

Meridan State College

2023

Vocational Education & Training
Handbook



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Vocational Education and Training

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

Sunshine Coast TAFE offers a variety of on and off campus training programs high school students can complete during their Senior Phase of Learning. Meridan State College provides school-based programs that allow young people to earn credit towards vocational education and training (VET) qualifications. School students can choose to study a certificate course, which is based on one session per week while still attending school as a part of the requirements to gain a Queensland Certificate of Education (QCE).

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

Meridan State College 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 College is registered to deliver a range of VET Programs under the delegation of Queensland Curriculum and Assessment Authority (QCAA).

Our Legal Responsibility

Meridan State College 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

Meridan State College provides an equitable vocational education and training system that offers responsive products and services to all students. The College is committed to providing equal opportunities in vocational education and training and welcomes all students enrolled at the College. 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 College 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

Meridan State College 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 College 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-College 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 College:

- 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 College
- 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 College
- 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 College
- Meets the expectations and demands of the College in terms of participation, cooperation, punctuality, successful submission of work and high standards of behaviour and conduct
- Maintains the high standard and reputation of Meridan State College 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.

Fees

Subject charges vary according to individual Certificate requirements – refer to individual course information outlined in this booklet. Where applicable a fee is allocated to each certificate course that has a vocational placement component. If students are travelling to an external RTO, or work placement venues, transport costs will be the responsibility of students and their parents. If a student withdraws from any course before the completion date a pro-rata refund may apply.

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 College

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. Students' class teacher or Curriculum HOD 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.

The evidence students gather for their application might include, products and/or records of school work, a personal report, or a referee's report. A single piece of evidence may be relevant to one or more of the competencies.

Products of student's work might include:

- Samples of work students have completed
- Work experience/industry placement records
- Qualifications gained
- Coaching Certificates
- Senior First Aid Certificates
- Magazine or newspaper articles about students
- Prizes, certificates or other forms of commendation

A Referee's Report is from other people to support a student's claim - e.g. co-ordinators, customers, colleagues, or previous employer who witnessed specific activities undertaken. A referee's report should include:

- A company heading from employment
- The name of the supervisor or coordinator
- Period of employment
- List of competencies developed or tasks undertaken
- Signature and position of the person verifying the claim
- The date

Credit Transfer and Articulation

Students will be given credit for national competencies achieved if they continue to TAFE and/or private providers for further study in course.

CERTIFICATE II WORKPLACE SKILLS

Vocational Education & Training CODE: VBS



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 at Meridan State College in a simulated work environment, that allows individuals to develop basic business skills and knowledge to prepare for work. This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a business context, working under direct supervision.

Student support services are available in accordance with the VET Subject Handbook.

DURATION

One year

COURSE UNITS

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

UNIT CODE	UNIT NAME	UNIT CODE	UNIT NAME
CORE:		ELECTIVES:	
BSBCMM211	Apply communication skills	BSBCRT201	Develop and apply thinking and problem solving skills
BSBOPS201	Work effectively in business environments	BSBTEC201	Use business software applications
BSBPEF202	Plan and apply time management	BSBTEC202	Use digital technologies to communicate in a work environment
BSBSUS211	Participate in sustainable work practices	BSBTEC203	Research using the internet
BSBWHS211	Contribute to health and safety of self and others	BSBTWK201	Work effectively with others

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; Computing Tasks; Folio of Collected Evidence of Competency

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 requirements of this course, participation in the College BYOx programme is encouraged.

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

BSB30115 Certificate III Business

BSB40115 Certificate IV Business

Other specific financial qualifications available at <http://training.gov.au>. 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.

Disclaimer:

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Date of publication: January 2023.

Details correct at time of publication but subject to change

CERTIFICATE II ENGINEERING PATHWAYS

Vocational Education & Training

CODE: VEP



QUALIFICATION: MEM20422 CERTIFICATE II ENGINEERING PATHWAYS

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH BLUE DOG TRAINING, RTO 31193

THIS COURSE UTILISES VETIS FUNDING. IF VETIS FUNDING IS ALREADY COMMITTED, STUDENT MUST ENROL IN THE FULL FEE PAYING COURSE – CONSULT THE SCHEDULE OF SUBJECT FEES FOR DETAILS AND DETAILS AT <https://bluedogtraining.com.au/>.

COURSE OVERVIEW

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

The Certificate II in Engineering Pathways is intended for students interested in exposure to an engineering or related working environment with a view to entering into employment in that area. Delivered on site at Meridan State College, this qualification will equip graduates with knowledge and skills which will enhance their prospects of employment in an engineering or related working environment.

The learning program develops trade-like skills but does not attempt to develop trade-level skills. As an example, the outcome level of welding skills from this qualification is not about learning trade-level welding theory and practice; it is about being introduced to welding, how it can be used to join metal and having the opportunity to weld some metal together. Similarly, with machining, the outcome is to have something produced on a lathe etc., not the theory and practice of machining. The focus is on using engineering tools and equipment to produce or modify objects. This needs to be done in a safe manner for each learner and those around them.

Students will participate in the manufacture of a range of practical tasks under close supervision, and complete some written tasks. Student support services are available in accordance with the VET Subject Handbook.

DURATION

Two years

COURSE UNITS

To attain a Certificate II Engineering Pathways, 12 units must be achieved:

UNIT CODE

UNIT NAME

CORE:

MEM13015	Work safely and effectively in manufacturing and engineering
MEMPE005	Develop a career plan for the engineering and manufacturing industries
MEMPE006	Undertake a basic engineering project
MSAENV272	Participate in environmentally sustainable work practices

ELECTIVES MAY INCLUDE:

MEM11011*	Undertake manual handling
MEM16006*	Organise and communicate information
MEM16008*	Interact with computing technology
MEM18001*	Use hand tools
MEM18002*	Use power tools/hand held operations
MEMPE001	Use engineering workshop machines
MEMPE002	Use electric welding machines
MEMPE007	Pull apart and re-assemble engineering mechanism

NOTE: Elective units are subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices.

Prerequisite units of competency - An asterisk () against a unit of competency code in the list above indicates there is a prerequisite requirement that must be met. Prerequisite unit(s) of competency must be assessed before assessment of any unit of competency with an asterisk.

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques: portfolio work; knowledge assessment; practical tasks and teacher observation.

Assessment is competency based. 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 aspect of this course, students are encouraged to participate in the College's BYOx programme.

All classes in Engineering Pathways will require the frequent use of potentially dangerous tools, machines and processes. It is expected that students will develop appropriate attitudes and behaviours for their continued participation in this course.

Students may be required to attend industry site visits. Students may participate in an excursion to various Engineering industry sites to gain meaningful involvement in industry and to expose the learners to realistic workplace conditions and employer expectations. Students are also expected to participate in Industry or work environment scenarios. Steel cap boots, protective aprons, and safety glasses must be worn at all times.

CAREER OPPORTUNITIES & PATHWAYS

Employment outcomes and other specific manufacturing qualifications available at <http://training.gov.au>. Possible career paths include Certificate II Engineering or higher, Engineering Trades, Boilermaker.

Disclaimer:

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Date of publication: March 2023.

Details correct at time of publication but subject to change

CERTIFICATE II FURNITURE MAKING PATHWAYS

Vocational Education & Training

CODE: VFP



QUALIFICATION: MSF20516 CERTIFICATE II FURNITURE MAKING PATHWAYS

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 at Meridan State College in a simulated work environment. This qualification is intended for a learning and assessment environment, such as a school-based pre-employment training program, where access to structured on-the-job learning in a workplace may not be available.

It delivers broad skills and knowledge in furniture making tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships or general employment in a furniture manufacturing environment or related workplace.

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a business context, working under direct supervision.

Student support services are available in accordance with the VET Subject Handbook.

DURATION

One year

COURSE UNITS

To attain a Certificate II Furniture Making Pathways, 12 units must be achieved:

UNIT CODE	UNIT NAME	UNIT CODE	UNIT NAME
CORE:		ELECTIVES:	
MSFFP2017	Develop a career plan for the furnishing industry	MSFFM2013	Use furniture making hand and power tools
MSFFP2020	Undertake a basic furniture making project	MSFFP2003	Prepare surfaces
MSFGN2001	Make measurements and calculations	MSFFP2004	Apply domestic surface coatings
MSMENV272	Participate in environmentally sustainable work practices	MSFFP2005	Join furnishing materials
MSMPC1103	Demonstrate care and apply safe practices at work	MSFFM2002	Assemble furnishing components
		MSFFP2006	Make simple timber joints
		MSMSUP106	Work in a team

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; Computing Tasks; Folio of Collected Evidence of Competency

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 aspect of this course, students are encouraged to participate in the College's BYOx programme.

All classes in Furniture Making Pathways will require the frequent use of potentially dangerous tools, machines and processes. It is expected that students will develop appropriate attitudes and behaviours for their continued participation in this course.

Students may be required to attend industry site visits. Students may participate in an excursion to various Furniture industry sites to gain meaningful involvement in industry and to expose the learners to realistic workplace conditions and employer expectations. Students are also expected to participate in Industry or work environment scenarios. Steel cap boots, protective aprons, and safety glasses must be worn at all times.

CAREER OPPORTUNITIES & PATHWAYS

Other specific financial qualifications available at <http://training.gov.au>. Possible career paths include Certificate I Furnishings or higher, Furnishing Industry Trades, Cabinet Maker.

Individuals in these roles generally work under direct supervision.

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Date of publication: January 2023.

Details correct at time of publication but subject to change

CERTIFICATE II SKILLS FOR WORK AND VOCATIONAL PATHWAYS

Vocational Education & Training

CODE: VSW



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 at Meridan State College 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. **This course is compulsory for all year 10 students.**

Student support services are available in accordance with the VET Subject Handbook.

DURATION

One year

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

CORE:

FSKLRG011 Use routine strategies for work-related learning

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

FSKDIG003 Use digital technology for non-routine workplace tasks

FSKLRG009 Use strategies to respond to routine workplace problems

FSKLRG010 Use routine strategies for career planning

FSKOCM007 Interact effectively with others at work

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

BSBSTR301 Contribute to continuous improvement

BSBPEF302 Develop self-awareness

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; Practical Activities; Computing & Digital Tasks; Folio of Collected Evidence of Competency; Mock Interviews for positions vacant; Participation in the Meridan State College Work Experience Program.

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course. ***Students must achieve competency at every task and undertake work experience in an approved work placement environment, 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 (where possible). 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>.

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Date of publication: January 2023.

Details correct at time of publication but subject to change

CERTIFICATE II HOSPITALITY

Vocational Education & Training

CODE: VVL



QUALIFICATION: SIT20316 CERTIFICATE II HOSPITALITY

COURSE OVERVIEW

<http://training.gov.au> - Please refer to the training.gov.au website for specific information about the qualification. The Certificate II qualification is delivered on site at Meridan State College and reflects the roles of individuals with basic industry knowledge working within various hospitality settings, like cafes, restaurants, hotels etc. Students will participate in mainly routine and repetitive tasks under direct supervision.

Student support services are available in accordance with the VET Subject Handbook.

DURATION

One Year

COURSE UNITS

To attain a Certificate II Hospitality, 12 units of competency must be satisfactorily achieved to industry standard:

UNIT CODE

UNIT NAME

CORE:

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
SITXFSA001	Use hygienic practices for food safety

ELECTIVES:

SITXCOM001	Source and present information
TLIE1005	Carry out basic workplace calculations
SITHCCC004	Package prepared foodstuffs
SITHFAB005	Prepare and serve espresso coffee
SITHFAB004	Prepare and serve non-alcoholic beverages

ASSESSMENT TECHNIQUES

This course is delivered and assessed via projects, comprised of clustered units, to better replicate industry ways of working. Students must complete projects to a satisfactory standard (as determined by industry) and assessment is conducted using a variety of techniques:

- Questioning tasks; Observation of Practical Activities; Folio of Collected Evidence

Students must achieve competency in each unit of competency 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. **This certificate will require students to participate in 12 front of house service periods;** these service periods may be performed via school functions, work placement and/or a casual position within a hospitality venue, and will often be undertaken outside of school hours. **Students are responsible for sourcing an approved work place, and their transport to and from the venue.** Meridan State College reserves the right to ensure the suitability of placement. Students will be responsible for sourcing their own ingredients on occasions. These requirements will be published to students at the beginning of each term.

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. Possible job titles include:

- Café attendant; Catering assistant; Food and beverage attendant.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

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Date of publication: January 2023.

Details correct at time of publication but subject to change

CERTIFICATE II KITCHEN OPERATIONS

Vocational Education & Training

CODE: VKO



QUALIFICATION: SIT20416 CERTIFICATE II IN KITCHEN OPERATIONS

COURSE OVERVIEW

<http://training.gov.au> - Please refer to the training.gov.au website for specific information about the qualification. This qualification is delivered on site at Meridan State College, and reflects the role of individuals working in kitchens who will have basic knowledge and skills in food preparation and cookery skills to prepare food and menu items. This will involve mainly routine and repetitive tasks while working under direct supervision.

DURATION

One Year

COURSE UNITS

To attain a Certificate II in Kitchen Operations, 13 units of competency must be achieved:

UNIT CODE

UNIT NAME

CORE:

SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHCCC011	Use cookery skills effectively
SITHKOP001	Clean kitchen premises and equipment
BSBWOR203	Work effectively with others
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices
SITXFSA001	Use hygienic practices for food safety

ELECTIVE:

SITHCCC002	Prepare and present simple dishes
SITHCCC003	Prepare and present sandwiches
BSBSUS201	Participate in environmentally sustainable work practices
SITHCCC006	Prepare appetisers and salads
TLIE1005	Carry out basic workplace calculations

ASSESSMENT TECHNIQUES

This course is delivered and assessed via projects, comprised of clustered units, to better replicate industry ways of working. Students must complete projects to a satisfactory standard (as determined by industry) and assessment is conducted using a variety of techniques:

Questioning tasks;

Observation of Practical Activities;

Folio of Collected Evidence

Students must achieve competency in each unit of competency 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 aspect of this course, students are encouraged to participate in the College's BYOx programme. **Students MUST participate in 12 back of house service periods;** which may involve school functions, work placement and/or a casual position within a hospitality venue in the kitchen outside of school hours. **Students are responsible for sourcing an approved work place, and their transport to and from the venue.** Meridan State College reserves the right to ensure the suitability of placement.

Students will be responsible for sourcing their own ingredients on occasions, for example, repeat cooks or catch-up exam situations. Should this need arise, a listing of ingredients will be provided to students and their parents/carers. Each term, students will be advised of a cooking schedule together with an ingredients list, which may on occasion need to be supplemented by home sourced materials.

CAREER OPPORTUNITIES & PATHWAYS

This qualification provides a pathway to work in kitchen operations in organisations such as restaurants, hotels, catering operations, clubs, pubs, cafes and coffee shops; and institutions such as aged care facilities, hospitals, prisons and school canteens. Possible job titles include:

- Breakfast cook; Catering assistant; Fast food cook; Sandwich hand; Takeaway cook.

Disclaimer:

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CERTIFICATE II TOURISM

Vocational Education & Training

CODE: VTO



QUALIFICATION: SIT20116 CERTIFICATE II TOURISM

COURSE OVERVIEW

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

The Certificate II qualification provides students with the basic skills and knowledge to complete a range of tourism technical activities. The qualification will provide a pathway to work in many tourism and travel industry sectors including travel agencies, tour wholesalers, tour operators, attractions, cultural and heritage sites and any small tourism business.

Student support services are available in accordance with the VET Subject Handbook.

DURATION

One Year

COURSE UNITS

To attain a Certificate II Tourism, 11 units of competency must be achieved:

UNIT CODE

UNIT NAME

CORE:

SITTIND001	Source and use information on the tourism and travel industry
SITXCCS003	Interact with customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices

ELECTIVE:

SITXCCS001	Provide customer information and assistance
SITXCCS002	Provide visitor information
SITXCOM003	Provide a briefing or scripted commentary
SITTTSL001	Operate online information systems
SITTTSL002	Access and interpret product information
SIRXPDK001	Advise on products and services
SITXCOM001	Source and present information

ASSESSMENT TECHNIQUES

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

- Project; Practical Activities; Computing Tasks; Folio of Collected Evidence of Competency

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.

CAREER OPPORTUNITIES & PATHWAYS

Students are provided with a pathway that can lead to an office environment position where the planning of tourism and travel products and services takes place. Possible job titles include:

- Documentation clerk for a tour wholesaler or travel agency; Museum attendant; Office assistant for a tour operator; Receptionist and office assistant for a professional conference organiser or event management business; Receptionist and office assistant in a travel agency; Retail sales assistant in an attraction; Ride attendant in an attraction.

Other specific industry qualifications available at <http://training.gov.au>.

Disclaimer:

"The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to 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."

Date of publication: January 2023.

Details correct at time of publication but subject to change

CERTIFICATE II VISUAL ART

Vocational Education & Training

CODE: VVI



QUALIFICATION: CUA20720 CERTIFICATE II VISUAL ART

COURSE OVERVIEW

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

This qualification reflects the role of individuals who are developing the basic creative and technical skills that underpin visual arts and craft practice. It applies to work in different visual arts, craft and design environments. It also provides a pathway to other visual arts, craft and design job roles.

Student support services are available in accordance with the VET Subject Handbook.

DURATION

One Year

COURSE UNITS

To attain a Certificate II Visual Arts, 9 units of competency must be achieved:

UNIT CODE

UNIT NAME

CORE:

BSBWHS211	Contribute to the health and safety of self and others
CUAACD201	Develop drawing skills to communicate ideas
CUAPPR211	Make simple creative work
CUARES202	Source and use information relevant to own arts practice

ELECTIVES:

BSBPEF202	Plan and apply time management
CUAPAI211	Develop painting skills
CUATEX201	Develop skills in textile work
CUACER201	Develop ceramic skills
CUADRA201	Develop drawing skills

ASSESSMENT TECHNIQUES

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

- Project; Practical Activities; Computing Tasks; Folio of Collected Evidence of Competency

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.

CAREER OPPORTUNITIES & PATHWAYS

Students are provided with a pathway that can lead to an office environment position where the planning of tourism and travel products and services takes place. Possible job titles include:

- Ceramics Studio Trainee, Community Arts Workshop Assistant and Arts Practitioner.

Other specific industry qualifications available at <http://training.gov.au>.

Disclaimer:

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Date of publication: January 2023.

Details correct at time of publication but subject to change

CERTIFICATE III BUSINESS

Vocational Education & Training

CODE: BBN



QUALIFICATION: BSB30120 CERTIFICATE III BUSINESS

THIS COURSE IS BEING DELIVERED IN PARTNERSHIP WITH BINNACLE TRAINING, RTO 31319



THIS IS A FULL FEE PAYING COURSE – CONSULT THE SCHEDULE OF SUBJECT FEES FOR DETAILS.

FULL PAYMENT OF FEES MUST BE MADE BY END OF TERM 1 TO ENSURE CONTINUATION IN THIS COURSE.

COURSE OVERVIEW

<http://training.gov.au> - 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 staff via a third party arrangement with external Registered Training Organisation (RTO) **Binnacle Training**. 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. Upon successful completion students may achieve a maximum 8 credits towards their QCE.

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. Students will also participate in Binnacle Boss – an entrepreneurship program for secondary school students.

Students facilitate projects and services within their school community, including:

- Engage in a Go! Travel Customer Service Officer Role
- Design and plan for a new product or service

Late enrolment in the subject may result in a statement of attainment only. Student support services are available in accordance with the VET Subject Handbook. A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

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:

BSBPEF301	Organise personal work priorities
FNSFLT311	Develop and apply knowledge of personal finances
BSBXTW301	Work in a team
BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBTEC303	Create electronic presentations
BSBOPS304	Deliver and monitor a service to customers

ASSESSMENT TECHNIQUES

Program delivery will combine both class-based tasks and practical components in a real business environment at the school. This involves the delivery of a range of projects and services within their school community. A range of teaching/learning strategies will be used to deliver the competencies. These include:

- Practical tasks;
- Hands-on activities involving customer service;
- Group projects;
- e-Learning projects

Evidence contributing towards competency will be collected throughout the course.

Assessment is competency based. Students must achieve successful completion of every task in order 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 enrol in this course without a valid USI. Due to the technological aspect of this course, students are encouraged to participate in the College's BYOx programme. Students must have good written and spoken communication skills and a commitment to participate fully in all units of work. Students are also encouraged to take on a traineeship in Business Clerical Administration.

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.

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

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to 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."

CERTIFICATE III DANCE

Vocational Education & Training

CODE: VDC



QUALIFICATION: CUA30120 CERTIFICATE III DANCE

COURSE OVERVIEW

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

The Certificate III Dance is a qualification delivered on site at Meridan State College. As well as exploring a range of dance genres, this course provides students with the skills and knowledge to be competent in a defined range of Jazz Dance and Contemporary Dance technical skills, as well as developing skills in choreography and performance preparation.

Student support services are available in accordance with the VET Subject Handbook.

DURATION

Two years including simulated work environment, individual learning, and additional weekly dance tutorial sessions

COURSE UNITS

To attain a Certificate III in dance, 13 units must be achieved:

UNIT CODE

UNIT NAME

CORE:

CUACHR311	Develop basic dance composition skills
CUADAN331	Integrate rhythm into movement activities
CUAIND311	Work effectively in the creative arts industry
CUAPRF317	Develop performance techniques
CUAWHS311	Condition body for dance performance

ELECTIVES:

CUADAN315	Increase depth of jazz dance techniques
CUADAN318	Increase depth of contemporary dance techniques
CUADLT311	Develop basic dance analysis skills
CUAMWB401	Develop and implement own self-care plan in the creative industries
CUACOS304	Develop and apply knowledge of costume
CUADTM311	Assist with dance teaching
CUAMUP311	Prepare personal appearance for performances
HLTAID011	Provide first aid

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:

- Practical tasks; Group work; Activities in simulated work environments

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. An audition or other form of evidence where the candidate demonstrates competence in at least one dance style at Certificate II level is required for entry to the course. Students must undertake industry work placement which may be in their own time. Students are responsible for their own transport to and from work placement venues.

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

Certificate IV in Dance (Performance or Teaching and Management). Other industry specific qualifications available at <http://training.gov.au>.

Employment outcomes in the Dancer or Choreography Industries, as a Performing Artist.

Disclaimer:

"The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to 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."

Date of publication: January 2023.

Details correct at time of publication but subject to change

CERTIFICATE III EARLY CHILDHOOD EDUCATION and CARE

Vocational Education & Training

CODE: VCE



QUALIFICATION: CHC30121 CERTIFICATE III EARLY CHILDHOOD EDUCATION AND CARE

COURSE OVERVIEW

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

This qualification is delivered on site at Meridan State College. Students are required to undertake **A MINIMUM 160 HOURS** of work placement throughout the course in an approved Regulated Education and Early Child Care service. These placements allow students to sample the industry first hand, whilst giving them the opportunity to gain the knowledge and skills required at this level of competency.

Some work placements must be performed outside of school hours, including placements during school holiday periods. Students are responsible for their own transport arrangements to and from their work place venue. STUDENTS ENROLLING IN THE COURSE MUST HAVE A BLUE CARD AND A VALIDATED USI.

Student support services are available in accordance with the VET Subject Handbook.

DURATION

Two years

COURSE UNITS

To attain a Certificate III Early Childhood Education and Care, 18 units (15 core, 3 electives) must be achieved:

UNIT CODE	UNIT NAME
CHCECE031	Support Children's Health, Safety & Wellbeing
CHCECE055	Meet legal and ethical obligations in children's education and care
CHCECE030	Support inclusion and diversity
CHCECE056	Work effectively in children's education and care
HLTFSE001	Follow basic food safety practices
CHCECE032	Nurture babies and toddlers
CHCECE033	Develop positive and respectful relationships with children
CHCECE034	Use an approved learning framework to guide practice
HLTAID012	Provide first aid in an education and care setting ** (Unit is assessed via a Third Party – Credit Transfers)**
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
HLTWHS001	Participate in work health and safety
CHCPRT001	Identify and respond to children and young people at risk
CHCECE036	Provide experiences to support children's play and learning
CHCECE038	Observe children to inform practice
CHCECE035	Support the holistic learning and development of children
CHCECE037	Support children to connect with the natural environment
CHCSAC009	Support the holistic development of children in school age care

ASSESSMENT TECHNIQUES

This course is delivered and assessed via projects, comprised of clustered units, to better replicate industry ways of working. Students must compete projects to a satisfactory standard (as determined by industry) and assessment is conducted using a variety of techniques:

- Portfolio of Documentation; Workplace Reports; Questioning (in a variety of methods)

Students must satisfactorily complete every task and fulfil mandatory placement hours with an approved regulated education and Child Care provider, 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 the following:

- A validated USI
- A Blue Card
- An approved Vocational Workplace Agreement with an approved Regulated Education and Child Care provider, including undertaking of own transport arrangements to and from work placement venues.

Due to the technological component of this course, participation in the College's BYOx programme is strongly encouraged. *Students must be prepared to work at their workplace provider (childcare centre) during their holiday time, and before and after school hours. Students are responsible for their own transport arrangements to and from work placement venues.*

CAREER OPPORTUNITIES & PATHWAYS

Successful completion of this qualification enables students to work as an Assistant in any childcare centre in Australia, as a Nanny or Teacher-Aide. Other specific educational qualifications available at <http://training.gov.au>.

Disclaimer:

"The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to 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."

Date of publication: January 2023.

Details correct at time of publication but subject to change

CERTIFICATE III FITNESS

Vocational Education & Training

CODE: FNS



QUALIFICATION: SIS30321 CERTIFICATE III FITNESS

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

THIS QUALIFICATION IS DELIVERED BY BINNACLE TRAINING: RTO 31319

**THIS IS A FULL FEE PAYING COURSE – CONSULT THE SCHEDULE OF SUBJECT FEES FOR DETAILS.
FULL PAYMENT OF FEES MUST BE MADE BY END OF TERM 1 TO ENSURE CONTINUATION IN THIS COURSE.**

COURSE OVERVIEW

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

SIS30321 Certificate III in Fitness is delivered as a senior subject by qualified school staff via a third party arrangement with external Registered Training Organisation (RTO) Binnacle Training. 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.

Upon successful completion students may achieve a maximum 8 QCE credits. Student support services are available in accordance with the VET Subject Handbook. A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

DURATION

Two years

UNITS OF COMPETENCY

Core:	Electives:
BSBOPS304 Deliver and monitor a service to customers	SIXEMR001 Respond to emergency situations
BSBPEF301 Organise personal work priorities	SIXIND001 Work effectively in sport, fitness and recreation environments
HLTAID011 Provide First Aid	SIXIND002 Maintain sport, fitness and recreation industry knowledge
HLTWH001 Participate in workplace health and safety	BSBSUS211 Participate in sustainable work practices
SISFFIT032 Complete pre-exercise screening and service orientation	
SISFFIT033 Complete client fitness assessments	
SISFFIT035 Plan group exercise sessions	
SISFFIT036 Instruct group exercise sessions	
SISFFIT040 Develop and instruct gym-based exercise programs for individual clients	
SISFFIT047 Use anatomy and physiology knowledge to support safe and effective exercise	
SISFFIT052 Provide healthy eating information	

ASSESSMENT TECHNIQUES

Program delivery will combine both class-based tasks and practical components in a real gym environment at the school. This involves the delivery of a range of fitness programs to clients within the school community (students, teachers, and staff). A range of teaching/learning strategies will be used to deliver the competencies. These include: • Practical tasks • Hands-on activities involving participants/clients • Group work • Practical experience within the school sporting programs and fitness facility • Log Book of practical experience.

Evidence contributing towards competency will be collected throughout the course. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies.

NOTE: This program involves a mandatory 'outside subject' weekly component as follows:

- TERM 5, 6 or 7: 60 minutes per week across a minimum of 5 consecutive weeks – delivering fitness programs and services to an adult client, undertaken at the school gym or an alternate fitness facility sourced by the school.
- TERM 6: A minimum of one session (60 minutes) – delivering a gentle exercise session to an older adult client (age 50+), undertaken at the school gym or an alternate fitness facility sourced by the school.

All other practical experiences have been timetabled within class time. Students will keep a Log Book of these practical experiences (minimum 40 hours).

Students must achieve competency at every task and fulfil mandatory placement hours in an approved work placement setting, 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. Students must have a passion for and/or interest in pursuing a career in the fitness and sport industries. They **must** have good quality written and spoken communication skills and an enthusiasm / motivation to participate in physical activity sessions. **FULL COURSE FEES MUST BE PAID TO PARTICIPATE IN THIS COURSE.**

CAREER OPPORTUNITIES & PATHWAYS

The Certificate III in Fitness will predominantly be used by students seeking to enter the fitness industry and/or as an alternative entry into University. For example: • Exercise Physiologist • Teacher – Physical Education • Sport Scientist

Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit <https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar>

Students may also choose to continue their study by completing the Certificate IV in Fitness.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to 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."

CERTIFICATE III VISUAL ARTS

Vocational Education & Training

CODE: VAT



QUALIFICATION: CUA31120 CERTIFICATE III VISUAL ARTS

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 at Meridan State College in a simulated work environment, and provides skills and knowledge for an individual to be competent in a wide range of visual art media including drawing, photography, ceramics, painting and colour at an advanced level.

Student support services are available in accordance with the VET Subject Handbook.

DURATION

Two years

COURSE UNITS

To attain a Certificate III Visual Arts, 12 units (4 core, 8 electives) must be achieved:

UNIT CODE

UNIT NAME

CORE:

BSBWHS201	Contribute to health and safety of self and others
CUAACD201	Develop drawing skills to communicate ideas
CUAPPR301	Produce creative work
CUARES301	Apply knowledge of history and theory to own arts practice

ELECTIVES:

BSBDES301	Explore the use of colour
CUACER301	Produce ceramics
CUADIG202	Develop digital imaging skills
CUADIG203	Develop video art skills
CUADRA301	Produce drawings
CUAPAI301	Produce paintings
CUAPHI302	Capture photographic images
CUAPRI301	Produce prints

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; Computing & Digital Tasks; Folio of Collected Evidence of Competency

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.

CAREER OPPORTUNITIES & PATHWAYS

Articulation into: CUA41115 - Certificate IV in Photography and Photo Imaging

Employment as a visual artist; employment in the fields of photography, ceramics, printmaking, artistry painter.

Other specific industry qualifications available at <http://training.gov.au>.

Disclaimer:

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Date of publication: January 2023.

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Sunshine Coast Technical Trade Training Centre (SCTTTC)

Students attend SCTTTC at Caloundra one day per week for the one year programs.

Please note, these courses attract a tuition fee.

The SCTTTC offers pathways through a range of trade and technical training areas for students in Years 11 & 12.

NB: ALL SCTTTC CERTIFICATE COURSES ARE FUNDED UNDER VETIS (Vet in Schools) funding by the Qld Government. As such, students can only enrol in ONE VETIS funded course during their time at school.

Structured Workplace Learning:

Structured Workplace Learning (SWL) is a valuable part of each students learning at the SCTTTC. It is mandatory that students engaged in Vocational Education and Training (VET) certificate courses undertake 2–6 weeks SWL throughout their program at the SCTTTC. SWL is used as a tool for students to engage with employers in a meaningful way – with many employers directly recruiting students who have proven themselves as potential employees whilst on an SWL placement.

Students will need to apply directly to SCTTTC for entrance into these courses. There are limited numbers to these courses, so it is imperative that an application is **completed and submitted by the due dates published by the Trade Training Centre (usually mid term 3)**. An expression of interest form is available from their website.

Students will complete the expression of interest in the enrolment package and be notified by mail/email of their acceptance into the course.