



# **CAMDEN HAVEN**

HIGH SCHOOL

Integrating Face-to-face and Distance Learning

## Senior Curriculum 2022

### Vocational Education and Training



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## TABLE OF CONTENTS

Introduction to Vocational Education and Training	2
Course Provision	3
Assessment	3
Work Placement	3
Levies and Refunds	4
Access and Equity	4
Recognition of Prior Learning	4
Credit Transfer	4
Complaints and Appeals	5
Frequently Asked Questions	6
HSC Minimum Standard	8
Subject Descriptors	9

# INTRODUCTION TO VOCATIONAL EDUCATION & TRAINING

## Introduction to Vocational Education and Training

VET courses provide the opportunity to develop the skills, knowledge and understanding required by industry for employment in a related occupation. The courses provide training, and with them, the opportunity to be assessed against industry determined standards. The assessment compares each individual against the “competence” requirements set down by industry. Vocational courses may be studied as:

- School delivered vocational courses
- External delivered vocational courses (EVET)
- Other vocational courses through private providers

At the conclusion of the course all students will receive a Statement of Attainment listing all Units of Competency achieved. Industry identifies the units of competency that must be achieved to gain a Vocational Certificate. If all of these units of competency are achieved a certificate will be issued. Not all Year 12 (HSC) courses will lead to a full certificate qualification. Additional study may be required to acquire the full certificate. Further information is provided in this booklet.

These qualifications are recognised nationally as part of the Australian Qualifications Framework.



NESA issues qualifications for the Department of Education (DoE) Registered Training Organisations (RTO). These are in addition to HSC qualifications.



## SCHOOL DELIVERED VOCATIONAL COURSES

### Course Provision

All senior students are able to access Vocational Education and Training (VET) courses as part of their HSC at school. These courses are called school delivered VET courses or VPSS. Most VET courses lead to an AQF Certificate II, depending on the units of competency achieved by the student in the course. The qualification will be recognised across Australia by other education and training institutions.

The creation of courses each year is dependent on the available resources. Every effort is made to accommodate the individual student's career requirements in their selection of vocational courses. Delivery of these courses is part of the student's pattern of study and all delivering teachers are qualified and recognised by regulatory bodies and the DoE. Information about VET courses offered at Camden Haven High School are provided in the CHHS Subject Selection Handbook. **More detailed information on the actual content and vocational outcomes of the VET courses will be provided in this VET Information book.** All students selecting VET will undertake an induction program upon enrolment with their teacher.

### Assessment

All VET courses are competency-based. Assessment is based on the student's ability to demonstrate course competencies. There is no pass/fail. This means a course mark is not allocated. Performance is judged against standards prescribed for each element of competency in the course. Wherever practical, the teacher will gather assessment evidence of knowledge and skills in each competency on a number of occasions and in a variety of contexts. Students will be judged as either competent or not yet competent. If they are not judged as not yet competent, then a student will be given other opportunities to demonstrate competence.

### Work Placement

Work placement is structured learning in the workplace (real or simulated). Work placement is a **mandatory HSC requirement of each VET course offered at Camden Haven High School** and plays an integral part of the assessment program for the course. Learning in the workplace will enable students to;

- progress towards the achievement of industry competency
- develop appropriate attitudes towards work
- learn a range of behaviours appropriate to the industry
- practise the skills acquired in the classroom

Generally students will be expected to do **35 hours in a 120 hour course**, or approximately one week of placement per year of the course. This is usually organised as a **block of one week**. It is the responsibility of the student to ensure that missed work in other subjects is caught up.

The teacher, in collaboration with the VET Head Teacher, the local work placement program (Mid Coast Connect) and local employers, will arrange work placement. It is the responsibility of the VET teacher to ensure that students are prepared to undertake work placement. The expected timing of work placement for VET courses is negotiated with Mid Coast Connect and the delivering teacher.

To establish links with industry and maximise the student's work place opportunities, the delivering teacher will initiate contact with the employer and if possible, undertake a work place visit to assess student competence in consultation with the employer.

In some circumstances part-time work can be counted as work placement. If the part-time job is in an area that is closely related to the studied VET course then a student may apply for exemption from part or the entire work placement requirement of the course.

## SCHOOL DELIVERED VOCATIONAL COURSES

### **Levies and Refunds**

In addition to normal school fees, VET courses may attract a special fee or levy, usually to cover the cost of consumables and equipment. A receipt will be issued.

If you are studying the course and you drop out or change courses early in the year then the school will usually refund any special levy unless resources and equipment have already been purchased on your behalf. Otherwise a pro rata system will apply.

Fees and levies are clearly stated in the Senior Prospectus and on the enrolment application. Students experiencing financial difficulties may apply for support through the Student Assistance Scheme.

### **Access and Equity**

Provision is made to support students with disabilities who study VET courses. The school will assess each student's particular support needs and provision will be made in terms of the study program, assessment, special equipment or work placement arrangements. Parents/caregivers should speak to the VET teacher or Student Learning Support Officer about any concerns.

Additional literacy and numeracy support is available for all students. Other types of support such as assessment preparation and time management are available on request. Students should discuss this with their teacher or Year Advisor.

### **Recognition of prior learning**

A student's past learning and experience may exempt the student from certain study and assessment requirements in a VET course. This learning and experience may include study at other schools or study in another course, part-time work or life experiences.

If a student believes they may qualify for recognition of prior learning (RPL) then they should examine the units of competency from the syllabus for the course and obtain a copy of the Student for Recognition of Prior Learning from the teacher. The teacher will guide the student through this application and will talk about the implications of exemption for the HSC. It is the student's responsibility to provide evidence to support their RPL application.

### **Credit Transfer**

Under the Australian Quality Training Framework (AQTF) by Mutual Recognition Obligations, a Registered Training Organisation (RTO) must recognise the AQF qualifications and statements of attainment issued by any other RTO. This means that you can apply for credit when enrolling with the school, TAFE or other private providers by providing the Certificate or Statement of Attainment of Competencies from another RTO. This credit will effectively reduce the duration of the course, though Year 12 (HSC) preparation will still occur.

# SCHOOL DELIVERED VOCATIONAL COURSES

## **Complaints and Appeals**

VET students may appeal if they feel in any way dissatisfied with the assessment process. If a student disagrees with the outcome of an assessment they have the right to appeal. Students must ask for a review as soon as possible after receiving their result. The appeal process is set out in the school's Assessment Guidelines booklet.

The student should follow these steps when applying for an appeal.

Speak to the teacher who assessed the work

If not satisfied with your discussion with the teacher then make an appointment to speak to the Head Teacher of the particular VET course

The Head Teacher will discuss your concerns with you

A joint meeting will be arranged between you, the teacher and the Head Teacher so your concerns and those of the teacher can be addressed

The result of this meeting may be:

A revised assessment by the teacher

A new assessment task to replace part of the disputed task

A new assessment task to replace the entire disputed task

No change to the original result

## **Camden Haven High School offers the following VET Qualifications:**

Assistant Dance Teaching

Business Services

Construction

Entertainment Industry

Hospitality

Manufacturing and Engineering

Primary Industries

Retail Services

Skills for Work and Vocational Pathways

Sport Coaching

## FREQUENTLY ASKED QUESTIONS

### What does VET mean?

VET means Vocational Education and Training. VET courses are available at Stage 5 and at Stage 6 - Higher School Certificate (HSC) for students which allows the student to gain an HSC and an AQF credential at the same time. School, TAFE and other private providers deliver VET courses.

### What is the difference between VET courses and other HSC courses?

- VET courses can deliver dual accreditation, meaning a VET course can give an Australian Qualification Framework (AQF) qualification in addition to units of study counting towards the HSC.
- Learning and assessment focuses on skills and is *competency based*.
- In some VET courses work placement is compulsory

### What is reported on the HSC?

All VET courses are recorded on the HSC. As well, an HSC student receives either an Australian Qualification Framework (AQF) credential or a Statement of Attainment towards an AQF credential with a transcript of the units of competency achieved. Units of competencies are reported to the NSW Education Standards Authority (NESA).

### What are competencies?

A student is assessed for competency against standards set by industry for skill performance. Being assessed as competent means a student has reached a pre-defined minimum level of work performance in an industry skill area.

### Do VET courses count towards the Australian Tertiary Admissions Rank (ATAR)?

VET courses can be included in the HSC pattern of study. All VET Industry Curriculum Framework Courses (ICF), are Category B. Only one Category B course can be used in the calculation of the ATAR. In order for a VET course to count towards a ATAR, a student must study a 240 hour course and must sit a written exam for the HSC.

### What is the Australian Quality Framework (AQF)?

The AQF broadly refers to national principles, standards for delivery and qualifications in VET. VET is delivered by Registered Training Organisations. Tamworth 90162 is currently delivering Vocational Education and Training in 118 schools.

### What are Australian Qualification Framework (AQF) qualifications?

VET qualifications are expressed as AQF levels. They are recognised Australia wide. Students may gain an AQF credential at either Certificate I or II and in some instances either part or all of Certificate III depending on the VET course they study and the units of competency they achieve.

### What are Industry Curriculum Frameworks?

NSW Education Standards Authority NESA has packaged VET courses from national Training Packages into courses and units of study for the Higher School Certificate. A student may do a 120-hour course, 240-hour course, and may elect to do a 60 or 120-hour specialisation course. ICF courses have a mandatory work placement component and an optional HSC exam that may contribute to the ATAR.

**What is the difference between an Industry Curriculum Framework (ICF) course and a VET Board Endorsed Course (VET BEC)?**

A VET BEC course may have a mandatory work placement but does not have a HSC exam. Both ICF and BEC VET courses contribute to a student's HSC pattern of study. However a Board Endorsed Course (VET BEC) does not contribute to the ATAR

**What are Specialisation Courses?**

Specialisation courses are 1 unit or 2 unit extensions added to the 240 hour (2 unit x two years) course. Specialisation courses build upon the normal ICF course and deliver more training towards AQF levels. They may be selected during the HSC year. These units do not count towards the ATAR but do count towards the HSC.

**Why is work placement compulsory in some VET courses?**

Industry says workplace learning greatly enhances classroom training. Work placement in a 240-hour course is 70 hours (usually done as two one-week blocks, one week during the Preliminary course and one week during the HSC course). Part-time work may be used to claim Recognition of Prior Learning (RPL) credit. Specialisation courses also have work placement requirements.

**Who delivers VET to students?**

VET courses are delivered in schools by teachers who have undertaken additional training to become qualified to deliver a VET course.

**What is RPL?**

Recognition of Prior Learning (RPL) allows students to seek recognition of their skills and knowledge gained prior to beginning a VET course as a result of formal training, work experience, life experience and part-time work. The relevant VET Coordinator at your school holds application forms.

**What is Credit Transfer?**

Credit Transfer (CT) allows students to seek recognition of their skills and knowledge gained as a result of previous achievement of units of competency and/or a qualification. The relevant VET Coordinator at your school holds application forms.

**How do foundation and employability skills relate to VET courses?**

Foundation and employability skills feature in all units of competency; they are defined as "skills required not only to gain employment, but also to progress within an enterprise so as to achieve one's potential and contribute successfully to enterprise strategic directions."

**STUDY IN A VET ICF COURSE MAY GIVE A STUDENT ACCESS TO THE HSC  
AND AN AQF CREDENTIAL, WORKPLACE LEARNING AND AN ATAR.**

# HSC MINIMUM STANDARD

## What is the HSC minimum standard?

NSW Education Standards Authority (NESA) has implemented the HSC minimum standard to help ensure that students have the key literacy and numeracy skills for life after school. Students in New South Wales will need to demonstrate a minimum standard of literacy and numeracy to receive the HSC credential from 2020. The HSC minimum standard is set at level 3 of the Australian Core Skills Framework (ACSF). These skills are essential for everyday tasks and learning after school such as writing a letter for a job application or understanding a mobile phone plan. The standard is assessed through online tests across three areas: reading, writing and numeracy. The minimum standard online tests are 45 minutes long and include a multiple choice reading test, a multiple choice numeracy test and a short writing test based on a choice between a visual or written prompt. Examples of the tests are available on the NSW Education Standards Authority (NESA) website. Students who do not meet the HSC minimum standard can still

- Sit the HSC exams
- Receive an ATAR for University applications
- Receive a ROSA
- Receive a HSC minimum standard report

There are no pre-requisites for choosing subjects for stage 5 or stage 6. Students do not need to achieve the minimum standard to choose a subject they will study in stage 5 or 6.

Practice tests are available for students to sit at school to help them become familiar with the online test structure and for schools to help determine student readiness to meet the minimum standard.

Students will have two opportunities per year to sit the minimum standard online tests in each area of Reading, Numeracy and Writing, in Year 10, 11 and 12. Students will also have up to 5 years from the time they start the HSC courses to sit the minimum standard online tests. The tests must be administered by schools via a lockdown browser.

Disability provisions and exemptions: Students with additional learning needs may be eligible for extra provisions for the minimum standard online tests or be exempt from meeting the HSC minimum standard in order to receive their HSC. Students taking four or more Life Skills courses can be exempt from meeting the HSC minimum standard. Students studying Life Skills English will be exempt from the Reading and Writing minimum standard tests. Students studying Life Skills maths will be exempt from the Numeracy minimum standard test.

Further Information NSW Education Standards Authority (NESA) <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-minimum-standard>.

# SUBJECT DESCRIPTORS



COURSE	Page
Assistant Dance Teaching	10
Business Services	12
Construction	14
Entertainment Industry	16
Hospitality	18
Manufacturing and Engineering	20
Primary Industries	22
Retail Services	24
Sport Coaching	26

# Assistant Dance Teaching

## CUA30313 Certificate III

### General Course Description

This course is designed for students who are wanting to become dance teachers within a private dance studio. Students will achieve a Certificate III in Assistant Dance Teaching.

Students will learn about anatomy, safe dance tuition, behaviour management, choreography, gain an understanding of the music, first aid and the health and safety of dancers. They will also learn about legal and ethical instruction.

### Assessment Strategies

Practical demonstrations of teaching and choreography

Research papers

Written examinations

Observations

### Competency Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standards. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

### Personal Requirements

Students will need to have confidence working with children and have the ability to clearly instruct children. Students will also need to have creativity and the ability to create choreography and discuss and explicitly teach the safe execution of movement. Students will need to demonstrate maturity and the ability to self-reflect in order to plan effective lessons to achieve a goal. Patience and the ability to deliver material to a variety of learners is also paramount.

## Stage 6

### Topics studied

#### Core:

- Health and safety of self and others.
- Behaviour of children and young people.
- Dance analysis skills.
- Assistant dance teaching.
- Anatomy and nutrition.
- Musical ideas and listening skills applied to dance.
- First aid.
- Legal and ethical instructional skills.

#### Elective:

- Work effectively in an educational environment.
- Basic composition skills
- Production operations for live performance.
- Plan a career in the creative arts industry.
- History and theory to own arts practice.
- Plan and deliver group exercise sessions.
- Teach basic dance skills.

### Further Studies


Tertiary study at University, Industry course and private colleges.

### Career Pathways

Dancer, Performer, Teacher.

Link Program	Tertiary, Career, Employment
Type of course	Board Endorsed
Duration / Hours	2 years / 240 hours
Unit Value	2 units
ATAR category	NON ATAR
General Information	Mandatory work placement of 70 hours. (35 hours each year).



		<b>2022 ASSISTANT DANCE TEACHING COURSE DESCRIPTION</b> <b>CUA30313 Certificate III in Assistant Dance Teaching</b> RTO 90162 Public Schools NSW, Tamworth	
<b>IMPORTANT INFORMATION:</b> The training package for this course has recently changed. At the time of publication, NESA has not indicated when the new course will be implemented and what their mandatory requirements will be. This may mean that the Units of Competency listed below change. Any changes will be advised to schools by the RTO and teachers will relay this to students with adequate notice in line with DoE Assessment Policy.			
Course: <b>Assistant Dance Teaching</b> Board Endorsed Course		2 or 4 Preliminary and/or HSC units in total Does not contribute towards Australian Tertiary Admission Rank	
This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.			
<b>CUA Creative Arts and Culture Training Package (CUA v3)</b>  <b>Units of Competency</b> <b>Core</b> BSBWHS201    Contribute to health and safety of self and others CHCECE006    Support behaviour of children and young people CUADLT301    Develop basic dance analysis skills CUADTM301    Assist with dance teaching CUAWHS403    Incorporate anatomy and nutrition principles into skill development  CUSMLT201    Develop and apply musical ideas and listening skills HLTAID003    Provide first aid SISCCRO302A    Apply legal and ethical instructional skills		<b>Electives</b> CUADTM411    Teach basic dance technique SISFFIT309A    Plan and deliver group exercise sessions CUACHR301    Develop basic dance composition skills CUSIND302    Plan a career in the creative arts industry	
<b>Students may apply for Recognition of Prior Learning and/or credit transfer provided suitable evidence is submitted.</b>			
Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.			
<b>Recommended Entry Requirements</b> Students selecting this course should be interested in and have some prior experience in Dance. They should be able to participate in dance teaching and demonstration of dance skills to younger students. There will be out of class homework, research activities and assignments. They may be required to attend out of school hours performance and activities			
<b>Examples of occupations in the dance industry</b> <ul style="list-style-type: none"><li>• Private studio teaching assistant</li><li>• Choreographer</li><li>• Warm up coordinator</li></ul>			
<b>Mandatory HSC Course Requirements.</b> Student must complete 300 hours of course work and 70 hours of work placement.			
<b>External Assessment</b> There is no Higher School Certificate (HSC) examination for the Assistant Dance Teaching course			
<b>Competency-Based Assessment</b> Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.			
<b>Appeals and Complaints</b> Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.			
<b>Course Cost:</b> Preliminary - \$85 for First Aid course                      HSC - \$NIL		<b>Refunds</b> Refund Arrangements on a pro-rata basis. Please refer to your school refund policy	
A school-based traineeship is available in this course, for more information: <a href="http://www.sbatinnsw.info/">http://www.sbatinnsw.info/</a>			
<b>Exclusions</b> - VET course exclusions can be checked on the NESA website at <a href="http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>			
2022 Course Descriptions for RTO 90162 Public Schools NSW, Tamworth V1 March 2021			

# Business Services - Stage 6

## BSB30120 Certificate III in Business

### General Course Description

This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the business administration and support industry. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the Australian Apprenticeships Training Information Service.

### Assessment Strategies

Observation  
Written tasks  
Competency tests  
Integrated practical tasks

### Competency Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standards. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

### Personal Requirements

Good communication skills  
Enjoy working with people  
Attention to detail

### Mandatory Work Placement

Students undertaking this course are required to complete work placement as specified below.

## Stage 6

### Topics studied

#### Compulsory Core Units

- Communicate in the workplace
- Deliver a service to customers
- Work effectively in a business environment
- Process and maintain workplace information
- Contribute to health and safety of self and others
- Participate in environmentally sustainable work practices
- Organise and complete daily work activities
- Work effectively with others
- Use business technology

#### Elective Units

- Maintain business resources
- Create and use databases
- Handle mail
- Produce simple word processed documents
- Create and use spread sheets


### Further Studies

University  
TAFE

### Career Pathways

Administration Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk.

Link Program	Tertiary, Career, Employment
Type of course	Board Endorsed
Duration / Hours	2 years / 240 hours
Unit Value	2 units
ATAR category	Category B (if sitting optional HSC exam)
General Information	A school based traineeship is also available. Mandatory work placement: 2 units x 1 year - 35 hours 2 units x 2 years - 70 hours

		<b>2022 BUSINESS SERVICES COURSE DESCRIPTION</b> <b>BSB30120 Certificate III in Business</b> RTO 90162 Public Schools NSW, Tamworth	
<b>IMPORTANT INFORMATION:</b> The training package for this course has recently changed. At the time of publication, NESA has not indicated when the new course will be implemented and what their mandatory requirements will be. This may mean that the Units of Competency listed below change. Any changes will be advised to schools by the RTO and teachers will relay this to students with adequate notice in line with DoE Assessment Policy.			
Course: <b>Business Services</b> Board Developed Course		2 or 4 Preliminary and/or HSC units in total Category B for Australian Tertiary Admission Rank (ATAR)	
This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.			
<b>Business Services Training Package (BSB v7)</b> <b>Units of Competency</b> <b>Core</b>  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 BSBXC301    Engage in workplace communication		<b>Electives</b> 7 elective units, of which:  2 elective units must be selected from Group A 1 elective unit must be selected from Group B for the remaining 4 elective units:  up to 4 units may be selected from Groups A – G if not listed, up to 3 units may be selected from a Certificate II, Certificate III or Certificate IV from this or any other currently endorsed Training Package qualification or accredited course.	
<b>Students may apply for Recognition of Prior Learning and for credit transfer provided suitable evidence is submitted.</b>			
Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.			
<b>Recommended Entry Requirements</b> Students selecting this course should be interested in working in a business environment. They should be able to use a personal digital device including a personal computer or laptop. There will be out of class homework, research activities and assignments.			
<b>Examples of occupations in the business services industry:</b> <div><ul style="list-style-type: none"><li>• administration assistant</li><li>• office junior</li><li>• information desk operator</li><li>• clerical worker</li><li>• receptionist</li><li>• data entry operator</li></ul></div>			
<b>Mandatory HSC Course Requirements</b> Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the NESA. <b>External Assessment (optional HSC examination for ATAR purposes)</b> The Higher School Certificate examination for Business Services is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.			
<b>Competency-Based Assessment</b> Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency.			
<b>Appeals and Complaints</b> Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.			
<b>Course Cost:</b> Preliminary - \$NIL      HSC - \$NIL		<b>Refunds</b> Refund Arrangements on a pro-rata basis. Please refer to your school refund policy	
A school-based traineeship is available in this course, for more information: <a href="http://www.sbatinnsw.info/">http://www.sbatinnsw.info/</a>			
<b>Exclusions:</b> VET course exclusions can be checked on the NESA website at <a href="http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>			
2022 Course Descriptions for RTO 90162 Public Schools NSW, Tamworth V1 March 2021			



# Construction - Stage 6

## CPC20220 Certificate II in Construction Pathways

### General Course Description

This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the construction industry. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the Australian Apprenticeships Training Information Service.

### Assessment Strategies

Assessment is competency based, which means students are assessed against set criteria using; practical projects, skill exercises, written tests, formal examinations.

### Competency Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standards. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

### Personal Requirements

For safety reasons students will require long sleeved shirts, long pants and enclosed leather shoes. Steel capped boots are not required for school work, but may be needed in some workplaces when students are doing work placement. A construction industry induction card (white card) is essential for this course.

### Mandatory Work Placement

Students undertaking this course are required to complete work placement to a minimum hours as specified below. Work placement involves the student completing real work experiences in industry settings. In some courses, in - school events may contribute to mandatory work placement hours. Where this is possible students will be fully informed upon enrolment.

## Stage 6

### Topics studied

#### Compulsory Core Units

- Work effectively and sustainably in the construction industry
- Plan and organise work
- Conduct workplace communication
- Carry out measurements and calculations
- Read and interpret plans and specifications
- Apply WHS requirements, policies and procedures in the construction industry
- Work safely in the construction industry
- Use construction tools and equipment

#### Elective Units

- Handle carpentry materials
- Use carpentry tools and equipment
- Assemble components
- Prepare for off-site manufacturing processes
- Handle wall and floor tiling materials
- Use wall and floor tiling tools and equipment
- Apply basic levelling procedures
- Carry out concreting to simple forms
- Erect and dismantle formwork for foots and slabs on ground

### Further Studies

TAFE  
University

### Career Pathways

Building Industry Trades

Link Program	Tertiary, Career, Employment
Type of course	Board Developed
Duration / Hours	2 Years / 240 hours
Unit Value	2 units
ATAR category	Category B (If sitting optional HSC exam)
General Information	Students do not need to have completed Industrial Technology Timber in Stage 5. Mandatory work placement of 70 hours. (35 hours each year). Course contributions: Year 11 - \$70 and Year 12 - \$40

		<b>2022 CONSTRUCTION COURSE DESCRIPTION</b> CPC20220 Certificate II in Construction Pathways (Release 4) + Statement of Attainment towards CPC20120 Certificate II in Construction RTO 90162 Public Schools NSW, Tamworth			
<b>IMPORTANT INFORMATION:</b> The training package for this course has recently changed. At the time of publication, NESA has not indicated when the new course will be implemented and what their mandatory requirements will be. This may mean that the Units of Competency listed below change. Any changes will be advised to schools by the RTO and teachers will relay this to students with adequate notice in line with DoE Assessment Policy.					
Course: <b>Construction</b> Board Developed Course			2 or 4 Preliminary and/or HSC units in total Category B for Australian Tertiary Admission Rank (ATAR)		
This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification in CPC20220 Certificate II in Construction Pathways, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.					
<b>Construction, Plumbing and Services Training Package (CPC6.2)</b> <b>Units of Competency</b> <b>Core</b> CPCCOM1012 Work effectively and sustainably in the Construction Industry CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry CPCCOM1013 Plan and organise work CPCCOM1015 Carry out measurements and calculations CPCCVE1011 Undertake a basic construction project			<b>Electives</b> CPCCOM1014 Conduct workplace communication CPCCOM2001 Read and interpret plans and specifications CPCCCA2011 Handle carpentry materials CPCCCA2002 Use carpentry tools and equipment CPCCCM2006 Apply basic levelling procedures CPCCCO2013 Carry out concreting to simple form CPCCJN3004 Manufacture and assemble joinery components		
<b>Course Prerequisite</b> CPCCWHS1001 - Prepare to work safely in the construction industry. <b>The Construction General Induction Training (Whitecard) will be delivered as part of this course by Mr Mark Ashton at a cost of \$28.50 per student</b>			Successful completion of this unit will lead to a General Construction Induction Card (White Card) from SafeWork NSW. This will allow student access to construction sites across Australia for work purposes. A recognised SafeworkNSW GIT card is mandatory before undertaking any work placement. No online course is recognised by the Dept of Ed		
Students may apply for Recognition of Prior Learning and for credit transfer provided suitable evidence is submitted.					
Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.					
<b>Recommended Entry Requirements</b> Students selecting this course should be interested in working in a construction environment. They should be able to carry out manual activities e.g. lifting, carrying and shifting loads of materials, climbing ladders and have the ability to use hand and power tools. There will be out of class homework, research activities and assignments.					
<b>Examples of occupations in the construction industry:</b>					
• building		• concreting		• shop fitting	
				• bricklaying	
				• carpentry	
<b>Mandatory HSC Course Requirements</b> Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the NESA.					
<b>External Assessment (optional HSC examination for ATAR purposes)</b> The Higher School Certificate examination for Construction is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.					
<b>Competency-Based Assessment</b> Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the unit/s of competency they can effectively carry out competency.					
<b>Appeals and Complaints</b> Students may lodge a complaint or an appeal about a decision (including assessment decisions) appeal or a complaint about an assessment decision or other decisions through the VET teacher.					
<b>Course Cost: Preliminary - \$70</b> <b>PLUS Whitecard cost \$28.50</b>			<b>Refunds</b> Refund Arrangements on a pro-rata basis. Please refer to your school refund policy		
A school-based traineeship and apprenticeship is available in this course, for more information: <a href="http://www.sbatinnsw.info/">http://www.sbatinnsw.info/</a>					
<b>Exclusions - VET course exclusions</b> can be checked on the NESA website at <a href="http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>					
2022 Course Descriptions for RTO 90162 Public Schools NSW, Tamworth V1 April 2021					

# Entertainment Industry - Stage 6

## CUA30420 Certificate III - Live Production and Services

### General Course Requirements

This course is designed for students who want to work in the entertainment industry. It provides the opportunity to obtain credit towards, or complete a national vocational qualification. Students will be able to gain skills in audio, lighting, vision, staging, safety, customer service and working in the entertainment industry and workplace. Skills gained in this industry transfer to other industries. Occupation in the entertainment industry is wide-ranging, covering many activities, organisations and businesses in fields associated with the arts, libraries, media, museums and entertainment. Areas include audio, costume, front of house, lighting, make-up, props, scenic art, sets, staging and vision systems.

### Assessment Strategies

Observation, Written tasks, Competency tests, Practical tasks.

### Personal Requirements

Possess good technical skills, enjoy working within an artistic environment and with artistic people.

Attention to detail, be able to work long and difficult hours, possess the patience and tolerance to deal with performers, audience and directors in stressful situations.

### Mandatory Work Placement

Students undertaking this course are required to complete work placement as specified below. Work placement involves the student completing real work experiences in industry settings. In some courses, in-school events may contribute to mandatory work placement hours. Where this is possible, students will be fully informed upon enrolment.

## Stage 6

### Topics Studied

- Undertake live audio operations
- Provide service to customers
- Operate basic lighting
- Work safely in the construction industry
- Follow WH&S procedures
- Assist with production operations for live performances
- Operate vision systems
- Work effectively in the creative arts industry
- Plus a large variety of electives in the HSC year.

### Further Studies


Entertainment, Diplomas and bachelor degrees in audio and lighting, masters degrees in audio and lighting, applied science (acoustics etc).

### Career Pathways

Production Assistant, Stage Manager, Lighting Technician, Audio Technician, Lighting Design/Direction, Audio Design/Direction, Set/Costume/Make-up Designer.

Link Program	Tertiary, Career, Employment
Type of course	Board Developed
Duration / Hours	2 years / 240 hours
Unit Value	2 units
ATAR category	Category B (If sitting optional HSC exam)
General Information	70 hours of mandatory work placement. (35 hours each year).



		<b>2022 ENTERTAINMENT COURSE DESCRIPTION</b> <b>CUA30420 Certificate III in Live Production and Services</b> RTO 90162 Public Schools NSW, Tamworth	
<b>IMPORTANT INFORMATION: The training package for this course has recently changed. At the time of publication, NESA has not indicated when the new course will be implemented and what their mandatory requirements will be. This may mean that some or all of the Units of Competency listed below change. Any changes will be advised to schools by the RTO and teachers will relay this to students with adequate notice in line with DoE Assessment Policy.</b>			
Course: <b>Entertainment</b> Board Developed Course		2 or 4 Preliminary and/or HSC units in total Category B for Australian Tertiary Admission Rank (ATAR)	
This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.			
<b>Creative Arts and Culture Training Package (CUA 5.0)</b>  <u><b>Units of Competency</b></u> <b>Core units</b> BSBPEF301 Organise personal work priorities CUAIND311 Work effectively in the creative arts industry CUAIND314 Plan a career in the creative arts industry CUAPPR314 Participate in collaborative creative projects CPCCWHS1001 Prepare to work safely in the construction industry		<b>Elective units</b> (Sample of electives that may be included)  CUAWHS312 Apply work health and safety practices SITXCCS006 Provide service to customers CUALGT311 Operate basic lighting CUASTA311 Assist with production operations for live performances  CUASOU331 Undertake live audio operations CUAVSS312 Operate vision systems CUASMT311 Work effectively backstage during performances CUASOU306 Operate sound reinforcement systems	
<b>Students may apply for Recognition of Prior Learning and for credit transfer provided suitable evidence is submitted.</b>			
Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.			
<b>Recommended Entry Requirements</b> Students selecting this course should be interested in working in the entertainment industry. They should be able to lift and carry production equipment, have the ability to work as a member of a team, and have good communication skills. There will be out of class activities, homework, research activities and assignments.			
<b>Examples of occupations in Live Theatre industry</b> <div>• Lighting designer/operator • Vision systems designer/operator • Venue assistant • Audio designer/operator • Stage Manager • Production technician</div>			
<b>Mandatory HSC Course Requirements.</b> Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the NESA. <b>External Assessment (optional HSC examination for ATAR purposes)</b> The optional Higher School Certificate examination for Entertainment Industries is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.			
<b>Competency-Based Assessment</b> Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the unit/s of competency. <b>Appeals and Complaints</b> Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.			
<b>Course Cost:</b> Preliminary - \$28.50 for CPCCOHS1001A Work safely in the construction industry (White Card) HSC - \$NIL School specific equipment and associate requirements for students: NIL		<b>Refunds</b> Refund Arrangements on a pro-rata basis. Please refer to your school refund policy	
A school-based traineeship is available in this course, for more information: <a href="http://www.sbatinnsw.info/">http://www.sbatinnsw.info/</a>			
<b>Exclusions</b> - VET course exclusions can be checked on the NESA website at <a href="https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>			
2022 Course Descriptions for RTO 90162 Public Schools NSW, Tamworth V1 March 2021			

# Hospitality

## SIT20316 Certificate II in Hospitality - Food and Beverage

### General Course Description

This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the hospitality and customer service industry. Students who are assessed as competent in sufficient units of competency will be eligible for a full certificate qualification; partial completion will lead to a Statement of Attainment.

### Assessment Strategies

Practical tasks

Written tasks

### Competency Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency.

To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standards.

Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

### Personal Requirements

Hospitality uniform \$100 to hire from school (\$60 refund at end of hire).

Black covered in leather shoes.

## Stage 6

### Topics Studied

- Participate in safe work practices
- Use hygienic practices for food safety
- Prepare and serve espresso coffee
- Serve food and beverages
- Prepare and serve non-alcoholic beverages
- Work effectively with others
- Prepare appetisers and salads
- Prepare and present simple dishes
- Interact with customers
- Source and use information on the hospitality industry
- Show social and cultural sensitivity
- Use food preparation equipment
- Use hospitality skills effectively

### Further Studies


TAFE Certificates and Diplomas,  
University studies

### Career Pathways

Barista, Food and Beverage  
Attendant, Hospitality  
Management, Events Manager

Link Program	Tertiary, Career, Employment
Type of course	Board Developed
Duration / hours	2 years / 240 hours
Unit Value	2 units
ATAR cat.	Category B (If sitting optional HSC exam)
General Information	<p>This course is available to all students.</p> <p>Course Contributions:</p> <p>Year 11 - \$90 per year</p> <p>Year 12 - \$60 per year</p> <p>Mandatory work placement of 70 hours. (35 hours each year)</p>



	<b>2022 HOSPITALITY FOOD AND BEVERAGE COURSE DESCRIPTION</b> <b>SIT20316 Certificate II in Hospitality</b> <b>RTO 90162 Public Schools NSW, Tamworth</b> <small>This may change due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time.</small>	
Course: <b>Hospitality - Food and Beverage</b> Board Developed Course	2 or 4 Preliminary and/or HSC units in total Category B for Australian Tertiary Admission Rank (ATAR)	
This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.		
<b>Tourism, Travel and Hospitality training package (SIT 1.2)</b>  <b>Units of Competency</b> <b>Core</b> 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  <b>Electives</b> SITHFAB004 Prepare and serve non-alcoholic beverages SITHFAB005 Prepare and serve espresso coffee SITHFAB007 Serve food and beverage	<b>Plus, additional competencies</b>  Category A SITXFSA001 Use hygienic practices for food safety SITHCCC001 Use food preparation equipment SITHCCC002 Prepare and present simple dishes SITHCCC006 Prepare appetisers and salads	
<b>Students may apply for Recognition of Prior Learning and for credit transfer provided suitable evidence is submitted.</b>		
Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.		
<b>Recommended Entry Requirements</b> Students selecting this course should be interested in working in a hospitality environment preparing and serving food and beverages to customers. They should be able to lift and carry equipment, use handheld and larger commercial kitchen equipment. Students may be required to participate in after-hours school events and functions. There will be out of class homework, research activities and assignments.		
<b>Examples of occupations in the hospitality industry:</b>  <ul style="list-style-type: none"><li>• Café attendant</li><li>• Barista</li><li>• Kitchen hand</li><li>• Food and beverage attendant</li></ul>		
<b>Mandatory HSC Course Requirements</b> Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by NESA. <b>External Assessment (optional HSC examination for ATAR purposes)</b> The Higher School Certificate examination for Hospitality Food and Beverage is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.		
<b>Competency-Based Assessment</b> Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency. <b>Appeals and Complaints</b> Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.		
<b>Course Cost:</b> Preliminary - \$90      HSC - \$60 Hospitality uniform hire - \$100 <b>School specific equipment and associate requirements for students:</b> Black covered in leather shoes	<b>Refunds</b> Refund Arrangements on a pro-rata basis. Uniform: \$60 refund at end of hire	
A school-based traineeship and apprenticeship are available in this course, for more information: <a href="http://www.sbatinnsw.info/">http://www.sbatinnsw.info/</a>		
Exclusions - VET course exclusions can be checked on the NESA website at <a href="http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>		

# Manufacturing and Engineering - Stage 6

## MEM10119 Certificate I in Engineering

### General Course Description

This course is designed for students who wish to develop the knowledge and skills required to commence a career in the engineering and manufacturing industry. Students who are assessed as competent in sufficient units will be eligible for a Certificate I in Engineering and a Statement of Attainment towards MEM20413, Certificate II in Engineering Pathways.

### Competency Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standards. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

### Personal Requirements

For safety reasons, students will require long sleeved shirts, long pants and enclosed leather shoes. Steel capped boots are not required for school work but may be needed in some workplaces when doing workplacement. Contributions apply for materials.

### Mandatory Work Placement

Students undertaking this course are required to complete work placement as specified below.

## Stage 6

### Topics studied

- Working safely and effectively in engineering.
- Communication in the workplace.
- Manual handling.
- Performing Computations.
- Using hand and power tools.
- Using engineering workshop machines.
- Using fabrication equipment and welding equipment

Link Program	Tertiary, Career, Employment
Type of course	Board Developed
Duration / Hours	2 units x 1 year - 120 hours 2 units x 2 years - 240 hours 4 units x 1 year - 240 hours
Unit Value	2 units
ATAR category	Non ATAR
General Information	Students do not need to have completed Industrial Technology Metal in Stage 5. Mandatory work placement of 35 hours in Year 12 . Course contributions: \$65 per year.

### Further Studies

Tertiary Engineering courses  
TAFE Cert III, Diploma,  
Apprenticeships

### Career Pathways

Metal fabrication  
Metal machining  
Automotive  
Smash Repairs  
Engineering Areas





# Primary Industries - Stage 6

## AHC20116 Certificate II in Agriculture

### General Course Description

This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the Agricultural and Horticultural industries. Students develop an understanding of how a rural property works and is maintained, learning fencing and other construction techniques. They also learn about how environmental aspects are important in the propagation of plants and the care of animals.

### Competency Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standards. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

### Assessment strategies

Written tasks, practical activities, formal examinations.

Students undertaking this course are required to complete work placement as specified below. Work placement involves the student completing real work experiences in industry settings.

### Personal Requirements

Interest in the natural environment, animals and plants.  
Practical hands on approach to learning.

## Stage 6

### Topics Studied

- Work Health and Safety
- Working in Industry
- Weather
- Chemicals
- Healthy Livestock
- Tractors
- Feed and Water Livestock
- Fencing

### Further Studies


Tertiary: Bachelor AgSc, Bachelor Agribusiness, Bachelor Agriculture, Bachelor in Agriculture Production and Management.

Vocational: Certificate III to Advanced Diploma.

Link Program	Tertiary, Career, Employment
Type of course	Board Developed
Duration / Hours	1 or 2 years / 120 or 240 hours
Unit Value	2 units
ATAR category	Category B (if sitting optional HSC exam)
General Information	Mandatory work placement of 70 hours. (35 hours each year).

### Career Pathways

Farm Assistant, Station Hand, Head Stockman, Farm Overseer, Foreman or Supervisor, Station or Production Manager, Agribusiness Manager.

		<b>2022 PRIMARY INDUSTRIES COURSE DESCRIPTION</b> <b>AHC20116 Certificate II Agriculture</b> <b>RTO 90162 Public Schools NSW, Tamworth</b> This may change due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time.	
Course: <b>Primary Industries</b> Board Developed Course		2 or 4 Preliminary and/or HSC units in total Category B for Australian Tertiary Admission Rank (ATAR)	
This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.			
<b>Agriculture, Horticulture and Conservation &amp; Land Management Training Package (AHC 4.0)</b> <b>Not all electives will be on offer in every school.</b> <b>Units of Competency</b> <b>Core</b> AHCWHS201 Participate in work, health and safety processes AHCWRK209 Participate in environmentally sustainable work practices AHCWRK204 Work effectively in the industry <b>Electives</b> AHCINF202 Install, maintain and repair farm fencing AHCINF201 Carry out basic electric fencing AHCMMOM202 Operate tractors AHCWRK201 Observe and report on the weather AHCWRK205 Participate in workplace communication <b>Pest Management</b> AHCMPMG201 Treat weeds AHCCHM201 Apply chemical under supervision		<b>Livestock</b> AHCLSK202 Care for health and welfare of livestock AHCLSK205 Handle livestock using basic techniques AHCLSK211 Provide feed for livestock AHCLSK204 Carry out regular livestock observation AHCLSK206 Identify and mark livestock AHCLSK209 Monitor water supplies  <b>Biosecurity</b> AHC BIO201 Inspect and clean machinery for plant, animal and soil material AHCMMOM304 Operate machinery and equipment	
<b>Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.</b>			
Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.			
<b>Recommended Entry Requirements</b> Students selecting this course should be interested in working in the school farm and with livestock. They should be able to use small and large pieces of farm equipment and machinery, lift and carry, and work with and around animals. They may be required to attend out of school hour's activities e.g. showing livestock at local agricultural shows. There may be out of class homework, research activities and assignments.			
<b>Examples of occupations in Primary Industries</b> <ul style="list-style-type: none"><li>• animal attending</li><li>• dairy farming</li><li>• livestock rearing and breeding</li><li>• beef production</li><li>• nursery worker</li><li>• horticulture</li><li>• crop production</li><li>• horse care</li><li>• pest and disease control</li></ul>			
<b>Mandatory HSC Course Requirements.</b> Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the NESA.			
<b>External Assessment (optional HSC examination for ATAR purposes)</b> The Higher School Certificate examination for Primary Industries is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.			
<b>Competency-Based Assessment</b> Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate, to a qualified assessor, the competency requirements for performance and knowledge of the unit/s of competency.			
<b>Appeals and Complaints</b> Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.			
<b>Course Cost:</b> Preliminary - \$NIL      HSC - \$NIL		<b>Required equipment:</b> Black or brown steel capped boots, sun hat	
A school-based traineeship is available in this course, for more information: <a href="http://www.sbatinnsw.info/">http://www.sbatinnsw.info/</a>			
<b>Exclusions</b> - VET course exclusions can be checked on the NESA website at <a href="https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>			
2022 Course Descriptions for RTO 90162 Public Schools NSW, Tamworth V1 March 2021			

# Retail Services - Stage 6

## SIR30216 Certificate III in Retail

### General Course Description

This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the retail services and customer service industry. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the Australian Apprenticeships Training Information Service.

### Competency Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standards. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

### Personal Requirements

Good Communication Skills  
Enjoy working with people  
Attention to detail

### Mandatory Work Placement

Students undertaking this course are required to complete work placement as specified below.

## Stage 6

### Topics studied

#### Compulsory Core Units

- Apply point-of-sale handling procedures
- Interact with customers
- Communicate in the workplace to support team and customer outcomes
- Work effectively in a customer service environment
- Minimise loss
- Sell products and services
- Apply safe work practices
- Organise and maintain work areas
- Operate retail technology
- Merchandise products
- Advise on products and services

#### Elective Units

- Balance and secure point-of-sale terminal
- Perform stock control procedures
- Plan, create and maintain displays
- Perform retail finance duties

### Further Studies


Certificate III Retail  
Certificate IV Retail Management  
Retail Management Diploma  
Bachelor in Business

### Career Pathways

Sales assistant, Retail assistant,  
Sales Administrator, Supervisor,  
Trainee, Retail Store Manager,  
Retail Buyer.

Link Program	Tertiary, Career, Employment
Type of course	Board Developed
Duration / Hours	2 units x 1 year - 120 hours 2 units x 2 years - 240 hours 4 units x 1 year - 240 hours
Unit Value	2 units
ATAR category	Category B (If sitting optional HSC exam)
General Information	A school based traineeship is also available. Mandatory work placement of 70 hours. (35 hours each year).



	<b>2022 RETAIL SERVICES COURSE DESCRIPTION</b> <b>SIR30216 Certificate III in Retail Services</b> <b>RTO 90162 Public Schools NSW, Tamworth</b> <small>This may change due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time.</small>	
Course: <b>Retail Services</b> Board Developed Course	2 or 4 Preliminary and/or HSC units in total Category B for Australian Tertiary Admission Rank (ATAR)	
This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.		
<b>Retail Services Training Package (SIR 3.0)</b>  <u><b>Units of Competency</b></u> <b>Core units</b> SIRXCEG001 Engage the customer SIRXCEG002 Assist with customer difficulties SIRXCEG003 Build customer relationships and loyalty SIRXCOM002 Work effectively in a team SIRXIND001 Work effectively in a service environment SIRXRSK001 Identify and respond to security risks SIRXSLS001 Sell to retail customer SIRXWHS002 Contribute to workplace health and safety	<b>Elective units</b> SIRXIND002 Organise and maintain the store environment SIRRINV002 Control stock SIRRMER001 Produce visual merchandised displays SIRXPKD001 Advise on products and services SIRRINV001 Receive and handle retail stock  <b>Additional for HSC requirements</b> SIRXSLS002 Follow point of sale procedures	
<b>Students may apply for Recognition of Prior Learning and for credit transfer provided suitable evidence is submitted.</b>		
Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.		
<b>Recommended Entry Requirements</b> Students selecting this course should be interested in working in the retail service industry. They should be able to lift and carry stock items, have the ability to work as a member of a team, and have good communication skills. There will be out of class homework, research activities and assignments.		
<b>Examples of occupations in retail services industry</b> <ul style="list-style-type: none"><li>▪ Buyer</li><li>▪ Customer service assistant</li><li>▪ Stock controller</li><li>▪ Salesperson</li><li>▪ Visual merchandise</li><li>▪ Merchandise</li></ul>		
<b>Mandatory HSC Course Requirements.</b> Students must complete 240 indicative hours of course work and a minimum of 70 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the NESA. <b>External Assessment (optional HSC examination for ATAR purposes)</b> The optional Higher School Certificate examination for Retail Services is only available after completion of 240 indicative hours and will involve a written examination consisting of multiple-choice items, short answers and extended response items. The examination is independent of the competency-based assessment undertaken during the course and has no impact on the eligibility of a student to receive a vocational qualification.		
<b>Competency-Based Assessment</b> Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the units/s of competency. <b>Appeals and Complaints</b> Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.		
<b>Course Cost: Preliminary - \$NIL    HSC - \$NIL</b> <b>School specific equipment and associate requirements for students: NIL</b>	<b>Refunds</b> Refund Arrangements on a pro-rata basis. Please refer to your school refund policy	
A school-based traineeship is available in this course, for more information: <a href="http://www.sbatinnsw.info/">http://www.sbatinnsw.info/</a>		
<b>Exclusions</b> - VET course exclusions can be checked on the NESA website at <a href="https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>		
2022 Course Descriptions for RTO 90162 Public Schools NSW, Tamworth V1 March 2021		

# Sport Coaching - Stage 6

## SIS30519 Certificate III in Sport Coaching

### General Course Description

This course is designed for students who wish to develop knowledge and skills to commence a career and be an effective employee in the sports education and coaching industries. Students who are assessed as competent in sufficient units of competency will be eligible for a full Certificate qualification; partial completion will lead to a Statement of Attainment. Qualification pathway information is available from the Australian Apprenticeships Training Information Service.

### Competency Based Assessment

Students in this course work to develop the competencies, skills and knowledge described by each unit of competency. To be assessed as competent a student must demonstrate that they can effectively carry out tasks to industry standards. Students will be progressively assessed as 'competent' or 'not yet competent' in individual units of competency. Students may apply for Recognition of Prior Learning provided suitable evidence of competency is submitted.

### Personal Requirements

Possess a keen interest in physical activity and sport.  
Willingness to engage with and participate in sport and coaching within the school and community.

### Mandatory Work Placement

Students undertaking this course are required to complete work placement as specified below.

## Stage 6

### Topics studied

#### Compulsory Core Units

- Organise and complete daily work activities
- Apply first aid
- Develop and update knowledge of coaching practices
- Coach beginner or novice participants to develop fundamental motor skills
- Communicate effectively with others in a sport environment
- Assist in preparing and conducting sport and recreation sessions
- Develop and update sport, fitness and recreation industry knowledge
- Follow work health and safety policies

#### Elective Units

- Implement sports injury prevention
- Provide equipment for activities
- Access and use the Internet
- Conduct basic warm-up and cool-down programs
- Develop and update officiating knowledge
- Teach fundamental basketball skills
- Teach fundamental basketball tactics and game strategy
- Interpret and apply the rules of basketball

#### Further Study


TaFE related certificates  
Tertiary studies in sport related fields.

#### Careers Pathways

Lifeguard, Sports Coach, First Aid Officer, Events Manager, Sport Psychologist.

Link Program	Tertiary, Career, Employment
Type of course	Board Endorsed
Duration / Hours	2 units x 1 year - 120 hours 2 units x 2 years - 240 hours 4 units x 1 year - 240 hours
Unit Value	2 units
ATAR category	Non ATAR
General Information	Mandatory work placement of 35 hours. Course contributions: \$85 for senior first aid and excursions.



		<b>2022 SPORT COACHING COURSE DESCRIPTION</b> <b>SIS30519 Certificate III in Sport Coaching</b> <b>RTO 90162 Public Schools NSW, Tamworth</b> This may change due to Training Package and NSW Education Standards Authority (NESA) updates. Notification of variations will be made in due time.	
Course: <b>Sport Coaching</b> Board Endorsed Course		2 or 4 Preliminary and/or HSC units in total Does not contribute towards Australian Tertiary Admission Rank	
This course is accredited for the HSC and provides students with the opportunity to obtain nationally recognised vocational training. This is known as dual accreditation. To gain a full qualification, students must achieve all competencies. Partial completion will lead to a statement of attainment towards the qualification.			
<b>Sport, Fitness and Recreation Training Package (SFR2.0)</b>  <u><b>Units of Competency</b></u>  <b>Core units</b> HLTWHS001 Participate in workplace health and safety SISSCO002 Work in a community coaching role SISSCO005 Continuously improve coaching skills and knowledge SISSCO003 Meet participant coaching needs BSBRK401 Identify risk and apply risk management processes HLTAID003 Provide first aid (delivered by an external RTO)		<b>Elective units</b>  <b>Complete the follow competency:</b> SISXIND006 Conduct sport, fitness and recreation events SISSCO012 Coach sports participants up to an intermediate level  <b>And complete TWO of the following THREE elective competencies:</b>  SISXCAI009 Instruct strength and conditioning techniques SISSOF002 Continuously improve officiating skills and knowledge SISXDIS001 Facilitate inclusion for people with a disability	
<b>Students may apply for Recognition of Prior Learning and /or credit transfer provided suitable evidence is submitted.</b>			
Our RTO acknowledges the experience and prior learning of our students. Students who can present transcripts from other Australian RTOs or who are able to present relevant experiences in work may qualify for Credit Transfer (CT) or Recognition of Prior Learning. All applications for CT or RPL should be made to the course teacher.			
<b>Recommended Entry Requirements</b> Students selecting this course should be interested in sport and working in the sport, fitness and recreation industry. They should have a reasonable level of fitness, be able to play and have knowledge of a variety of sports and be able to demonstrate sports skills to junior players. Being an effective communicator, possessing motivation and having effective planning and time management skills are beneficial. There will be out of class homework, research activities and cluster based assessments for students to complete.			
<b>Examples of occupations in sport, fitness and recreation industries</b> <ul style="list-style-type: none"><li>Sports coach</li><li>Sports trainer</li><li>Assistant Coach</li><li>Sports administration officer</li><li>Sports official</li><li>Sports event manager</li><li>Team manager</li></ul>			
<b>Mandatory HSC Course Requirements.</b> Students must complete 240 indicative hours of course work and a minimum of 35 hours work placement. Students who do not meet these requirements will be 'N' determined as required by the NESA.			
<b>External Assessment</b> There is no Higher School Certificate (HSC) examination for the Sport Coaching course.			
<b>Competency-Based Assessment</b> Students in this course work to develop the competencies, skills and knowledge described by each unit of competency listed above. To be assessed as competent a student must demonstrate to a qualified assessor the competency requirements for performance and knowledge of the unit/s of competency.			
<b>Appeals and Complaints</b> Students may lodge a complaint or an appeal about a decision (including assessment decisions) through the VET teacher.			
<b>Course Cost:</b> <b>Preliminary - \$85 for First Aid certificate      HSC - \$NIL</b> <b>School specific equipment and associate requirements for students: NIL</b>		<b>Refunds</b> Refund arrangements on a pro-rata basis. Please refer to your school refund policy	
A school-based traineeship is available in this course, for more information: <a href="http://www.sbatinnsw.info/">http://www.sbatinnsw.info/</a>			
<b>Exclusions</b> - VET course exclusions can be checked on the NESA website at <a href="https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions">https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/course-exclusions</a>			
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