



# Vocational Education Courses Student Information

## Welcome!

Vocational Education & Training (VET) can provide you with skills and knowledge that will improve your job prospects and prepare you for entry to the world of work and employment.

Government schools in the Public School NSW Ultimo, RTO 90072 are part of a Registered Training Organisation.

This means:

- the training you receive must meet national industry standards; and
- the awards and qualifications you receive must be recognised nationally by employers and other training organisations.

## Supporting Student Learning

### We support your learning through

- developing links with industry to provide you with the opportunity to develop skills in a real industry setting
- providing a safe and healthy learning environment - both within the school and in work placement
- counselling and careers advisory services
- specialist staff to assist with literacy, language and numeracy skills
- specialist support staff, facilities and learning materials for students with disabilities
- specialist support staff for Aboriginal and Torres Strait Islander students and students from culturally and linguistically diverse backgrounds.

If you need additional support to successfully complete your vocational training course, please talk to the VET Head Teacher.

## Quality Training

- Our teachers are well qualified and very experienced
- Teachers of vocational training courses have undergone additional training and assessment to ensure they meet national industry standards.

We are committed to

- providing facilities within our schools and through our links with industry to ensure that our training provision meets industry standards and needs
- valuing the views of employers and students on the quality of our training provision
- providing students with timely advice and support their learning.

Consistent attendance at all programmed activities is essential for gaining the qualification within the allocated time.

## What you need to know about...

### Vocational Training Courses

Vocational training courses provide you with the opportunity to develop the skills, knowledge and understandings required by industry for employment in a related occupation.

The courses provide you with training and then with the opportunity to be assessed against industry-determined standards.

The assessment does not compare you against other students - it compares each individual against the "competence" requirements set down by industry.

## **Vocational Training Courses in the NSW Higher School Certificate**

Vocational training courses also count towards meeting NSW Higher School Certificate requirements.

Some courses also allow you to include a mark from the course in the calculation of your Australian Tertiary Admission Rank (ATAR). You must sit for the HSC examination and you can only include 2 units of VET courses in your ATAR.

Information on the course of study you are about to undertake is contained in the syllabus document issued by the NSW Education Standards Authority (NESA) and your school. Refer to [www.boardofstudies.nsw.edu.au](http://www.boardofstudies.nsw.edu.au)

## **Vocational Qualifications**

VET courses are dual accredited.

Vocational qualifications are in addition to your HSC credentialing.

Industry identifies the units of competency that must be achieved to gain a nationally recognised Vocational Certificate.

## **Competence**

Demonstrating competence means that you can perform the task or show an understanding to the level required by the industry standards.

When you successfully demonstrate your competence against a particular standard you will be judged as "competent". There is no pass/fail. You are either "competent" or "not yet competent".

The units of competency you achieve will be recognised on a vocational qualification.

## **Assessment**

Your competence can only be measured (assessed) by a qualified teacher and/or another industry-qualified assessor.

Teachers will usually organise a number of chances for students to demonstrate a competency.

You may seek further opportunities to demonstrate those competencies, but these need to occur without disruption to the work of fellow students.

If you believe that you have not been fairly assessed you have a right of appeal. Refer to the "If I believe my rights have not been met..." panel in this brochure.

The school's assessment policy provides full details on the appeals processes.

## **Results and Records**

As you demonstrate competence, your teacher or another qualified assessor, will record evidence. The teacher keeps a record of competencies achieved by each student.

It is your responsibility as a student to access these records at least twice a year.

Your teacher will notify NESA, through the Schools Online system of the units of competency in which you have achieved competency

## **Examinations**

In some vocational courses you can choose to undertake a HSC examination in order to count the course towards your ATAR for possible direct university entry.

If you are ill or injured and are unable to sit the formal HSC examination NESA will ask the school to provide other evidence to determine your HSC result.

You will be required to undertake exams throughout the course so that your teacher has the "other evidence" the Board of Studies might require.

These exams also help prepare you for the HSC examination.

The teacher may also use those exams as contributing evidence towards assessing your competencies.

## **Work placement**

You are required to complete 35 hours of work placement for every 120 hours of course work, a total of 70 hours over the 2 years of the course. Your teacher and your local work placement coordinator will provide details of work placement arrangements.

Paid work can contribute to meeting your work placement requirement, if you are working, or have recently worked, in a related casual job. Discuss this with your teacher.



Students on work placement are not to be paid.

Work placement is organised for you through a work placement service, an organisation set up to coordinate the placement of students into workplaces.

If you have not completed the work placement requirement you will not have the course recognised by the Board of Studies. This might mean that you will not receive your HSC.

### **Recognition of Prior Learning**

If you have already completed all or part of a similar vocational course elsewhere perhaps at TAFE or another school we may recognise your previous studies and results. You may not have to repeat that training and assessment.

You will need to produce evidence for example, a result notice, certificate or competency record.

If through previous work or life experiences, you have already developed high level skills in this course area we may be able to recognise those skills. If so, you would not have to repeat that training.

However, we will need to assess your skills to ensure they are at industry standard. The cost of this assessment activity has to be met by the student. You can negotiate appropriate assessment arrangements with your teacher.

Your teacher or the school's VET Coordinator can provide more details of the recognition process.

### **Course Costs You will have to pay:**

- the costs of required uniforms and safety clothing (some schools have hire arrangements for these)
- some or all of the costs of consumable materials, eg. food or timber used in your training
- some or all of the course costs for the WHS, White Card and First Aid Certificates as part of some courses.
- the costs of workplacement travel.

If cost is a barrier to you undertaking this vocational course, talk to your school's VET Coordinator.

### **My rights in this course...**

#### **To be accurately informed by being provided with**

- an outline of the course of study I am to undertake
- information on possible employment outcomes from the course of study
- information on how and when I will be assessed in the course
- information on my progress within the course.

#### **To be treated fairly by being**

- allowed equal access to a relevant and appropriate course of study
- appropriately supported in my learning and assessment
- able to work, and be assessed, without discrimination.

#### **To have my competencies recognised by being**

- able to claim recognition for units of competence achieved with other training providers
- able to claim recognition for competencies that I have already achieved in work or life experiences
- given opportunities to have my competence assessed or reassessed.

#### **To have the opportunity to evaluate my learning experience by being**

- encouraged to provide information and opinion on the effectiveness of the training and assessment provided.

### **My responsibilities in this course...**

#### **To be properly prepared**

- by attending all classes, assessment events and work placement properly equipped and dressed
- by accessing my competency record from the teacher and knowing which competencies you have achieved.

### To respect the rights and property of others

- by not hindering the work of fellow students, teachers or fellow workers through disruptive behaviour or inappropriate conduct
- at all times, by treating fellow students, teachers and other staff, fellow workers and employers with dignity and respect
- by treating the property of fellow students, teachers, employers and the school with care
- by working co-operatively with fellow students, and teachers to ensure the health and safety of all.

### To claim my rights appropriately

- By being aware of my rights and seeking advice and assistance where required
- by asserting my rights where needed without treating others unfairly nor disrespectfully.

<b>If</b>	<b>I should</b>
I believe my rights have not been met	firstly discuss it with my class teacher
...If I am still not satisfied	discuss it with the Head Teacher and/or School VET Coordinator
...If I am still not satisfied	discuss it with the school/campus Principal
...If I am still not satisfied	write to a Regional Vocational Education Consultant

**2020 BUSINESS SERVICES COURSE DESCRIPTION**

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
Notification of variations will be made in due time.

Course: Business Services	2 or 4 Preliminary and/or HSC units in total
Board Developed Course	Category B status for Australian Tertiary Admission Rank (ATAR)

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation.

BSB20115	Certificate II in Business	BSBCMM201	Communicate in the workplace
Based on Business Services Training Package Version 3 (BSB v3)		BSBITU211	Produce digital text documents
Units of Competency		BSBITU212	Create and use spread sheets BSBITU211
<u>Core</u>		Produce digital text documents	
BSBWHS201	Contribute to health and safety of self and others	BSBITU202	Create and use spread sheets
<u>Electives</u>		BSBWOR204	Use business technology
BSBCUS201	Deliver a service to customers	BSBITU213	Use digital technologies to communicate remotely
BSBSUS201	Participate in environmentally sustainable work practices	BSBITU312	Create electronic presentation
BSBIND201	Work effectively in a business environment	<u>Additional units required to attain a HSC credential in this course</u>	
BSBINM201	Process and maintain workplace information	TLIP2029	Prepare and process financial documents
BSBINN201	Contribute to workplace innovation	BSBITU307	Develop keyboarding speed and accuracy

Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.

#### Recommended Entry Requirements

Students selecting this course should be interested in working in a business environment. They should be able to use a personal digital device including a personal computer or laptop. There will be out of class homework, research activities and assignments.

#### Examples of occupations in the business services industry:

- administration assistant
- clerical worker
- office junior
- information desk operator
- data entry operator
- receptionist

#### Mandatory HSC Course Requirements

Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the NESA.

#### External Assessment (optional HSC examination for ATAR purposes)

The Higher School Certificate examination for Business Services is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.

#### Competency-Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.

#### Appeals and Complaints

Students may lodge a complaint or appeal about a decision (including assessment decisions) through their VET teacher.

Course Costs:	Resources \$	Consumables \$30	Other \$
---------------	--------------	------------------	----------

Refund Arrangements on a pro-rata basis	Please see your VET teacher to enquire about financial assistance.
---	--

A school-based traineeship is available in this course, for more information: <http://www.sbatinns.w.edu.au/>

#### Exclusions

VET course exclusions can be checked on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>

### 2020 CONSTRUCTION COURSE DESCRIPTION

This may change due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time.

Course: Construction 2 or 4 Preliminary and/or HSC units in total  
 Board Developed Course Category B status for Australian Tertiary Admission Rank (ATAR)

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational qualifications. This is known as dual accreditation.

<p>CPC20211 Certificate II in Construction Pathways          Based on Construction, Plumbing and Services Training Package Version Release 9.4 (CPC08 v9.4)          Units of Competency  <u>Core</u>          CPCCCM1012A Work effectively and sustainably in the Construction Industry          CPCCWHS2001 Apply WHS requirement, policies and procedures in the construction industry          CPCCCM1013A Plan and organise work          CPCCCM1014A Conduct workplace communication          CPCCCM1015A Carry out measurements and calculations          CPCCCM2001A Read and interpret plans and specifications</p> <p><u>Electives</u> <b>6 out of the following</b>          CPCCCA2011A Handle carpentry materials</p>	<p>CPCCCA2003A Erect and dismantle formwork for footings and slabs on the ground CPCCCO2013A Carry out concreting to simple form          CPCCCA2002B Use carpentry tools and equipment          CPCCWF2001A Handle wall and floor tiling materials          CPCCWF2002A Use wall and floor tiling tools and equipment</p> <p><u>Additional units required to attain a HSC credential in this course</u>          CPCCCM2006B Apply basic levelling procedures          CPCCWHS1001 Prepare to work safely in the construction industry. Successful completion of this unit will lead to a General Construction Induction Card (White Card) from SafeWork NSW. This will allow student access to construction sites across Australia for work purposes</p>
--	--

Students may apply for Recognition of Prior Learning and /or Credit Transfer provided suitable evidence is submitted.

#### Recommended Entry Requirements

Students selecting this course should be interested in working in a construction environment. They should be able to carry out manual activities e.g. lifting, carrying and shifting loads of materials, climbing ladders and have the ability to use hand and power tools. There will be out of class homework, research activities and assignments.

#### Examples of occupations in the construction industry:

- building
- bricklaying
- concreting
- carpentry
- shop fitting
- joinery

#### Mandatory HSC Course Requirements

Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the NESA. The SafeWork NSW General Construction Induction Card (White Card) is a mandatory requirement before commencing work placement.

#### External Assessment (optional HSC examination for ATAR purposes)

The Higher School Certificate examination for Construction is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.

#### Competency-Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency they can effectively carry out competency. When a student achieves a unit of competency it is signed off by the assessor.

#### Appeals and Complaints

Students may lodge a complaint or appeal about a decision (including assessment decisions) through their VET teacher.

Course Costs: Resources \$ Consumables \$70 Other \$50 Uniform (TBC)  
 The White Card will be delivered by an external RTO ( Fork Training ) cost \$110

Refund Arrangements on a pro-rata basis Please see your VET teacher to enquire about financial assistance.

A school-based traineeship is available in this course, for more information: <http://www.sbatinnsw.info/>

#### Exclusions

VET course exclusions can be checked on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>

**2020 ENTERTAINMENT INDUSTRY COURSE DESCRIPTION**

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
 Notification of variations will be made in due time.

Course: Entertainment Industry 2 or 4 Preliminary and/or HSC units in total  
 Board Developed Course Category B status for Australian Tertiary Admission Rank (ATAR)

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation.

Statement of Attainment in partial completion of CUA30415 Certificate III in Live Production and Services Based on CUA Creative Arts and Culture Training Package Version 4.1 (CUA 4.1) Units of Competency <u>Core</u> CPCCOHS1001A Work safely in the construction industry CUAIND301 Work effectively in the creative arts industry CUAWHS302 Apply work health and safety practices SITXCCS303 Provide service to customers	<u>Electives</u> CCUSSOU301 Undertake live audio operations CUASTA301 Assist with production operations for live performances CUALGT301 Operate basic lighting CUASOU301 Undertake live audio operations CUAVSS302 Operate vision systems CUASOU306 Operate sound reinforcement systems CUASTA202 Assist with bump in and bump out of shows CUASMT301 Work effectively backstage during performances BSBCMM201 Communicate in the workplace
--	--

Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.

Entertainment Industry Specialisation Course 1 HSC unit only

To receive the full qualification CUA30415 Certificate III in Live Production and Services students must be deemed competent in all units from the 4 unit Preliminary and HSC course listed above and the units in the specialisation course outlined.	Units of Competency BSBWOR301 Organise personal work priorities and development CUVPRP304A Participate in collaborative creative projects CUFLGT304 Install and operate follow spots
--	---

**Recommended Entry Requirements**  
 Students selecting this course should be interested in working on the technical production operations of the Entertainment Industry. The course is not about performance and entertaining others. Students will study Audio, Customer Service, Lighting, Safety, Staging, Vision and working in the Entertainment Industry and workplace. Students should be able to lift and carry equipment for a successful bump in and bump out, work safely, follow direct instructions from their teacher/supervisor, work with others and communicate clearly. There will be out of class homework, research activities and cluster based assessments to complete. Students studying this course would benefit further from working on events outside of the school environment and not just within. Some events that students work on could be outside of normal school hours.

Examples of occupations in the entertainment industry:

- props designer
- event assistant
- cinema projectionist
- sales/merchandising assistant
- box office assistant
- technical assistant
- sound technician
- front of house assistant
- lighting technician
- marketing & promotions

**Mandatory HSC Course Requirements**

Students must complete 240 indicative hours of course work and a minimum of 70 hours of work placement. Students who do not meet these requirements will be 'N' determined as required by NESA.

**External Assessment (optional HSC examination for ATAR purposes)**

The HSC examination for Entertainment Industry is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification

**Competency-Based Assessment**

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.

**Appeals and Complaints**

Students may lodge a complaint or appeal about a decision (including assessment decisions) through their VET teacher.

Course Costs: Resources \$ Consumables \$40 Other \$

Refund Arrangements on a pro-rata basis Please see your VET teacher to enquire about financial assistance.

A school-based traineeship is available in this course, for more information: <http://www.sbatinns.w.edu.au/>

**Exclusions**

VET course exclusions can be checked on the NESA website at  
<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>

## 2020 HOSPITALITY KITCHEN OPERATIONS COURSE DESCRIPTION

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
Notification of variations will be made in due time.

Course: Hospitality - Kitchen Operations 2 or 4 Preliminary and/or HSC units in total  
Board Developed Course Category B status for Australian Tertiary Admission Rank (ATAR)

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation.

SIT20416 Certificate II in Kitchen Operations Based on SIT Tourism, Travel and Hospitality training package (version 1.2) Units of Competency <u>Core</u> BSBWOR203 Work effectively with others SITHCCC001 Use food preparation equipment SITHCCC005 Prepare dishes using basic methods of cookery SITHCCC011 Use cookery skills effectively SITHKOP001 Clean kitchen premises and equipment SITXFSA001 Use hygienic practices for food safety	SITXINV002 Maintain the quality of perishable items SITXWHS001 Participate in safe work practices  <u>Electives</u> SITHCCC001 Prepare and present simple dishes SITHCCC002 Prepare and present sandwiches SITHCCC006 Prepare appetisers and salads BSBSUS201 Participate in environmentally sustainable work practices SITXFSA002 Participate in safe food handling practices SITHIND002 Source and use information on the hospitality industry
--	---

Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.

### Recommended Entry Requirements

Students selecting this course should be interested in working in a kitchen preparing food. They should be able to lift and carry equipment, use hand held and larger commercial kitchen equipment. Students will be required to attend out of school hours events and functions. There will be out of class homework, research activities and assignments.

### Examples of occupations in the hospitality industry:

- breakfast cook
- trainee chef
- short order or fast food cook

### Mandatory HSC Course Requirements

Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by NESA.

### External Assessment (optional HSC examination for ATAR purposes)

The Higher School Certificate examination for Hospitality Kitchen is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.

### Competency-Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.

### Appeals and Complaints

Students may lodge a complaint or appeal about a decision (including assessment decisions) through their VET tea

Course Costs: Resources \$ Consumables \$120 Other 85 Uniform (TBC)

Refund Arrangements on a pro-rata basis Please see your VET teacher to enquire about financial assistance.

A school-based traineeship is available in this course, for more information: <http://www.sbatinnsw.info/>

### Exclusions

VET course exclusions can be checked on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>



**2020 HOSPITALITY FOOD and BEVERAGE COURSE DESCRIPTION**

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
Notification of variations will be made in due time.

Course: Hospitality - Food and Beverage 2 or 4 Preliminary and/or HSC units in total  
Board Developed Course Category B status for Australian Tertiary Admission Rank (ATAR)

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation.

SIT20316 Certificate II in Hospitality Based on SIT Tourism, Travel and Hospitality training package (version 1.2) Units of Competency <u>Core</u> BSBWOR203 Work effectively with others SITHIND002 Source and use information on the hospitality industry SITHIND003 Use hospitality skills effectively SITXCCS003 Interact with customers SITXCOM002 Show Social and Cultural sensitivity SITXWHS001 Participate in safe work practices		<u>Electives</u> SITXCOM001 Source and present information SITHFAB005 Prepare and serve espresso coffee SITHFAB007 Serve food and beverage SITXFSA002 Participate in safe food handling practices BSBSUS201 Participate in environmentally sustainable work practices SITHFAB004 Prepare and serve non-alcoholic beverages SITXFSA001 Use hygienic practices for food safety SITHCCC002 Prepare and present simple dishes SITHCCC003 Prepare and present sandwiches	
---	--	--	--

Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.

**Recommended Entry Requirements**

Students selecting this course should be interested in working in a hospitality environment preparing and serving food and beverages to customers. They should be able to lift and carry equipment, use hand held and larger commercial kitchen equipment. Students may be required to participate in after-hours school events and functions. There will be out of class homework, research activities and assignments.

**Examples of occupations in the hospitality industry:**

- café attendant
- barista
- kitchen hand
- food and beverage attendant

**Mandatory Course Requirements**

Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by NESA.

**External Assessment (optional HSC examination for ATAR purposes)**

The Higher School Certificate examination for Hospitality Food and Beverage is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.

**Competency-Based Assessment**

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.

**Appeals and Complaints**

Students may lodge a complaint or appeal about a decision (including assessment decisions) through their VET teacher.

Course Costs: Resources \$ Consumables \$210 Other \$85 Uniform (TBC)

Refund Arrangements on a pro-rata basis Please see your VET teacher to enquire about financial assistance.

A school-based traineeship is available in this course, for more information: <http://www.sbatinnsw.info/>

**Exclusions**

VET course exclusions can be checked on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>

## 2020 INFORMATION and DIGITAL TECHNOLOGY COURSE DESCRIPTION

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
Notification of variations will be made in due time.

Course: Information and Digital Technology Board Developed Course 2 or 4 Preliminary and/or HSC units in total  
Category B status for Australian Tertiary Admission Rank (ATAR)

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation.

<p>Statement of Attainment in partial completion of ICT30115 Certificate III in Information, Digital Media and Technology</p> <p>Based on ICT Information &amp; Communications Technology Release 3.1</p> <p>Units of Competency <u>Core</u></p> <p>BSBWHS304 Participate effectively in WHS communication and consultation processes</p> <p>BSBSUS401 Implement and monitor environmentally sustainable work practices</p> <p>ICTICT202 Work and communicate effectively in an ICT environment</p> <p>ICTICT301 Create user documentation</p>	<p>ICTWEB301 Create a simple mark-up language</p> <p>ICTICT302 Install and optimise operating system software</p> <p>ICTSAS301 Run standard diagnostic tests</p> <p><u>Stream</u></p> <p>ICTICT203 Operate application software packages</p> <p>ICTICT308 Use advanced features of computer applications</p> <p>ICTWEB303 Produce digital images for the web</p> <p>ICTWEB302 Build simple websites using commercial programs</p> <p><u>Electives</u></p> <p>ICTWEB201 Use social media tools for collaboration and engagement</p>
--	--

Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.

Information & Digital Technology Specialisation Course 1 HSC unit only

<p>To receive the full qualification ICT30115 Certificate III in Information, Digital Media and Technology, students must be deemed competent in all units from the Preliminary and HSC course listed above and the units in the specialisation course outlined.</p> <p>Units of Competency I</p>	<p>ICTICT307 Customise packaged software applications for clients</p> <p>CTICT304 Implement system software changes</p> <p>BSBEU401 Review and maintain a website</p> <p>ICTICT301 Create User Documentation</p> <p>ICTSAS304 Provide Basic system administration</p> <p>ICTSAS303 Care for computer hardware</p>
---	---

### Recommended Entry Requirements

Students selecting this course should be interested in working in the information technology industry. Students should be creative, cooperative and able to work in teams. They should be able to use a personal computer and lift and carry small equipment. Students should be interested in working with operating system software and have an interest in learning the various methods to troubleshoot problems. There will be out of class homework, research activities and assignments.

- designing web pages
- supporting computer users
- networking computers communicating with clients
- finding solutions to software problems

Examples of occupations in the digital technology industry:

- Service technician
- Multimedia developer
- On-line service support officer
- Help desk officer
- Technical support officer
- Web designer

### Mandatory Course Requirements

Students must complete a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by NESA.

### External Assessment (optional HSC examination for ATAR purposes)

The Higher School Certificate examination for Information and Digital Technology is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.

### Competency-Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor they can effectively carry out competency. When a student achieves a unit of competency it is signed off by the assessor.

### Appeals and Complaints

Students may lodge a complaint or appeal about a decision (including assessment decisions) through their VET teacher.

Course Costs: Resources \$ Consumables \$40 Other \$

Refund Arrangements on a pro-rata basis Please see your VET teacher to enquire about financial assistance.

A school-based traineeship is available in this course, for more information: <http://www.sbatinnsw.info/>

### Exclusions

VET course exclusions can be checked on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>

### 2020 RETAIL SERVICES COURSE DESCRIPTION

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
Notification of variations will be made in due time.

Course: Retail Services	2 or 4 Preliminary and/or HSC units in total
Board Developed Course	Category B status for Australian Tertiary Admission Rank (ATAR)

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation.

<p>SIR30216 Certificate III in Retail Based on SIR Retail Services Training Package Release 3.0</p> <p>Units of Competency</p> <p><u>Core</u></p> <p>SIRXCEG001 Engage the customer SIRXCEG002 Assist with customer difficulties SIRXCEG003 Build customer relationships and loyalty SIRXCOM002 Work effectively in a team SIRXIND001 Work effectively in a service environment SIRXRSK001 Identify and respond to security risks SIRXSLS001 Sell to retail customer</p>	<p>SIRXWHS002 Contribute to workplace health and safety</p> <p><u>Electives</u></p> <p>SIRXIND002 Organise and maintain a store environment SIRRINV002 Control stock SIRRMER001 Produce visual merchandise displays SIRXPDK001 Advise on products and services SIRRINV001 Receive and handle retail stock</p> <p><u>Additional for HSC Requirement</u></p> <p>SIRXSLS002 Follow point of sale procedures</p>
--	--

Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.

#### Recommended Entry Requirements

Students selecting this course should be interested in working in the retail service industry. They should be able to lift and carry stock items, have the ability to work as a member of a team, and have good communication skills. There will be out of class homework, research activities and assignments.

Examples of occupations in the retail industry:

- Buyer
- Stock controller
- Visual merchandiser
- Merchandise
- Sales person
- Customer service assistant

#### Mandatory Course Requirements

Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by NESA.

#### External Assessment (optional HSC examination for ATAR purposes)

The Higher School Certificate examination for Retail Services (240 indicative hours) will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification..

#### Competency-Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.

#### Appeals and Complaints

Students may lodge a complaint or appeal about a decision (including assessment decisions) through their VET teacher.

Course Costs:	Resources \$0	Consumables \$35	Other \$0
---------------	---------------	------------------	-----------

Refund Arrangements on a pro-rata basis	Please see your VET teacher to enquire about financial assistance.
---	--

A school-based traineeship is available in this course, for more information: <http://www.sbatinnsw.info/>

#### Exclusions

VET course exclusions can be checked on the NESA website a  
<http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>

### 2020 SPORT COACHING COURSE DESCRIPTIONS

This may change due to Training Package and NSW Education Standards Authority (NESA) updates.  
Notification of variations will be made in due time.

Course: Sport Coaching 4 Preliminary and/or HSC units in total  
Board Endorsed Course Does not contribute to the Australian Tertiary Admission Rank (ATAR)

This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation.

<p>SIS20513 Certificate II in Sport Coaching Based on the Sport, Fitness and Recreation Training Package Version 2.0 (SFR 2.0) Units of Competency <u>Core</u> BSBWOR202A Organise and complete daily work activities SISSCO101 Develop and update knowledge of coaching practices SISSCO202 Coach beginner or novice participants to develop fundamental motor skills SISSDE201 Communicate effectively with others in a sport environment SIXCAI102A Assist in preparing and conducting sport and recreation sessions SIXIND211 Develop and update sport, fitness and recreation industry knowledge</p>	<p>SISXWHS101 Follow work health and safety policies HLTAID003 Provide first aid (to be delivered by an external RTO)</p> <p><u>Electives</u> SISBSB201A Teach fundamental basketball skills SISSOF202 Officiate games or competitions SISSOF101 Develop and update officiating knowledge SISSPT201A Implement sports injury prevention SISATH201A Teach the fundamental skills of athletics SISNTB204A Teach foundation netball skills OR SISRGL204A Teach the skills of rugby league for modified games</p>
---	---

Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.

#### Recommended Entry Requirements

Students selecting this course should be interested in sport and working in the sport, fitness and recreation industry. They should have a reasonable level of fitness, be able to play and have knowledge of a variety of sports and be able to demonstrate sports skills to junior players. Being an effective communicator, possessing motivation and having effective planning and time management skills are beneficial. There will be out of class homework, research activities and cluster based assessments for students to complete.

Examples of occupations in the retail industry:

- Sports trainer or coach
- Assistant coach
- Sport Administration officer
- Sports Official
- Sports Event Manager
- Team Manager

#### Mandatory Course Requirements

Students must complete 240 indicative hours of course work and a minimum of 35 hours of work placement. Students who do not meet these requirements will be 'N' determined as required by NESA.

#### Competency-Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.

#### Appeals and Complaints

Students may lodge a complaint or appeal about a decision (including assessment decisions) through their VET teacher.

#### External Assessment

There is no Higher School Certificate (HSC) examination for the Sport Coaching course.

Course Costs: Resources \$ Consumables \$45 Other \$0  
The First Aid certificate is delivered by an external RTO at a cost of \$100 (TBC)

Refund Arrangements on a pro-rata basis Please see your VET teacher to enquire about financial assistance.

A school-based traineeship is available in this course, for more information: <http://www.sbatinns.w.edu.au/>

#### Exclusions

VET course exclusions can be checked on the NESA website at <http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions>