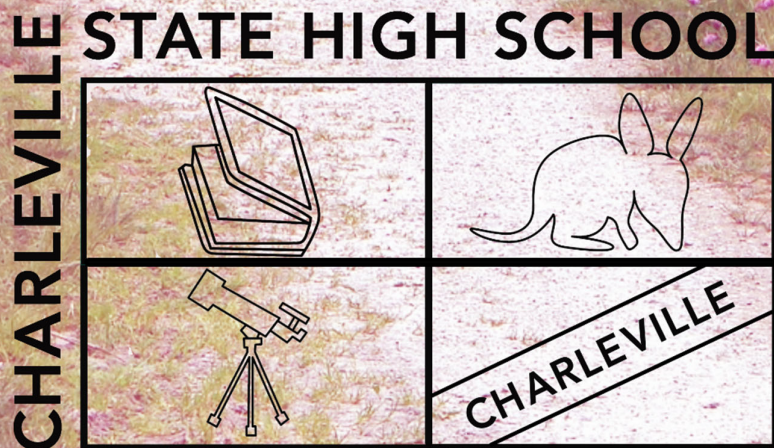


Charleville State High School

Vocational Education & Training Handbook

RTO Number - 30259



The sky's the limit

*Leave the road, take
the trails
—Pythagoras*

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Introduction

Congratulations on your decision to enrol in a nationally recognised vocational course.

This handbook has been written to provide students with important information about the vocational education and training (VET) qualifications offered at Charleville State High School as well as your rights and responsibilities as a VET student.

Students should take the time to study this handbook carefully and ask their VET teacher if they are unsure of any details. Students should keep this handbook (or note the intranet location of this document) for reference throughout their enrolment. The contents of this handbook, in many instances, represent the key points of various VET policies and procedures developed by this School. A copy of the VET Quality Manual outlining the School's VET policies and procedures can be obtained via the HOD VET.

The Australian Qualifications Framework (AQF)

All the VET courses offered by this School lead to nationally recognised qualifications – a certificate (if all the requirements of the qualification are completed) or a statement of attainment (for those parts that are successfully completed where the full qualification is not completed). This certificate/statement of attainment will be recognised in all eight states/territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF). There are 10 different types of qualifications that can be obtained. More information can be obtained by clicking [here](#).

AQF qualifications



Source: Australian Qualifications Framework Second Edition 2013

Your VET teacher will provide you with information about your VET qualification/s including an overview of the specific units of competency/modules in each, assessment requirements, vocational outcomes, etc.

Vocational Education and Training (VET) in Schools allows students to remain enrolled at school while completing vocational training delivered either by Charleville State High School's Registered Training Organisation (RTO) OR by other learning providers, such as TAFE and other Registered Training Organisations (RTOs).

VET in Schools offers many benefits for students including:

- Gain credit points towards the Queensland Certificate of Education
- Gain direct entry into TAFE when they finish Year 12
- Gain credit towards a Diploma course
- Receive career focused training while still in high school
- Build a good understanding of their chosen industry.

Code of Practice

Delivery Framework

Charleville State High School is a Registered Training Organisation (RTO) and discharges its responsibilities for compliance with the Australian Quality Training Framework (AQTF). This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations. The School is registered to deliver a range of VET Programs under the delegation of Queensland Curriculum and Assessment Authority (QCAA).

Our Legal Responsibility

Charleville State High School will meet all legislative requirements of State and Federal government, in particular Workplace Health and Safety, Workplace Relations and Vocational Placement standards.

Accepted Belief and Fairness

Charleville State High School provides an equitable vocational education and training system that offers responsive products and services to all students. The School is committed to providing equal opportunities in vocational education and training and welcomes all students enrolled at the School. Students will be recruited in an ethical and responsible manner, consistent with the requirements of the National Training Package.

Appropriately qualified staff will assess the extent to which students achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

Disclaimer

"The School must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

Management Focus

Charleville State High School has a commitment to providing a quality service and a focus on continuous improvement. We value students' feedback, as well as staff and employers for incorporation into future programs.

Client Service

We have sound management practices to ensure effective student standards ensure timely issue of student assessment results and qualifications. These will be appropriate to the competencies achieved and issued in accordance with national guidelines. Our quality focus includes Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Complaint and Appeal Policy, an Access and Equity Policy and student welfare and guidance services. Where necessary, arrangements will be made for students who require literacy and/or numeracy support programs.

Student Feedback

Feedback is encouraged and in the first instance, students should discuss course content and assessment with their teacher. If students are not satisfied with the response, they are encouraged to make an appointment with the Curriculum Head of Department or Vocational Education HOD. At the completion of each course the

Trainer/Assessor will seek students' comments and feedback in relation to the course content/delivery and assessment method by teachers. Data is collected annually through a national online reporting system. This feedback can be anonymous and helps the School to identify program strengths and weakness for continuous improvement.

Expectations

By choosing VET subjects students will be provided with opportunities to achieve the following outcomes:

- Receive training in areas that have national recognised and valued outcomes
- Be involved in learning which is relevant to students and students' aspirations
- Enhance career and employment opportunities by maximising post-School further education, training and employment
- Prepare students for the world of work
- Have VET Units of Competency results recorded on students Queensland Certificate of Education (QCE)
- Receive an industry specific vocational Certificate or Statement of Attainment
- Gain skills to contribute to students' future skills base
- Gain credit points towards students QCE
- Students who complete qualifications at a Certificate III level receive a selection rank for entrance into University and Tertiary education.

The School:

- Recognises the importance of students receiving a broad-based education, comprising both general and vocational education and training
- Is registered with the Queensland Curriculum and Assessment Authority (QCAA) to provide the vocational education components of the Training Packages
- Has access to the facilities and resources required for the registered vocational education and training programs
- Has in place an assignment/assessment policy that applies to all subjects offered at the School
- Has a process in place that enables students to apply for Recognition of Prior Learning (RPL) for the vocational education competencies
- Has a process for addressing any concerns a student may have and offers the students access to a range of people who can provide advice and guidance about the vocational education program
- Will follow all human resource policies and regulations which may mean changes in modes of delivery and or cancellation of courses if the particular qualifications are not held by staff due to staff changes and transfers. All efforts will be taken to ensure course completion in line with the relevant AQTF policy.

The Student:

- Makes a serious commitment to studies at the School
- Attempts to complete all units of competency on the first attempt and agrees to revisit competencies if not competent after the first attempt
- Participates in structured workplace learning as arranged by the School
- Meets the expectations and demands of the School in terms of participation, cooperation, punctuality, successful submission of work and high standards of behaviour and conduct
- Maintains the high standard and reputation of Charleville State High School when participating in courses conducted at external RTOs.

Enrolment and Admission

Access to VET Certificates is open to all students in the senior school, and subjects will be offered if enrolment numbers are viable and human and physical resources are available.

Student Induction

The following information will be given in students' first class:

- A study guide indicating units of work, units of competency, assessment requirements, materials and equipment required
- Course information, including content, vocational outcomes, and assessment reporting
- Recognition of Prior Learning (RPL) arrangements
- Recognition of AQF qualifications and statements of attainment issued by other RTOs
- Appeals and Complaints Procedures.

Competency-based Assessment

Competency based assessment is a system for assessing a person's knowledge and skills. Assessment is based on actual skills and knowledge a person can demonstrate in the workplace or in other relevant contexts.

In a competency-based assessment system, it is recognised that learning can come from a variety of sources, both on the job and off the job, formal and informal. Recognition is given for prior learning and for skills and knowledge which can already be shown.

Recognition of Prior Learning (RPL)

RPL means getting credit for what students know, no matter where or how they learnt it. If students' knowledge and skills are of the same standard as required in students' vocational course students may receive credit for some units of competency. RPL will allow students to do only new work (and not repeat the work in which students are already competent) and have their knowledge and skill level formally recognized.

All learning might count for RPL including knowledge and skills learnt in:

- previous studies
- work experience or industry placement
- a part-time job or unpaid work
- hobbies, activities, clubs, and sports inside or outside the School

RPL can only be granted for the vocational training competencies in the course students are studying. Students can apply for RPL in either an entire training program or in individual

elements of competencies. If students decide to take advantage of RPL they must complete the RPL Application Form in detail and attach all relevant evidence.

Students may be asked to attend an interview, or to do a practical task, or to provide more information. Deputy Principal of Senior School will have access to the RPL application. He/she will look at the evidence students have provided in the application (and perhaps in an interview) to decide on the outcome of their application. If there is insufficient evidence to grant RPL, students may be asked to do a practical test. After the RPL assessment is finished students will be notified of the result in writing. If students disagree with the outcome, students may appeal.

Qualifications Offered

The following qualifications are available for completion at Charleville State High School

Qualification code	Qualification title
<u>BSB20120</u>	Certificate II in Workplace Skills
<u>BSB30120</u>	Certificate III in Business
<u>FNS20120</u>	Certificate II in Financial Services
<u>FSK20119</u>	Certificate II in Skills for Work and Vocational Pathways
<u>HLT23221</u>	Certificate II in Health Support Services (developed for 2026 start)
<u>ICT20120</u>	Certificate II in Applied Digital Technologies
<u>ICT30120</u>	Certificate III in Information Technology
<u>SIT20322</u>	Certificate II in Hospitality

CERTIFICATE II WORKPLACE SKILLS

(formally Certificate II Business)



QUALIFICATION: BSB20120 CERTIFICATE II WORKPLACE SKILLS COURSE OVERVIEW
<http://training.gov.au> - Please refer to the training.gov.au website for specific information about the qualification.

The Certificate II is a stand-alone qualification delivered on site/or online at Charleville State High School in a simulated work environment, which allows individuals to develop basic business skills and knowledge to prepare for work. This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Upon successful completion students may achieve a maximum 4 credits towards their QCE.

DURATION

This course has been designed to be delivered and assessed within a 12month period.

COURSE UNITS

To attain a Certificate II in Workplace Skills, ALL 10 units must be achieved:

Core Unit (5 UNITS)	Elective Units: (5 UNITS)
<ul style="list-style-type: none">• BSBCMM211 Apply communication skills• BSBOPS201 Work effectively in business environments• BSBPEF202 Plan and apply time management• BSBSUS211 Participate in sustainable work practices• BSBWHS211 Contribute to the health and safety of self and others	<ul style="list-style-type: none">• BSBOPS202 Engage with customers• BSBOPS203 Deliver a Service to Others• BSBPEF201 Support Personal Wellbeing in the Workplace• BSBTEC201 Use Business Software Applications• FSKWTG001 Complete Personal Details on Extremely Simple and Short Workplace Forms

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

- Projects;
- Practical Activities;
- Short Answer Questions
- Computing Tasks;
- Folio of Collected Evidence of Competency

Students must achieve competency at every task to be issued with a full certificate at the completion of this course. Students must achieve competency at every task to be issued with a full certificate at the completion of this course. A Statement of Attainment will be issued for the completion of any successfully completed units of competency, should the full qualification not be successfully achieved.

SPECIAL REQUIREMENTS

No student may enrol in this course without a valid USI.

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

BSB30120 Certificate III Business

BSB40120 Certificate IV Business

CERTIFICATE III BUSINESS

QUALIFICATION: BSB30120 CERTIFICATE III BUSINESS



Please refer to the <http://training.gov.au> website for specific information about the qualification.

The Certificate III in Business is delivered as a senior subject by qualified school. Students successfully achieving all qualification requirements will be provided with the qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. Students will participate in the delivery of a range of business activities and projects within the school. Students develop key enterprise skills - including leadership and innovation, customer service, personal management, teamwork and financial literacy - through project-based learning.

Upon successful completion students may achieve a maximum 8 credits towards their QCE.

DURATION

Two years

UNITS OF COMPETENCY

Core: BSBCRT311 Apply critical thinking skills in a team environment BSBPEF201 Support personal wellbeing in the workplace BSBSUS211 Participate in sustainable work practices BSBTWK301 Use inclusive work practices BSBWHS311 Assist with maintaining workplace safety BSBXCM301 Engage in workplace communication	Electives: BSBSTR301 Contribute to Continuous Improvement BSBTEC201 Use Business Software Applications BSBTEC301 Design and produce business documents BSBTEC303 Create Electronic Presentations BSBTEC303 Create electronic presentations BSBCMM411 Make Presentations BSBCMM412 Lead Difficult Conversations FNSACC323 Perform Financial Calculations
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ASSESSMENT TECHNIQUES

A range of teaching/learning strategies will be used to deliver the competencies. Evidence contributing towards competency will be collected throughout the course.

Assessment is competency based. Students must achieve successful completion of every task to be issued with a full certificate at the completion of this course. Students must have good written and spoken communication skills and a commitment to participate fully in all units of work.

SPECIAL REQUIREMENTS

No student may enroll in this course without a valid USI. Students must have good written and spoken communication skills and a commitment to participate fully in all units of work.

CAREER OPPORTUNITIES & PATHWAYS

The Certificate III in Business will predominantly be used by students seeking to enter the Business Services industries, for example as an Administration Officer; a Customer Service Assistant; a Payroll Officer. Students may also choose to continue their study by completing the Certificate IV or Diploma (e.g. Business or Tourism) at another RTO or a Bachelor of Business, or similar, at a University. Employment outcomes and other specific business qualifications available at <http://training.gov.au>. This course is an entry level to employment course.

CERTIFICATE II FINANCIAL SERVICES

QUALIFICATION: FNS20120 CERTIFICATE II FINANCIAL SERVICES



Please refer to the <http://training.gov.au> website for specific information about the qualification.

The Certificate II is a stand-alone qualification delivered on site/or online at Charleville State High School. This qualification is intended to address the need for increased financial literacy and basic financial skills of entrants wishing to build potential pathways into the industry. The course is also designed to build financial literacy for all students in preparation for post schooling. It focuses on the skills of planning a budget, calculating tax and superannuation.

Upon successful completion students may achieve a maximum 4 credits towards their QCE.

DURATION

This course has been designed to be delivered and assessed within a 12month period.

UNITS OF COMPETENCY

To attain a Certificate II in Financial Services, all 8 units of competency must be achieved.

Core Unit (4 UNITS)	Elective Units: (4 UNITS)
<ul style="list-style-type: none">• BSBCMM211 Apply communication skills• BSBTEC201 Use business software applications• BSBWHS211 Contribute to the health and safety of self and others• FNSINC311 Work together in the financial services industry	<ul style="list-style-type: none">• FNSFLT211 Develop and use a personal budget• FNSFLT212 Develop and use a savings plan• FNSFLT213 Develop knowledge of debt and consumer credit• BSBTEC302 Design and produce spreadsheets

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner.

Assessment will be delivered using a variety of techniques:

- Projects;
- Practical Activities;
- Short Answer Questions
- Computing Tasks;
- Folio of Collected Evidence of Competency

Students must achieve competency at every task to be issued with a full certificate at the completion of this course. Students must achieve competency at every task to be issued with a full certificate at the completion of this course. A Statement of Attainment will be issued for the completion of any successfully completed units of competency, should the full qualification not be successfully achieved.

SPECIAL REQUIREMENTS

No student may enrol in this course without a valid USI.

CERTIFICATE II SKILLS FOR WORK AND VOCATIONAL PATHWAYS



QUALIFICATION: FSK20119 CERTIFICATE II SKILLS FOR WORK AND VOCATIONAL PATHWAYS

COURSE OVERVIEW

<http://training.gov.au> - Please refer to the training.gov.au website for specific information about the qualification.

This qualification is delivered and assessed on site/online at Charleville State High School in a simulated work environment. This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. It is suitable for individuals who require a pathway to employment or vocational training; reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3; entry level digital literacy and employability skills; a vocational training and employment plan.

Upon successful completion students may achieve a maximum 4 credits towards their QCE.

DURATION

This course has been designed to be delivered and assessed within a 12month period.

COURSE UNITS

To attain a Certificate II Skills for Work and vocational Pathways, 14 units (1 core, 13 electives) must be achieved:

UNIT CODE	UNIT NAME
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CORE:

FSKLRG011	Use routine strategies for work-related learning
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ELECTIVES:

FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work
FSKNUM017	Use familiar routine maps and plans for work
FSKOCM007	Interact effectively with others at work
FSKWTG009	Write routine workplace texts
FSKRDG008	Read and respond to information in routine visual and graphic texts
FSKRDG010	Read and respond to routine workplace information
FSKWTG008	Complete routine workplace formatted texts
FSKWTG009	Write routine workplace texts
FSKDIG002	Use digital technology for routine and simple workplace tasks
ICPSUP2810	Use computer systems in the printing and graphic arts sectors
SIRXWHS002	Contribute to workplace health and safety
SIRXHWB001	Maintain personal health and wellbeing

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques including:

- | | |
|-----------------------------|---------------------------------------------|
| • Project | • Folio of Collected Evidence of Competency |
| • Practical Activities | • Case Studies |
| • Computing & Digital Tasks | |

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

No student may enrol in this course without a valid USI. Due to the technological component of this course, participation in the College's BYOx programme is strongly encouraged. Work experience is a mandatory aspect of this course, and will be offered to students during term 2. Students are responsible for sourcing their placement, and their own transport to and from their workplace venue.

CAREER OPPORTUNITIES & PATHWAYS

This course is an entry level course and assists students to develop skills that will allow them to interact in a productive way in the world of work. Other specific technological qualifications available at <http://training.gov.au>.

CERTIFICATE II HEALTH SUPPORT SERVICES



QUALIFICATION: HLT23221 CERTIFICATE II HEALTH SUPPORT SERVICES

COURSE OVERVIEW

<http://training.gov.au> - Please refer to the training.gov.au website for specific information about the qualification.

This qualification is delivered and assessed on site/online at Charleville State High School in collaboration with the Charleville Hospital. This qualification reflects the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures or complete routine and variable tasks in collaboration with others in a team environment. This certificate develops foundation skills for students looking to undertake traineeships within the health services industry.

Upon successful completion students may achieve a maximum 4 credits towards their QCE.

DURATION

This course has been designed to be delivered and assessed within a 12month period.

COURSE UNITS

To attain a Certificate II Health Support Services, 12 units (4 core, 8 electives) must be achieved:

UNIT	UNIT
CHCCOMM005 - Communicate and work with people in health or community services	BSBMED303 – Maintain patient records
CHCDIV001 – Work with diverse people	BSBOPS101 – Use business resources
HLTINF006 - Apply basic principles and practices of infection prevention and control	BSBOPS203 - Deliver a service to customers
HLTWHS001 - Participate in workplace health and safety	BSBPEF202 - Plan and apply time management
BSBINS201 - Process and maintain workplace information	CHCCCS026 – Transport individuals
BSBMED301 - Interpret and apply medical terminology appropriately	HLTHSS009 - Perform general cleaning tasks in a clinical setting

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques including:

- Project
- Practical Activities
- Short Response Questions
- Folio of Collected Evidence of Competency
- Observations.

Students must achieve competency at every task to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

No student may enrol in this course without a valid USI. Some activities may be undertaken at the hospital to allow students to experience real-life situations. Confidentiality is vital in these situations.

CAREER OPPORTUNITIES & PATHWAYS

This course is an entry level course and assists students to develop skills that will allow them to have the pre-requisite skills if they wish to pursue a career within health services. Other specific technological qualifications available at <http://training.gov.au>.

CERTIFICATE II APPLIED DIGITAL TECHNOLOGIES



QUALIFICATION: ICT20120 CERTIFICATE II APPLIED DIGITAL TECHNOLOGIES

COURSE OVERVIEW

<http://training.gov.au> - Please refer to the training.gov.au website for specific information about the qualification.

This qualification is delivered and assessed on site/online at Charleville State High School. This pathways qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts. The qualification is designed for those developing the necessary digital and technology skills in preparation for work. These individuals carry out a range of basic procedural and operational tasks that require digital and technology skills. They perform a range of mainly routine tasks using limited practical skills and knowledge in a defined context.

Upon successful completion students may achieve a maximum 4 credits towards their QCE.

DURATION

This course has been designed to be delivered and assessed within a 12month period.

COURSE UNITS

To attain a Certificate II Applied Digital Technologies, 12 units (6 core, 6 electives) must be achieved:

UNIT (Core)	UNIT (Elective)
BSBSUS211 - Participate in sustainable work practices	BSBTEC302 – Design and produce spreadsheets
BSBTEC202 - Use digital technologies to communicate in a work environment	BSBTEC303 - Create electronic presentations
BSBWHS211 - Contribute to the health and safety of self and others	ICTICT207 - Integrate commercial computing packages
ICTICT213 - Use computer operating systems and hardware	ICTSAS214 - Protect devices from spam and destructive software
ICTICT214 - Operate application software packages	ICTWEB304 – Build simple web pages
ICTICT215 - Operate digital media technology packages	ICTWEB305 – Produce digital images for the web

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques including:

- Project
- Practical Activities
- Short Response Questions
- Folio of Collected Evidence of Competency
- Observations.
- Simulated technical tasks

Students must achieve competency at every task to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

No student may enrol in this course without a valid USI. Due to the nature of the course,

access to a laptop/computer and internet access is required.

CERTIFICATE III INFORMATION TECHNOLOGY



QUALIFICATION: ICT30120 CERTIFICATE III INFORMATION TECHNOLOGY

COURSE OVERVIEW

<http://training.gov.au> - Please refer to the training.gov.au website for specific information about the qualification.

This qualification is delivered and assessed on site/online at Charleville State High School in collaboration with the Charleville Hospital. This qualification reflects the role of individuals who are competent in a range of Information and Communications Technology (ICT) roles, including animation, basic cloud computing, basic cyber awareness, digital media skills, generalist IT support services, networking, programming, systems and web development.

Individuals who work in these fields apply broad sets of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people and clients in a variety of work contexts.

Upon successful completion students may achieve a maximum 8 credits towards their QCE.

DURATION

This course has been designed to be delivered and assessed within a 24-month period.

COURSE UNITS

To attain a Certificate III Information Technology, 12 units (6 core, 6 electives) must be achieved:

UNIT (Core)	UNIT (Elective)
BSBCRT301 - Develop and extend critical and creative thinking skills	ICTSAS214 - Protect devices from spam and destructive software
BSBXCS303 - Securely manage personally identifiable information and workplace information	ICTSAS308 – Run standard diagnostic tests
BSBXTW301 – Work in a team	ICTWEB304 – Build simple web pages
ICTICT313 - Identify IP, ethics and privacy policies in ICT environments	ICTWEB305 – Produce digital images for the web
ICTPRG302 - Apply introductory programming techniques	ICTWEB431 – Create and style simple markup language documents
ICTISAS305 - Provide ICT advice to clients	ICTWEB444 – Create responsive website layouts

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques including:

- Project
- Practical Activities
- Short Response Questions
- Folio of Collected Evidence of Competency
- Observations.
- Simulated technical tasks

Students must achieve competency at every task to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

No student may enrol in this course without a valid USI. Due to the nature of the course, access to a laptop/computer and internet access is required.

CAREER OPPORTUNITIES & PATHWAYS

This course is designed for those students that are looking towards an ICT pathway. Within the ICT sector, they may be looking at a position as a Client Support Officer, Customer Service Representative, Help Desk Officer, IT Technician, Web Page Design, or User Support Specialist. Other specific technological qualifications available at

<http://training.gov.au>.

CERTIFICATE II HOSPITALITY



QUALIFICATION: SIT20322 CERTIFICATE II HOSPITALITY

COURSE OVERVIEW

<http://training.gov.au> - Please refer to the training.gov.au website for specific information about the qualification.

This qualification is delivered and assessed on site/online at Charleville State High School. The qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision.

Upon successful completion students may achieve a maximum 4 credits towards their QCE.

DURATION

This course has been designed to be delivered and assessed within a 12-month period.

COURSE UNITS

To attain a Certificate II Hospitality, 12 units (6 core, 6 electives) must be achieved:

UNIT (Core)	UNIT (Elective)
BSBTWK201 - Work effectively with others	SITHCCC024 - Prepare and present simple dishes
SITHIND006 - Source and use information on the hospitality industry	SITHCCC026 - Package prepared foodstuffs
SITHIND007 - Use hospitality skills effectively	SITHFAB021 - Provide responsible service of alcohol
SITXCCS011 — Interact with customers	SITHFAB024 - Prepare and serve non-alcoholic beverages
SITXCOM007 — Show social and cultural sensitivity	SITHFAB025 - Prepare and serve espresso coffee
SITXWHS005 — Participate in safe work practices	SITXFSA005 - Use hygienic practices for food safety

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques including:

- Project
- Practical Activities
- Short Response Questions
- Folio of Collected Evidence of Competency
- Observations.

Students must achieve competency at every task to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

No student may enrol in this course without a valid USI. Students will need to be available for food service tasks outside of allocated class times.

CAREER OPPORTUNITIES & PATHWAYS

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. The skills in this qualification must be applied in accordance with Commonwealth and

State/Territory legislation, Australian standards and industry codes of practice. Other specific technological qualifications available at <http://training.gov.au>.