
BSBCRT311	Apply critical thinking skills in a team environment	Core	45	11
TOTAL			150	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

3.5 hrs

Homework

1 hr



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

See previous page for the structure of the first year of the program (Certificate II in Workplace Skills).

*Schools may elect to receive fewer credit transfers from the Certificate II in Workplace Skills and include more units for delivery from the Certificate III in Business.



The additional units available for delivery are listed below and these may be substituted for the imported units[#] listed above under the credit transfer section.

UNITS		TYPE	NOMINAL HOURS
BSBTEC301	Design and produce business documents	Elective A	70
BSBTEC302	Design and produce spreadsheets	Elective A	30
BSBWRT311	Write simple documents	Elective A	30
BSBXTW301	Work in a team	Elective C	35
BSBOPS304	Deliver and monitor a service to customers	Elective	50
BSBINS302	Organise workplace information	Elective	20



*Important – the inclusion of additional units for delivery will alter the required weekly time commitment and the requisite weeks delivery for every unit of competency. Completion of the IVET Course Planning Tool is necessary to recalculate these critical provisions.



Certificate III in Business (BSB30120)

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.



Learning Areas

- Planning and preparation
- Prioritisation and time management
- Teamwork and workplace etiquette
- Effective and inclusive work habits
- Common digital technologies
- Common business software applications
- Presentation skills
- Safe and sustainable work practices
- Communication skills
- Teamwork and workplace etiquette
- Critical thinking and basic problem solving
- Stress management and personal well being



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBPEF301	Organise personal work priorities	Elective B	30	4
BSBWHS311	Assist with maintaining workplace safety	Core	40	5
BSBXCM301	Engage in workplace communication	Core	35	5
BSBOPS304	Deliver and monitor a service to customers	Elective D	50	7
BSBTWK301	Use inclusive work practices	Core	35	5
BSBTEC201	Use business software applications	Elective A	55	8
BSBTEC301	Design and produce business documents	Elective A	70	10
BSBTEC302	Design and produce spreadsheets	Elective A	30	4
BSBTEC303	Create electronic presentations	Elective A	20	3
BSBTEC202	Use digital technologies to communicate in a work environment	Elective A	20	3
BSBPEF201	Support personal wellbeing in the workplace	Core	45	6
BSBCRT311	Apply critical thinking skills in a team environment	Core	45	6
BSBSUS211	Participate in sustainable work practices	Core	30	4
TOTAL			505	70

All units are shown in IVET's standard (suggested) sequence of delivery.
The weeks delivery per unit is based on a 70-week delivery period (over 2 years).



COURSE DURATION

2 Years

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

5.5 hrs

Homework

1.5 hrs



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective units in Year 1, but not added – i.e. the total number of units cannot be increased. Additionally, at least two Elective A and one Elective B unit must be retained. The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBWRT311	Write simple documents	Elective A	30
BSBXCS301	Protect own personal online profile from cyber security threats	Elective A	25
BSBXCS302	Identify and report online security threats	Elective A	25
BSBXCS303	Securely manage personally identifiable information and workplace information	Elective A	35
BSBINS302	Organise workplace information	Elective G	20
BSBXTW301	Work in a team	Elective C	35

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



INFO TECH



IVET's ICT programs open the door to entry-level employment opportunities within the IT industry by providing fundamental and broad-based skills, commonly required in the sector and often used as the springboard into further training and education.

Students will develop a range of ICT skills that are sought after by most IT service providers, including some of the most common digital technologies, applications and practices used across the industry today.

Students will also develop the required knowledge and skills to underpin their own individual performance once they are in a workplace setting – fundamentals such as communication, teamwork, problem-solving, safe and sustainable practices and more.

These programs are the ideal way to gain fundamental IT skills, whilst simultaneously being exposed to an array of possible specialist pathways.



Courses

ICT20120 – Certificate II in Applied Digital Technologies

ICT30120 – Certificate III in Information Technology



Life Skills

Teamwork

Software applications

Communication

Ethics & security

Problem solving

Web & social media



Pathways

ICT20120 Certificate II in Applied Digital Technologies



ICT30120 Certificate III in Information Technology



ICT40120 Certificate IV in Information Technology





Certificate II in Applied Digital Technologies (ICT20120)

This Certificate II level program develops some of the most common and transferable skills and knowledge in order to prepare students for entry level positions in the ICT services industry. It can also lead to further study in general ICT pathways or in a particular IT specialisation.

The program composition can easily be customised to exclude and include certain units (permissible substitute electives) in order to create a particular flavour or specialisation the school and student cohort may require.




Learning Areas

- Operating systems
- Digital devices
- Digital communication technology
- Hardware peripherals
- Developing web presence through social media
- Cyber security
- Device security and protection
- Common digital technologies
- Common business software applications
- Safe and sustainable work practices



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBTEC101	Operate digital devices	Elective A	20	4
BSBWHS211	Contribute to the health and safety of others	Core	15	3
ICTICT213	Use computer operating systems and hardware	Core	60	10
ICTSAS214	Protect devices from spam and destructive software	Elective A	10	2
ICTSAS218	Obtain and connect hardware peripherals	Elective A	25	5
BSBTEC201	Use business software applications	Elective A	55	10
ICTICT214	Operate application software packages	Core	60	10
BSBTEC202	Use digital technologies to communicate in a work environment	Core	20	4
ICTICT215	Operate digital media technology packages	Core	40	7
ICTWEB306	Develop web presence using social media	Elective A	25	5
BSBXCS301	Protect own personal online profile from cyber security threats	Elective A	25	5
BSBSUS211	Participate in sustainable work practices	Core	30	5
TOTAL			385	70

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 70-week delivery period (over 2 years).



COURSE DURATION

2 Years

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

4.5 hrs

Homework

1 hr



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.


Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective units, but not added – i.e. the total number of units cannot be increased.

Additionally, at least three Elective A units must be retained.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBTEC203	Research using the internet	Elective A	25
BSBTEC302	Design and produce spreadsheets	Elective A	30
BSBTEC303	Create electronic presentations	Elective A	20
BSBXCS302	Identify and report online security threats	Elective A	25
FSKDIG003	Use digital technology for non-routine workplace tasks	Elective B	15

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



Certificate III in Information Technology (ICT30120)

The Certificate III in IT program also develops a broad set of fundamental skills as described under the Certificate II but offers further breadth through units such as introductory-level programming techniques, IP ethics and privacy of information, diagnostic testing and client service.

The program is suitable for serious IT enthusiasts and affords meaningful insights into some of the more common specialisations so that participants can either use this base knowledge and skills to pursue a career or further study in specialist fields; software engineering, gaming, coding, programming, technical support, data management, network management, information security and more.

Like the Cert II, the program composition can easily be customised to exclude and include certain units (permissible substitute electives) in order to create a particular flavour or specialisation the school and student cohort may require.



Learning Areas

- Common digital technologies
- Common business software applications
- Operating systems
- Hardware care and maintenance
- Standard diagnostics
- Web presence through social media
- Cyber security and device security and protection
- Introductory programming techniques
- Information ethics and security
- Critical and creative thinking skills
- Teamwork and workplace etiquette
- Safe and sustainable work practices



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBXTW301	Work in a team	Core	35	6
ICTICT213	Use computer operating systems and hardware	Elective	60	10
ICTICT214	Operate application software packages	Elective	60	10
ICTSAS311	Maintain computer hardware (new version of ICTSAS303)	Elective	20	3
ICTSAS308	Run standard diagnostic tests	Elective	15	2
BSBCRT301	Develop and extend critical and creative thinking skills	Core	40	6
ICTWEB306	Develop web presence using social media	Elective	25	4
BSBXCS301	Protect own personal online profile from cyber security threats	Elective	25	4
ICTSAS305	Provide ICT advice to clients	Core	35	6
BSBXCS303	Securely manage personally identifiable information and workplace information	Core	35	6
ICTPRG302	Apply introductory programming techniques	Core	40	6
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	Core	45	7
TOTAL			435	70

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 70-week delivery period (over 2 years).



COURSE DURATION

2 Years

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

5 hrs

Homework

1 hrs



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools. These elective units can only be substituted/swapped with other elective units, but not added – i.e. the total number of units cannot be increased.

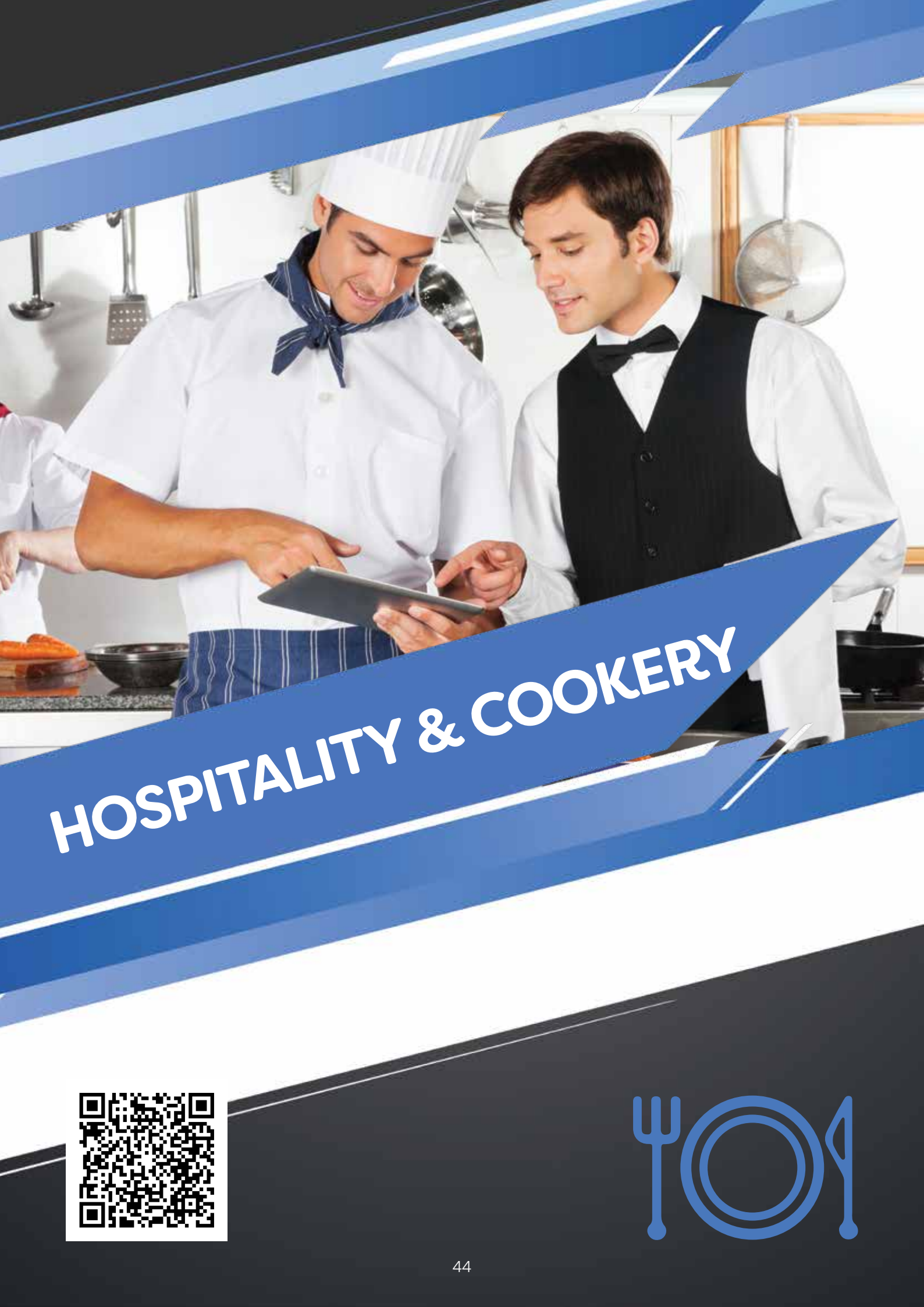
The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBXCS302	Identify and report online security threats	Elective	25
CUAANM301	Create 2D Digital Animation	Elective	60
ICTICT215	Operate digital media technology packages	Elective	40
ICTICT309	Create ICT user documentation	Elective	20
ICTSAS214	Protect devices from spam and destructive software	Elective	10
ICTSAS309	Maintain and repair equipment and software	Elective	25
ICTWEB304	Build simple web pages	Elective	50
ICTWEB305	Produce digital images for the web	Elective	30

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



HOSPITALITY & COOKERY



IVET's Hospitality and Cookery programs are designed to provide students with life-skills for a career in the Hospitality Industry, or to develop a well-rounded introduction to the workplace.

The program also helps students develop a range of transferable and life-skills, that can position them well, to secure part-time employment. Students will be a step ahead of the rest with workplace readiness and have an advantage when applying for jobs within the Hospitality sector around the world.

The Hospitality Industry is known for creative and fun spaces, collaboration, and teamwork.



Courses

SIT10222 – Certificate I in Hospitality

SIT20322 – Certificate II in Hospitality

SIT20421 – Certificate II in Cookery



Life Skills

Cookery skills

Communication

Food hygiene

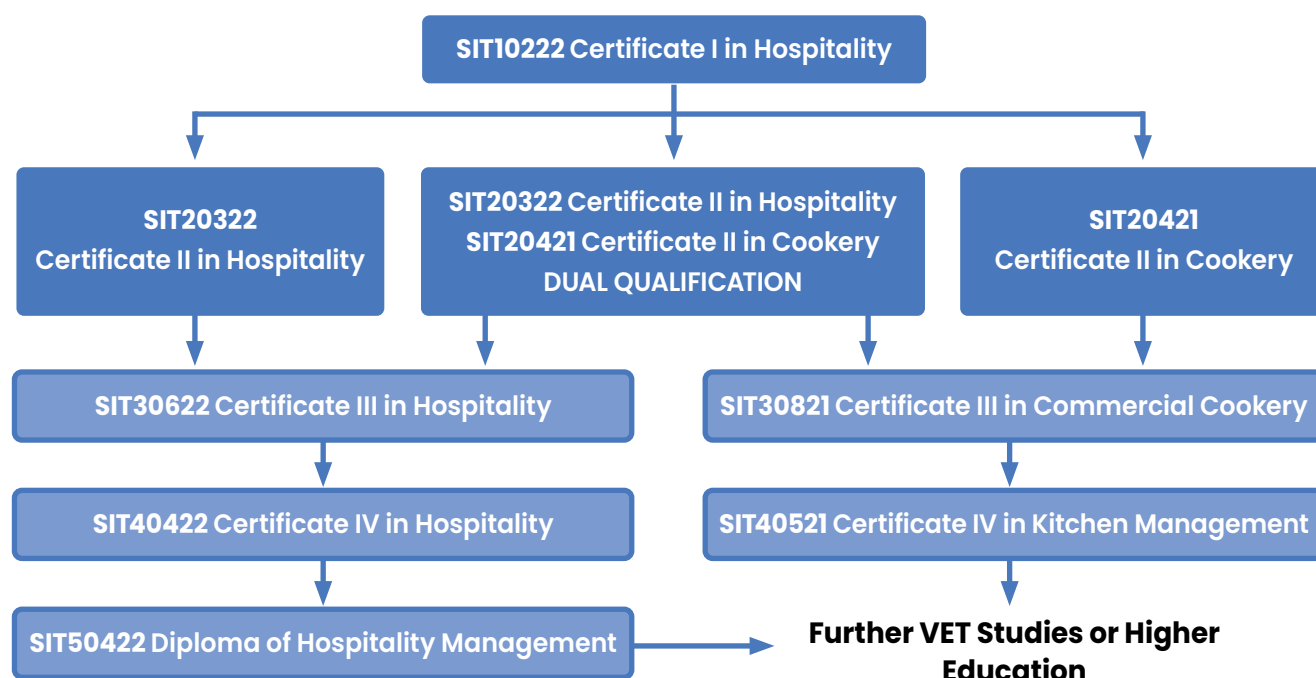
Working with diverse people

Teamwork and collaboration

Work health & safety



Pathways





Certificate I in Hospitality (SIT10222)

The Certificate I in Hospitality is the door opener into the world of hospitality, with settings ranging from restaurants through to coffee shops, hotels, clubs and pubs.

This qualification is for those performing duties that are under close supervision and are provided clear direction.



Learning Areas

- Working effectively with others
- Teamwork and communication
- Customer assistance
- Participating in safe work practices
- Hygienic practices
- Preparing simple dishes
- Cleanliness within the premises



Job Opportunities

- Bar work
- Food runner
- Glass runner
- Housekeeping assistant
- Kitchen steward
- Kitchenhand



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
SITXFSA005	Use hygienic practices for food safety	Group A	15	4
SITXWHS005	Participate in safe work practices	Core	15	4
BSBTWK201	Work effectively with others	Core	35	10
SITXCCS009	Provide customer information and assistance	Core	20	6
SITXINV006	Receive, store and maintain stock [‡]	Group B	20	6
BSBPEF202	Plan and apply time management	Group B	15	4
TOTAL			120	34

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.

[‡] SITXFSA005 is a prerequisite to this unit.

[§] Requires trainers to hold a Certificate II in Kitchen Operations.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

3 hrs

Independent Learning

1 hr



[^]Scheduled hours means timetabled class time and time allotted for independent learning only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective (Group B) units, but not added – i.e. the total number of units cannot be increased.

The Core units and Group A unit cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
SITHCCC023	Use food preparation equipment ^{‡§}	Group B	25
SITHCCC024	Prepare and present simple dishes ^{‡§}	Group B	20
SITHCCC025	Prepare and present sandwiches ^{‡§}	Group B	15
SITHKOP009	Clean kitchen premises and equipment ^{‡§}	Group B	10

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



Certificate II in Hospitality (SIT20322)

This qualification offers individuals general Hospitality knowledge and a range of food and beverage service skills.

The course is well-suited to students that enjoy practical learning. The course focuses on front of house Hospitality skills, such as barista skills, food hygiene, food advice, and financial transactions.



Learning Areas

- Hospitality skills
- Coffee making skills
- Work health & safety
- Hygienic practices for food safety
- How to interact with customers



Job Opportunities

- Bar attendant
- Cafe attendant
- Catering assistant
- Food & beverage attendant
- Front office assistant
- Customer service
- Sales



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
SITXFSA005	Use hygienic practices for food safety	Group A	15	2
SITXWHS005	Participate in safe work practices	Core	15	2
BSBTWK201	Work effectively with others	Core	35	3
SITXCCS011	Interact with customers	Core	20	2
SITXCOM007	Show social and cultural sensitivity	Core	20	2
SITXINV006	Receive, store and maintain stock [‡]	Group B	20	3
SITHIND007	Use hospitality skills effectively [#]	Core	30	3
SITHIND006	Source and use information on the hospitality industry	Core	15	2
SITHFAB024	Prepare and serve non-alcoholic beverages ^{#‡}	Group B	15	2
SITHFAB025	Prepare and serve espresso coffee ^{#‡}	Group B	40	5
SITXFIN007	Process financial transactions	Group B	35	4
SITHFAB036	Provide advice on food [#]	Import	40	5
TOTAL			300	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on an 35-week delivery period (across 4 terms).

[#] Requires trainers to have worked in industry for at least 3 years.

[‡] SITXFSA005 is a prerequisite to this unit.

[§] Requires trainers to hold a Certificate II in Kitchen Operations.

[¥] Requires trainers to hold a Certificate III in Commercial Cookery.

Note – some units can be delivered simultaneously.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

7 hrs

Independent Learning

2 hrs



[^]Scheduled hours means timetabled class time and time allotted for independent learning only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools. These Group B units can only be substituted/swapped with other Group B or imported units, but not added – i.e. the total number of units cannot be increased. The core units and Group A elective (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
SITHKOP009	Clean kitchen premises and equipment ^{‡§}	Group B	10
BSBCMM211	Apply communication skills	Group B	35
BSBSUS211	Participate in sustainable work practices	Group B	30
HLTAID011	Provide first aid	Group B	18
SITHCCC024	Prepare and present simple dishes ^{‡§}	Group B	20
SITHCCC025	Prepare and present sandwiches ^{‡§}	Group B	15
SITHCCC028	Prepare appetisers and salads ^{#‡¥}	Group B	30
SITHFAB027	Serve food and beverage ^{#‡}	Group B	140

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



Certificate II in Cookery

(SIT20421)

Students will develop a range of food preparation and cookery skills to prepare menu items.

The course emulates the role of a cook working in a kitchen, under the direct supervision of a chef and focuses on the back-of-house skills typically used in a restaurant or food outlet. Students will learn hygienic practices in food preparation and the skills to prepare and present simple dishes.



Learning Areas

- Work health and safety
- Hygiene practices
- Food preparation
- Basic cookery skills
- Teamwork



Job Opportunities

- Cook
- Catering assistant
- Sandwich hand



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
SITXFSA005	Use hygienic practices for food safety	Core	15	2
SITXWHS005	Participate in safe work practices	Core	15	2
SITHKOP009	Clean kitchen premises and equipment ^{‡§}	Core	10	1
SITHCCC023	Use food preparation equipment ^{‡§}	Core	25	3
SITHCCC024	Prepare and present simple dishes ^{‡§}	Group A	20	2
SITXINV006	Receive, store and maintain stock [‡]	Core	20	2
SITHCCC025	Prepare and present sandwiches ^{‡§}	Group A	15	2
SITXCOM007	Show social and cultural sensitivity [‡]	Group D	20	2
SITHCCC034	Work effectively in a commercial kitchen ^{#‡¥◇}	Core	55	5
SITHCCC027	Prepare dishes using basic methods of cookery ^{#‡¥}	Core	55	5
SITHCCC029	Prepare stocks, sauces and soups ^{#‡¥}	Group A	35	4
SITXCCS011	Interact with customers	Group D	20	1
SITHCCC028	Prepare appetisers and salads ^{#‡¥}	Group A	30	4
TOTAL			335	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on an 35-week delivery period (across 4 terms).

Requires trainers to have worked in industry for at least 3 years.

§ Requires trainers to hold a Certificate II in Kitchen Operations.

‡ SITXFSA005 is a prerequisite to this unit.

¥ Requires trainers to hold a Certificate III in Commercial Cookery.

◇ SITHCCC027 is a prerequisite to this unit.

Note – some units can be delivered simultaneously.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

7.5 hrs

Independent Learning

2 hrs



[^]Scheduled hours means timetabled class time and time allotted for independent learning only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools. These units can only be substituted/swapped with other Group A or D units, but not added – i.e. the total number of units cannot be increased. Group D units cannot exceed 2 in total.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes ^{#‡¥◇}	Group A	45
HLTAID011	Provide first aid	Group D	18

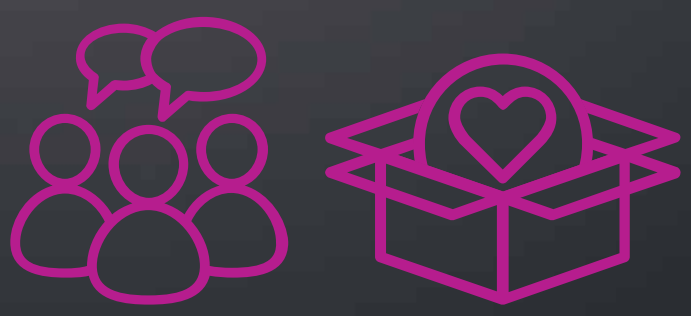
Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



COMMUNITY SERVICES



IVET offers comprehensive Community Services programs to provide students with a wide and varied insight into this sector. The broad approach complements the nature of the industry, as it is one of the largest in Australia and is predicted to grow.

In Community Services, students will gain valuable industry-specific practical exposure to various duties and tasks. This exposure will aid students in finding the areas of the industry they wish to explore further.

These programs will provide key foundation skills and knowledge critical to a range of jobs within community services, and students will be well-placed for future employment and further study.



Courses

CHC14015 – Certificate I in Active Volunteering

CHC24015 – Certificate II in Active Volunteering

CHC22015 – Certificate II in Community Services



Life Skills

Organisation

Communication

Basic emergency life support

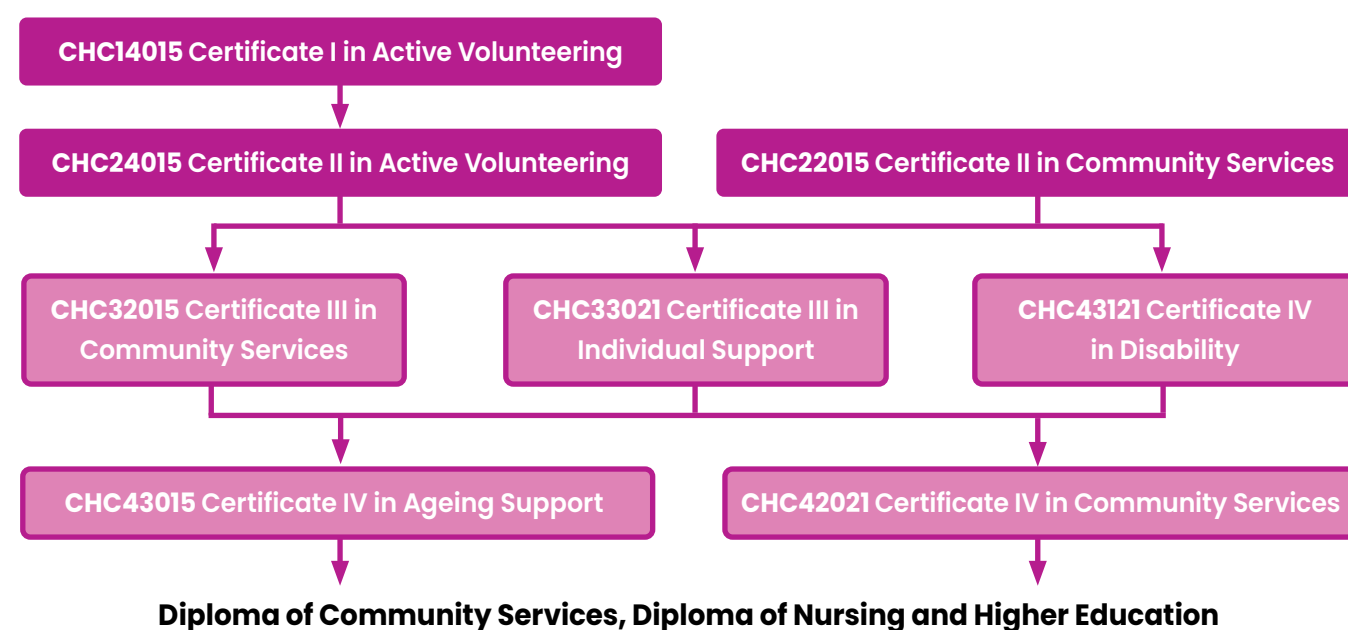
Working with diverse people

Teamwork and collaboration

Work health & safety



Pathways





Certificate I in Active Volunteering (CHC14015)

This certificate allows students and schools an introduction into Volunteering, understanding the foundation skills required to effectively undertake volunteer work, and the role of a volunteer worker. This qualification may be used as a pathway to enter the workforce.

To achieve this qualification, the student must complete a minimum of 20 hours of volunteer work as detailed in the Assessment Requirements of units of competency.



Learning Areas

- Teamwork
- Working with diverse others
- Communication
- Engaging respectfully
- Workplace tasks
- Workplace health and safety



Job Opportunities

- Community and Personal Service workers
- Community volunteer



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
HLTWHS001	Participate in workplace health and safety	Core	30	7
BSBCMM201	Communicate in the workplace	Elective	30	7
CHCDIV001	Work with diverse people	Core	30	7
CHCVOL001	Be an effective volunteer*	Core	20	4
CHCCOM005	Communicate and work in health or community services	Elective	50	11
TOTAL			160	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.

*The CHCVOL001 unit requires students to complete 20 hours of volunteer work (which is incorporated into the assessment).



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled^)

In-class

3.5 hrs

Homework

1 hr



^Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective or imported units, but not added – i.e. the total number of units cannot be increased.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
HLTFSE001	Follow basic food safety practices	Elective	25
HLTAID010	Provide basic emergency life support	Elective	10

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



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.



Learning Areas

- Working with others
- Communication in the workplace
- Volunteering
- Work health and safety
- Workplace information
- Diversity in the workplace



Job Opportunities

- Community and Personal Service worker
- Community volunteer

Can progress to a career as an:

- Outreach Worker
- Community Corrections Officer
- Community Development Worker



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
HLTWHS001	Participate in workplace health and safety	Core	30	4
BSBCMM201	Communicate in the workplace	Core	30	4
CHCDIV001	Work with diverse people	Core	30	4
CHCVOL001	Be an effective volunteer*	Core	20	3
CHCCOM001	Provide first point of contact	Elective	30	4
CHCCOM005	Communicate and work in health or community services	Elective	50	8
CHCCDE019	Work within a community development framework	Import	50	8
TOTAL			240	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.

*The CHCVOL001 unit requires students to complete 20 hours of volunteer work (which is incorporated into the assessment).



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled^)

In-class

5.5 hrs

Homework

1.5 hrs



^Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective or imported units, but not added – i.e. the total number of units cannot be increased.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
FSKLRG09	Use strategies to respond to routine workplace problems	Elective	15
FSKOCM07	Interact effectively with others at work	Elective	10
FSKRDG10	Read and respond to routine workplace information	Elective	15
FSKWTG09	Write routine workplace texts	Elective	15
HLTAID010	Provide basic emergency life support	Elective	10

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



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 in the community services sector and is the perfect building block for developing a sound educational base specific to the fastest growing sector in Australia.



Learning Areas

- Working with diverse people
- Communication in the workplace
- Work health and safety
- Providing initial advice to clients, patients, or customers
- Teamwork



Job Opportunities

- Assistant community services worker
- Assistant childcare worker
- Assistant disability worker
- Elderly assistant
- Care service employee
- Customer service staff
- Social work roles
- Youth services roles



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBWOR202	Organise and complete daily work activities	Core	15	3
FSKOCM07	Interact effectively with others at work	Elective	10	2
CHCDIV001	Work with diverse people	Core	30	4
FSKLRG09	Use strategies to respond to routine workplace problems	Elective	15	2
HLTAID011	Provide first aid	Import	18	3
HLTWHS001	Participate in workplace health and safety	Core	30	4
CHCCOM005	Communicate and work in health or community services	Core	50	7
CHCCOM001	Provide first point of contact	Core	30	4
BSBWOR201	Manage personal stress in the workplace	Elective	40	6
TOTAL			238	35

All units are shown in IVET's standard (suggested) sequence of delivery.
The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

5 hrs

Homework

1.5 hrs



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools.

These elective units can only be substituted/swapped with other elective or imported units, but not added – i.e. the total number of units cannot be increased.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
CHCVOL001	Be an effective volunteer*	Elective	20
FSKLRG11	Use routine strategies for work-related learning	Elective	10
FSKRDG10	Read and respond to routine workplace information	Elective	15
FSKWTG09	Write routine workplace texts	Elective	15

*The CHCVOL001 unit requires students to complete 20 hours of volunteer work (which is incorporated into the assessment).

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



DUAL QUALIFICATION

Certificate II in Community Services (CHC22015) Certificate II in Health Support Services (HLT23221)

This dual qualification reflects the role of workers who provide support for the effective functioning of health services and develop skills and knowledge to undertake community services work. The combination of Health and Community Services allows students to move into a range of areas such as childcare, the elderly and the disability sector. Collaboration with others in a team environment, performing various tasks and complete routines, is also what to expect from completing this qualification.



Learning Areas

- Working with diverse people
- Communication in the workplace
- Work health and safety
- Providing initial advice to clients, patients, or customers
- Infection prevention and control policies and procedures
- Problem solving



Job Opportunities

- Assistant community services worker
- Assistant childcare or disability worker
- Elderly assistant
- Care service employee
- Social work and youth services roles
- Patient Services Assistant

Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBWOR202	Organise and complete daily work activities	Core	15	2
CHCDIV001	Work with diverse people	Core	30	4
FSKLRG09	Use strategies to respond to routine workplace problems	Elective	15	2
HLTAID011	Provide first aid	Import	18	3
HLTWHS001	Participate in workplace health and safety	Core	30	5
CHCCOM005	Communicate and work in health or community services	Core	50	7
CHCCOM001	Provide first point of contact	Core	30	4
CHCCCS010	Maintain a high standard of service	Import	30	4
HLTINF006	Apply basic principles and practices of infection prevention and control #	Elective	30	4
TOTAL			248	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.

#The HLTINF006 unit requires some skills to be demonstrated in a real workplace setting (which is incorporated into the assessment).



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

5.5 hrs

Homework

1.5 hrs



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

This page outlines the structure of the second year of the program (Certificate II in Health Support Services), including the credit transfer arrangements.

CREDIT TRANSFERS FROM THE CERTIFICATE II IN COMMUNITY SERVICES		TYPE	NOMINAL HOURS	WEEKS DELIVERY
CHCCOM005	Communicate and work in health or community services	Core	N/A	
CHCDIV001	Work with diverse people	Core		
HLTINF006	Apply basic principles and practices of infection prevention and control #	Core		
HLTWHS001	Participate in workplace health and safety	Core		
BSBPEF202	Plan and apply time management	Elective C		
CHCCCS010	Maintain a high standard of service	Elective		
MINIMUM UNITS TO BE DELIVERED*				
BSBOPS101	Use business resources	Elective C	20	3
BSBTEC201	Use business software applications	Elective C	55	8
BSBINS201	Process and maintain workplace information	Elective C	20	3
BSBOPS203	Deliver a service to customers	Elective C	40	7
BSBMED303	Maintain patient records	Elective C	40	7
BSBMED301	Interpret and apply medical terminology appropriately	Elective C	40	7
TOTAL			215	35

All units are shown in IVET's standard (suggested) sequence of delivery.
The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

5 hrs

Homework

1 hr



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways - this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

See the previous page for the structure of the first year of the program (Certificate II in Community Services).



*Schools may elect to receive fewer credit transfers from the Certificate II in Community Services and include more units for delivery from the Certificate II in Health Support Services.

The inclusion of additional units for delivery will alter the required weekly time commitment and the requisite weeks delivery for every unit of competency. Completion of the IVET Course Planning Tool is necessary to recalculate these critical provisions.





HEALTH SERVICES



IVET offers Health programs that are broad in nature to provide students a wide and varied insight into this sector.

These programs will provide key foundation skills and knowledge that are critical to a range of jobs in the healthcare industry. Students will be well-placed for future employment and further study as this is one of Australia's largest industries that is predicted with continuous growth and in demand for work readiness skills.

In Health Services, students will gain valuable industry specific practical exposure to a range of duties and tasks. This exposure will aid students in identifying areas they are passionate about and to continue their journey within Health Services.



Courses

HLT23221 – Certificate II in Health Support Services

HLT33021 – Certificate III in Allied Health Assistance

HLT33115 – Certificate III in Health Services Assistance



Life Skills

Organisation

Communication

Basic emergency life support

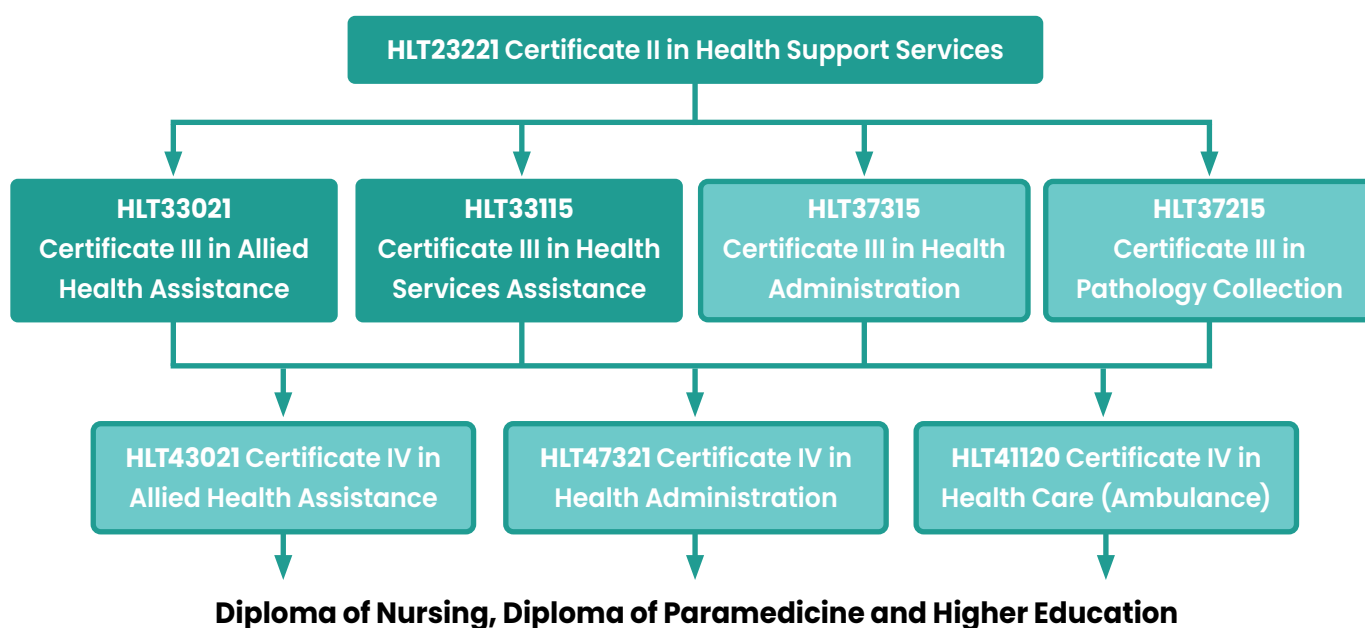
Working with diverse people

Teamwork and collaboration

Work health & safety



Pathways





Certificate II in Health Support Services (HLT23221)

This qualification is designed to prepare workers to provide support for the effective functioning of health services. Individuals at this level are typically required to complete tasks under supervision, which involve known schedules and techniques. Additionally, they may be responsible for completing routine and variable tasks in collaboration with others in a team environment.

Workers with this qualification are expected to contribute to the provision of high-quality healthcare services, and are often employed in hospitals, medical clinics, and other healthcare settings. The tasks they complete may include maintaining patient records, using administration software and technology to process information, and applying infection control measures in daily work.

The role of these workers is vital to the smooth operation of healthcare facilities, and their contributions help to ensure that patients receive the care and attention they need. As such, individuals in this field are expected to possess strong teamwork skills, excellent communication abilities, and a commitment to maintaining the highest standards of patient care.



Learning Areas

- Teamwork
- Working with diverse others
- Communication
- Infection prevention and control policies and procedures
- Problem solving
- Workplace health and safety



Job Opportunities

- Hospital Attendant
- Patient Services Assistant
- Ward Assistant
- Hospital Orderly
- Health Administrative Worker



Course Structure – 2024

	UNITS – YEAR 1	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBPEF202	Plan and apply time management	Elective C	15	3
HLTWHS001	Participate in workplace health and safety	Core	30	6
BSBOPS101	Use business resources	Elective C	20	4
BSBTEC201	Use business software applications	Elective C	55	8
HLTAID011	Provide first aid	Import	18	3
BSBINS201	Process and maintain workplace information	Elective C	20	4
BSBMED303	Maintain patient records	Elective C	40	7
UNITS – YEAR 2				
CHCCOM005	Communicate and work in health or community services	Core	50	9
CHCDIV001	Work with diverse people	Core	30	6
BSBOPS203	Deliver a service to customers	Elective C	40	7
BSBMED301	Interpret and apply medical terminology appropriately	Elective C	40	7
HLTINF006	Apply basic principles and practices of infection prevention and control [#]	Core	30	6
TOTAL			388	70

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 70-week delivery period (over 2 years).

[#]The HLTINF006 unit requires some skills to be demonstrated in a real workplace setting (which is incorporated into the assessment).



COURSE DURATION

2 Years

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

4 hrs

Homework

1 hr



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools. These elective units can only be substituted/swapped with other electives or the imported unit, but not added – i.e. the total number of units cannot be increased.

Substituting Elective C units with general electives from this list does not affect the qualification outcome, however, means the Health Administration specialisation will not be achieved (all Elective C units are required for this specialisation).

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
CHCCCS012	Prepare and maintain beds NEW	Elective	10
CHCCCS026	Transport individuals NEW	Elective	10
HLTHSS009	Perform general cleaning tasks in a clinical setting NEW	Elective	10
CHCCCS010	Maintain a high standard of service	Elective	30
HLTFSE001	Follow basic food safety practices	Elective	25
CHCCCS020	Respond effectively to behaviours of concern	Elective	15

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



Certificate III in Allied Health Assistance (HLT33021)

This qualification is designed for those seeking to become Allied Health Assistants in the aged care, disability, and other health sectors. The program prepares new workers to provide assistance to Allied Health Professionals (AHP) under their supervision and delegation, which may take the form of direct, indirect, or remote supervision.

To successfully complete the qualification, candidates must fulfil a practical requirement of at least 120 hours of clinical placement, as outlined in the Assessment Requirements of the relevant units of competency. At least 60% of this work must be carried out in an allied health workplace. The remaining 40% may be carried out in a simulated environment if an allied health workplace is unavailable. The clinical placement provides valuable hands-on experience in a clinical setting, enabling students to develop the skills and knowledge necessary to become effective Allied Health Assistants.

Upon completion of the program, students will have the foundational knowledge and practical experience to pursue a career as an Allied Health Assistant. They will be equipped with the skills to support Allied Health Professionals in delivering high-quality care to patients in a range of community and healthcare settings.

IVET has developed a simulated online clinic to enhance learning outcomes for students pursuing a career in health. The simulated online clinic workplace, referred to as the 'IVET Super Clinic', is purpose-built to provide students with access to typical workplace documents for reference.

Throughout the learning process, the IVET Super Clinic is an integral part of both the learning and assessment processes. Students will have the opportunity to practice and apply the skills they have acquired in a simulated workplace, enabling them to gain confidence and proficiency before entering a real workplace.



Learning Areas


- Personal organisation
- Workplace health & safety
- Workplace information and technology
- Working and communicating with health professionals
- Working with diversity
- Client service
- Managing behaviours of concern
- Infection prevention and control
- Assisting with movement
- Medical terminology
- Healthy body systems



Job Opportunities

- Therapy Assistant/Aide
- Allied Health Assistant
- Speech Pathology Assistant
- Physiotherapy Assistant
- Podiatry Assistant

Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
HLTWHS001	Participate in workplace health and safety	Core	30	4
CHCCOM005	Communicate and work in health or community services	Core	50	7
CHCDIV001	Work with diverse people	Core	30	4
HLTAID011	Provide first aid	Elective	18	3
CHCCCS020	Respond effectively to behaviours of concern	Elective	15	3
CHCCCS009	Facilitate responsible behaviour	Import	35	5
HLTINF006	Apply basic principles and practices of infection prevention and control #	Core	50	7
CHCCCS002	Assist with movement	Elective	20	3
HLTAHA027	Assist with an allied health program **	Core	80	12
HLTAHA049	Recognise impact of health conditions	Core	90	13
HLTAAP001	Recognise healthy body systems	Elective	20	3
BSBMED301	Interpret and apply medical terminology appropriately	Core	40	6
TOTAL			478	70



Assessors of this program must be a registered Allied Health Professional or hold the Certificate IV in Allied Health Assistance and have a minimum of three years of professional experience in allied health services.

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 70-week delivery period (over 2 years).

** The HLTAHA027 requires students to perform the activities outlined in the performance criteria of the unit during a period of at least 120 hours of placement, with a minimum of 72 of those being in an allied health workplace.

The HLTINF006 unit requires some skills to be demonstrated in a real workplace setting (which is incorporated into the assessment).



COURSE DURATION

2 Years

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

5.5 hrs

Homework

1.5 hrs




[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools. These elective units can only be substituted/swapped with other elective units, but not added – i.e. the total number of units cannot be increased.

The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
HLTFSE001	Follow basic food safety practices	Elective	25

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



Certificate III in Health Services Assistance (HLT33115)

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 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.

Note: Completion of assessment will require a structured school excursion to a clinical facility, or individual work placement in a clinical environment.



Learning Areas

- Australian health care system
- Interpreting and applying medical terminology
- Healthy body systems
- Assisting with movement
- Communicating with clients
- Infection prevention and control



Job Opportunities

- Nursing Assistant
- Ward Assistant and Orderly
- Health professional assistants, such as Medical Receptionists and Dental Assistants
- Allied Health Roles



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBWOR301	Organise personal work priorities and development	Core	30	3
HLTWHS001	Participate in workplace health and safety	Core	30	3
CHCCOM005	Communicate and work in health or community services	Core	50	5
CHCDIV001	Work with diverse people	Core	30	3
CHCCCS010	Maintain a high standard of service	Elective	30	3
CHCCCS020	Respond effectively to behaviours of concern	Elective B	15	2
HLTAID011	Provide first aid	Elective	18	2
BSBTEC201	Use business software applications	Import	55	6
BSBINS302	Organise workplace information	Import	20	2
HLTINF006	Apply basic principles and practices of infection prevention and control [#]	Core	30	3
CHCCCS002	Assist with movement	Elective B	20	2
CHCPRP005	Engage with health professionals and the health system	Elective	30	8
CHCCCS009	Facilitate responsible behaviour	Elective	35	10
HLTAAP001	Recognise healthy body systems	Core	20	6
BSBMED301	Interpret and apply medical terminology appropriately	Core	40	11
TOTAL			453	70

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 70-week delivery period (over 2 years)

[#]The HLTINF006 unit requires some skills to be demonstrated in a real workplace setting (which is incorporated into the assessment).



COURSE DURATION

2 Years

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

5 hrs

Homework

1.5 hrs



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools. These elective units can only be substituted/swapped with other elective units, but not added – i.e. the total number of units cannot be increased. The core units (see above) cannot be substituted and must be retained. Additionally, the imported unit below can only be substituted with other imported units.

	UNITS	TYPE	NOMINAL HOURS
CHCCCS012	Prepare and maintain beds NEW	Elective	10
CHCCCS026	Transport individuals NEW	Elective	10
HLTAIN001	Assist with nursing care in an acute care environment [‡] NEW	Elective	80
HLTAIN002	Provide non-client contact support in an acute care environment [‡] NEW	Elective	25
HLTHSS003	Perform general cleaning tasks in a clinical setting NEW	Elective	30
HLTFSE001	Follow basic food safety practices	Elective	25
HLTHPS001	Take clinical measurements	Import	50

[‡]These units require some skills to be demonstrated in a real workplace setting. The Assessor must be a registered nurse with current registration with the Australian Health Practitioner Regulatory Authority (AHPRA).

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



CREATIVE INDUSTRIES & GENERAL PATHWAYS



IVET recognises the importance of assisting schools to retain students and avoid students leaving school without an employment or further education pathway.

Equally IVET understands the difficulties faced by schools retaining students who are not engaged and as a result do not further their learning or advance their future employment and career prospects.

IVET has developed a range of programs designed to:

- Provide engaging and entertaining learning for students
- Offer foundation skills such as numeracy and literacy in a non-confronting way
- Provide students with skills and qualifications. For example, a First Aid certificate that can improve their future employment chances
- Ensure they are not learning for learning's sake and are genuinely growing their skill and knowledge base.



Courses

FSK20119 – Certificate II in Skills for Work and Vocational Pathways

CUA20220 – Certificate II in Creative Industries

22523VIC – Certificate I in Employment Pathways



Life Skills

Digital technologies

Career planning

Workplace Health and Safety

Multimedia

Communication

Critical thinking

Personal management

Self-awareness

Problem solving





Certificate II in Creative Industries (CUA20220)

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.

The school may link the program to an event like a school production.

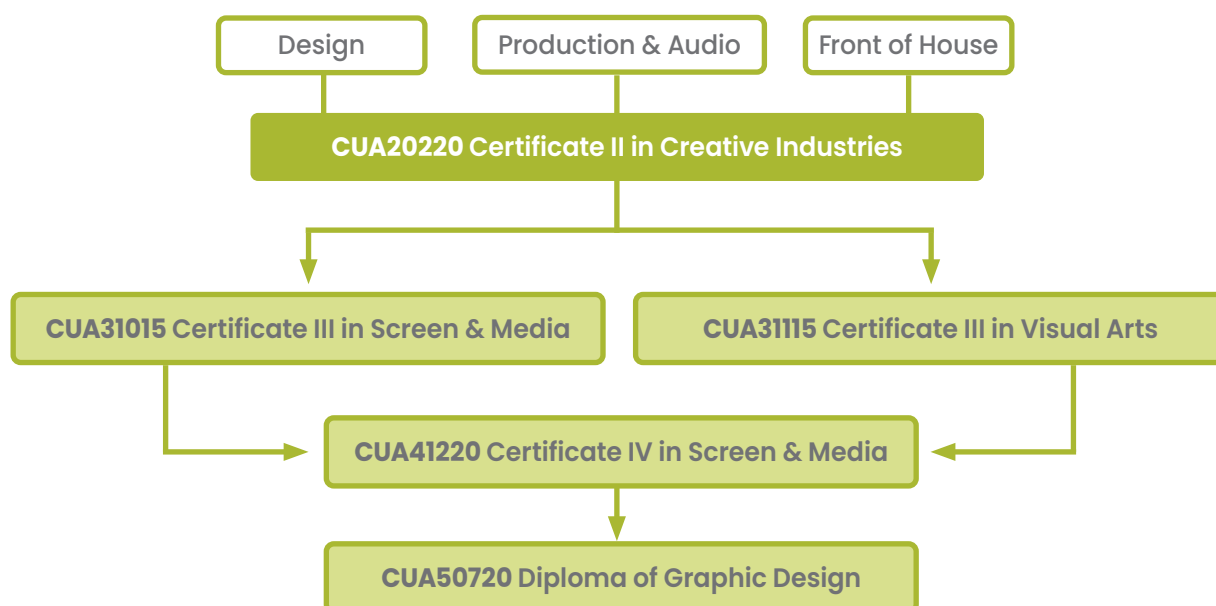


Learning Areas

- Working with others
- Communication
- Critical thinking
- Social & cultural sensitivity
- Personal management & self-awareness
- Multimedia skills



Pathways



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBPEF101	Plan and prepare for work readiness	Elective	20	2
BSBCRT201	Develop and apply thinking and problem-solving skills	Elective	25	3
CUAIND211	Develop and apply creative arts industry knowledge	Core	20	2
CUAWHS312	Apply work health and safety practices	Core	20	2
BSBTWK201	Work effectively with others	Core	35	4
CUADES201	Follow a design process	Elective	40	4
BSBCRT311	Apply critical thinking skills in a team environment	Elective	45	5
ICTWEB201	Use social media tools for collaboration and engagement	Elective	20	2
CUAACD201	Develop drawing skills to communicate ideas	Elective	70	7
BSBSTR301	Contribute to continuous improvement	Elective	35	4
TOTAL			330	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled^a)

In-class

7.5 hrs

Homework

2 hrs



^aScheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging that are available for selection by schools. These elective units can only be substituted/swapped with other elective units, but not added – i.e. the total number of units cannot be increased. The core units (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBCMM211	Apply communication skills	Elective	35
BSBPEF202	Plan and apply time management	Elective	15
BSBTEC201	Use business software applications	Elective	55
CUAFOH211	Undertake routine front of house duties	Elective	50
CUAFOH212	Usher patrons	Elective	50
CUASOU211	Develop basic audio skills and knowledge	Elective	35
CUASOU212	Perform basic sound editing	Elective	25
CUASOU213	Assist with sound recordings	Elective	30
CUADIG211	Maintain interactive content	Elective	30
ICTICT215	Operate digital media technology packages	Elective	40
BSBSUS211	Participate in sustainable work practices	Elective	30
BSBTWK301	Use inclusive work practices	Elective	35
CHCDIV001	Work with diverse people	Elective	30

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



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

This program is designed to provide students a range of literacy, numeracy, and general employment skills.

The learning is designed to connect with industry and the workplace to best assist students in understanding the context for learning.

IVET seeks to help students understand 'why' the skills are important and 'how' the skills and learning will help the student in their future.

IVET finds application of the skills required in a basic workplace context can help remove the fear or trepidation associated with numeracy & literacy when students are behind their peers in terms of skill development. Projects are designed to focus on work and workplace outcomes to remove the spotlight from the numeracy or literacy component.



Learning Areas

- Literacy skills to write workplace forms and information
- Digital technologies to communicate in a work environment
- Numeracy skills to perform calculations in the workplace
- Planning and preparing for work readiness



Outcomes

- Respond to workplace information
- Strategies for work related learning
- Identify job opportunities
- Strategies for career planning



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
BSBPEF101	Plan and prepare for work readiness	Import	20	3
FSKLRG010	Use routine strategies for career planning	Elective B	10	2
FSKRDG010	Read and respond to routine workplace information	Elective B	15	2
FSKWTG009	Write routine workplace texts	Elective B	15	2
FSKDIG003	Use digital technology for non-routine workplace tasks	Elective B	15	2
FSKOCM007	Interact effectively with others at work	Elective B	10	2
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work	Elective A	10	2
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work	Elective A	15	2
FSKLRG009	Use strategies to respond to routine workplace problems	Elective B	15	2
BSBWHS211	Contribute to the health and safety of self and others	Import	15	2
FSKLRG007	Use strategies to identify job opportunities	Import	10	2
FSKLRG011	Use routine strategies for work-related learning	Core	10	2
BSBTEC201	Use business software applications	Import	55	7
BSBTEC202	Use digital technologies to communicate in a work environment	Import	20	3
TOTAL			235	35

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

5.5 hrs

Homework

1.5 hrs



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining imported electives that are available for selection by schools.

These imported units can only be substituted/swapped with other elective or imported units, but not added – i.e. the total number of units cannot be increased.



Important – The core unit, and at least 1 Elective A, 5 Elective B, and 3 BSB units must be retained.

	UNITS	TYPE	NOMINAL HOURS
FSKRDG001	Recognise extremely short and simple workplace signs and symbols	Import	10
FSKWTG001	Complete personal details on extremely simple and short workplace forms	Import	10
FSKLRG006	Participate in work placement	Import	10
BSBCMM211	Apply communication skills	Import	35
HLTAID011	Provide first aid	Import	18

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.



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.



Learning Areas

- Personal effectiveness
- Interacting with others in a professional environment
- Health and safety in the workplace
- Employment readiness and career options



Outcomes

- Time management skills
- Prepared for employment
- Strategies to identify job opportunities
- An action plan for career planning



Course Structure – 2024

	UNITS	TYPE	NOMINAL HOURS	WEEKS DELIVERY
VU22786	Develop personal effectiveness	Core	30	7
FSKOCM007	Interact effectively with others at work	Import	10	3
FSKWTG009	Write routine workplace texts	Import	15	4
FSKLRG007	Use strategies to identify job opportunities	Import	10	3
VU22788	Develop an action plan for career planning	Core	30	7
VU22787	Prepare for employment	Core	30	7
BSBWHS201	Contribute to health and safety of self and others	WHS	15	4
TOTAL			140	35

**This accredited course cannot contribute towards WACE.

All units are shown in IVET's standard (suggested) sequence of delivery.

The weeks delivery per unit is based on a 35-week delivery period.



COURSE DURATION

1 Year

REQUIRED WEEKLY TIME COMMITMENT (Scheduled[^])

In-class

4 hrs

Homework

0.5 hrs



[^]Scheduled hours means timetabled class time and time allotted for homework only. Further contributions to students' overall learning occur in a variety of ways – this will be documented in the course's Master Training & Assessment Strategy. In the event of customisation of this program (elective unit substitutions), the required amount of training will be re-calculated and documented in the form of a customised delivery schedule and as an appendix to the Master Training & Assessment Strategy.

Permissible Substitutes

The units below are the remaining electives from within the qualification's packaging or popular imported electives that are available for selection by schools.

These elective units can only be substituted/swapped with other elective or imported units, but not added – i.e. the total number of units cannot be increased. Additionally, the FSK unit* below can only be swapped with other FSK units (imported electives).

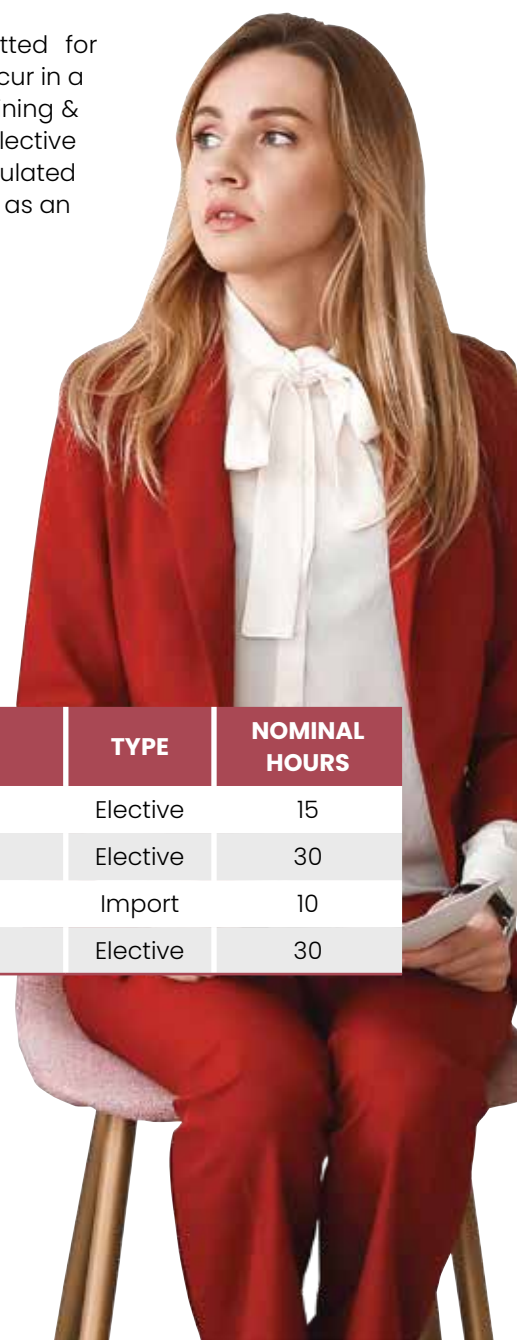
The core units and WHS unit (see above) cannot be substituted and must be retained.

	UNITS	TYPE	NOMINAL HOURS
BSBWOR202	Organise and complete daily work activities	Elective	15
BSBCMM201	Communicate in the workplace	Elective	30
FSKLRG006	Participate in work placement*	Import	10
BSBWOR204	Use business technology	Elective	30

Further units may be available to import from other qualifications or training packages. In the event that your school has a specific need for a unit not listed above, please consult your School Relationship Officer.



Important – As the student resource is printed as a standardised course book, the unit-based resource for any substitute units will only be available in soft copy for the school/students to self-print.





Other available
SHORT COURSES

FOOD HANDLER'S CERTIFICATE



SITXFSA005 Use hygienic practices for food safety

SITXFSA005 can be taken as a stand-alone course to meet the Australia-wide recommendation that all food handlers are trained in food safety.

A Food Handler is anyone who handles food, including fast food cooks, food and beverage attendants, baristas, supermarket workers, kitchen hands, delivery drivers, chefs, bar attendants and carers.

Food safety training teaches students the safest way to handle, prepare and serve food, enabling them to comply with the relevant food safety laws and regulations.



RECOMMENDED FOR:

- Students seeking basic skills to enter part-time employment
- Students preparing for a gap year
- Students of a discipline other than Hospitality

Students learn about correct food handling techniques, food storage temperatures, personal hygiene, and cleaning food preparation areas. Students gain the skills and knowledge that will help ensure they serve food that is free of hazards and is safe for customers to consume.



Students and Trainers will have access to online resources for delivery and assessment



COMPLETION:

- Students who successfully complete all set assessment tasks will gain a Nationally Recognised Statement of Attainment for the unit of competency:
 - **SITXFSA005 Use hygienic practices for food safety**
- Certificates can be downloaded from the portal.



COST:

Please refer to the 2024 pricing schedule, available through your School Relationship Officer.

An administration fee applies to trainers currently not registered to deliver this unit with IVET.



FOR FURTHER INFORMATION:

Call today on **1300 004 838**



READY FOR WORK COURSE



SITXFSA005 Use hygienic practices for food safety SITXWHS005 Participate in safe work practices

This program responds to the demand from employers in the service industry for skill sets that prepare young adults for work.

SITXWHS005 incorporates the requirement for all employees under state and territory WHS legislation to participate in the management of their own health and safety, that of their colleagues and anyone else in the workplace. All personnel at all levels use these skills in the workplace during the course of their daily activities.

SITXFSA005 meets the Australia-wide recommendation, that all food handlers are trained in food safety. A Food Handler is anyone who handles food, including: fast food cooks, food and beverage attendants, baristas, supermarket workers, kitchen hands, delivery drivers, chefs, bar attendants and carers.

Food safety training teaches students; the safest way to handle, prepare and serve food, enabling them to comply with the relevant food safety laws and regulations and serve food that is free of hazards and is safe for customers to consume.



RECOMMENDED FOR:

- Students in Year 9 or 10, prior to commencing work placement
- Students seeking basic skills to enter part time employment
- Students preparing for a gap year

Students learn about correct food handling techniques, food storage temperatures, personal hygiene, safe work practices, potential hazards, and emergency situations. Students gain the skills and knowledge that will help ensure they have an understanding of health, safety, and security procedures to allow them to work safely and to gain the confidence to call out unsafe work practices.



Students and Trainers will have access to online resources for delivery and assessment



COMPLETION:

- Students who successfully complete all set assessment tasks will gain a Nationally Recognised Statement of Attainment for the following units of competency:
 - SITXFSA005 Use hygienic practices for food safety
 - SITXWHS005 Participate in safe work practices
- Certificates can be downloaded from the portal.



COST:

Please refer to the 2024 pricing schedule, available through your School Relationship Officer.

An administration fee applies to trainers currently not registered to deliver these units with IVET.



FOR FURTHER INFORMATION:

Call today on **1300 004 838**



BARISTA COURSE



SITXFSA005 Use hygienic practices for food safety

SITHFAB025 Prepare and serve espresso coffee

This course is essential for anyone who wishes to make a start in the espresso coffee industry.

Barista training teaches students practical coffee making skills, how to prepare and recognise quality espresso extraction and texture milk consistently, and how to safely operate, clean, and maintain an espresso machine and grinder.

Food safety training teaches students the safest way to handle, prepare and serve food, enabling them to comply with the relevant food safety laws and regulations.



RECOMMENDED FOR:

- Students seeking basic skills to enter part-time employment
- Students preparing for a gap year
- Students of a discipline other than Hospitality

Students learn how to make a range of espresso menu items, about correct food handling techniques, food storage temperatures, personal hygiene, and correct cleaning of food preparation areas.

Students gain the skills and knowledge that will help ensure they serve food and beverages that are free of hazards and safe for customers to consume.



Students and Trainers will have access to online resources for delivery and assessment



COMPLETION:

- Students who successfully complete all set assessment tasks will gain a Nationally Recognised Statement of Attainment for these units of competency:
- **SITXFSA005 Use hygienic practices for food safety** (prerequisite)
- **SITHFAB025 Prepare and serve espresso coffee**
- Certificates can be downloaded from the portal.



COST:

Please refer to the 2024 pricing schedule, available through your School Relationship Officer.

An administration fee applies to trainers currently not registered to deliver the unit SITXFSA005 with IVET.

It is a requirement of the unit SITHFAB025 that assessors have 3 years industry experience and that facilities contain the required equipment.



FOR FURTHER INFORMATION:

Call today on **1300 004 838**



RESPONSIBLE SERVICE OF ALCOHOL COURSE



SITHFAB021 Responsible service of alcohol



SITHFAB021 can be taken as a stand-alone course.

RSA training is mandatory for staff selling, offering, or serving liquor for general, on-premises, late night, and packaged liquor licences.

It is a mandatory requirement that anyone working within a licensed alcohol-serving venue in Western Australia has completed a SITHFAB021 Responsible Service of Alcohol Certificate (Statement of Attainment).

RECOMMENDED FOR:

- People working in a licensed venue where alcohol is sold or served, including all types of hospitality, tourism, and events venues, packaged liquor outlets, wineries, breweries, and distilleries.
- Students seeking basic skills to enter part time employment or preparing for a gap year.
- To complete an RSA training course, students have to be at least 15 years old but must wait until they turn 18 to use it.

Students learn to responsibly sell and serve alcohol, how to recognise and professionally deal with intoxicated customers and underage people, duty of care and how to create safe and social atmospheres at licensed venues, as well as an understanding of the different liquor licensing requirements across Australian States and Territories.



Students and Trainers will have access to online resources for delivery and assessment



COMPLETION:

- Students gain a Nationally Recognised Statement of Attainment for the unit of competency:
 - **SITHFAB021 Responsible service of alcohol.** (this does not expire once obtained, although the unit code may change).
- Certificates can be downloaded from the portal.
- Valid for work in: WA, QLD, SA, NT, ACT, TAS



COST:

Please refer to the 2024 pricing schedule, available through your School Relationship Officer.

An administration fee applies to trainers currently not registered to deliver this unit with IVET.

It is a requirement of the unit SITHFAB021 that Assessors have worked in industry for at least three years where they have applied the skills and knowledge of this unit of competency.



FOR FURTHER INFORMATION:

Call today on **1300 004 838**



VET SET OF SKILLS

Schools have the ability to select a set of units tailored to a specific skill set or to suit a particular cohort. Students participate in units aligned to a specific area gaining a deeper understanding of a qualification. This assists them in making an informed decision when choosing a VET in School course or continuing with further studies in the future. Students will receive a statement of attainment for successfully completed units.



Introduction to Hospitality

This course gives students the opportunity to be exposed to front-of-house duties, whilst learning the tricks of the Hospitality Industry. Working with fellow staff members, interacting with customers, and learning the strategies to communicate appropriately and respectfully, both face to face and digitally, will enhance students work-ready skills across all service industries.



Introduction to Café Service

This program provides students with the foundation skills for working in busy cafés or food outlets. Covering coffee service and preparing simple food items, this course gives students 'hands on' exposure to the Hospitality Industry.



Food Focus

Students learn about correct food handling techniques, food storage temperatures, personal hygiene, and cleaning food preparation areas. Students gain the skills and knowledge that will help ensure they serve food that is free of hazards and is safe for customers to consume.



Introduction to Community Services

With this set-of-skills program, students learn the basics of community services, a lifelong skill! Covering effective volunteering, workplace health and safety plus how to interact effectively with others, this short course will give students the foundations for working in their community.



Introduction to Business Skills

This program is designed to give students a solid foundation of office competencies. Foundations are set as students cover business technology, presentation creation and spreadsheet skills plus learn to manage their daily work activities effectively.



Introduction to Sport Coaching

This program gives students the opportunity to experience the world of sports coaching. As community sport follows the trends of elite sport, local coaches are expected to have a better understanding of technique and tactics but also methods of strength and conditioning and evolving strategies. This course will develop student understanding of each of these factors, as well as develop their confidence and employability with officiating experience.



Introduction to Sport & Recreation

Schools have two options with the Introduction to Sport & Recreation – an option with a more practical focus that will allow students to actively contribute to local sports clubs and an option that increases student employability, with First Aid and an understanding of how to work efficiently. Both options expose students to different aspects of the Sport & Recreation industry with first-hand experience.



Introduction to Outdoor Recreation

This program gives students an introduction into some of the fundamentals of outdoor recreation but also allows trainers to be flexible with the activities included. Students will learn how to use navigation equipment and the considerations they must take into account when preparing equipment for an activity. They will have the opportunity to see sessions from an instructor's perspective and to participate in at least two different outdoor recreation activities.



FIND OUT MORE

Please consult with your **IVET School Relationship Officer (SRO)** for program advice.

get started today



Book an Obligation-Free Consultation

See how an **IVET** partnership
can work for you

1300 00 IVET
ivetinstitute.com.au/consultation

Call or go online to book a consultation.
We'll schedule a time to work with you and
demonstrate exactly what

IVET has to offer



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All information contained in this document is factual at the time of printing.
Course codes may change. Please contact IVET Institute for further clarification.