

# IPSWICH STATE HIGH SCHOOL



## 2027 VOCATIONAL EDUCATION & TRAINING HANDBOOK RTO 30069



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## Executive Principals Welcome

Dear Staff, Students, Parents, Guardians and Carers,

Welcome to your vocational education journey and thank you for choosing to be part of a learning community that values real-world skills, personal growth, and future-focused education. Whether you are beginning your first unit or advancing through your qualification, this learning experience will provide you with opportunities to gain hands-on knowledge, develop your employability, and build confidence for your future career.

At Ipswich State High School, we are proud to offer nationally recognised training that is aligned to industry standards and delivered by passionate, qualified trainers. The skills and competencies you develop here will not only prepare you for work but also for further education or training. Still, you will also be empowered to make meaningful contributions to your community and chosen industry.

This Ipswich State High School Vocational Education and Training (VET) Student Handbook has been carefully designed to support your learning. It contains essential information about your course content, assessment requirements, and strategies for success in this unit.

I encourage you to read it thoroughly and reach out to your trainer or our Head of Department for Vocational Training if you need assistance along the way.

Success in vocational education is built on commitment, curiosity, and collaboration.

We are excited to support you on this journey and look forward to seeing all that you will achieve.

Warm regards,

Kathryn Todd  
Executive Principal  
Ipswich State High School

## ISHS RTO Contact Information

Ipswich State High School operates as a Registered Training Organisation (RTO 30069), authorised to deliver nationally recognised training under the 2026 Standards for RTOs, which came into effect on 1 July 2026. These updated standards place a strong emphasis on providing high-quality, outcome-focused training that is aligned with the needs of students, industry, and the community.

We are committed to providing training that is compliant, industry-relevant, and supportive of each learner's individual goals and pathways. This guide and your learning experience are designed with the 2027 Standards in mind, ensuring that your training leads to meaningful outcomes in further education, employment, and personal development.

### RTO Details

Ipswich State High School  
RTO Code: 30069  
Street Address: 1 Hunter Street, Brassall QLD 4305  
Postal Address: PO Box 26, Ipswich QLD 4305  
Phone: (07) 3813 4488  
Website: [www.ipswichshs.eq.edu.au](http://www.ipswichshs.eq.edu.au)

### Key RTO Contacts

RTO Manager  
Name: Jane Daley  
Email: [jdale217@eq.edu.au](mailto:jdale217@eq.edu.au)  
Phone: (07) 3813 4488

### Learner Support and Services

Ipswich State High School RTO is committed to supporting all learners throughout their training. If you need assistance with your learning, assessments, or wellbeing, please contact:

Student Services Office  
Phone: (07) 3813 4488  
Email: [admin@ipswichshs.eq.edu.au](mailto:admin@ipswichshs.eq.edu.au)

We also encourage students to familiarise themselves with the ASQA/QCAA endorsed 2027 RTO Standards Practice Guides, which help support quality learning outcomes. Our team will guide you in understanding how these standards impact your rights and responsibilities as a learner.

**Note:** Students are responsible for maintaining regular communication with their trainer/assessor and engaging with all required training and assessment activities. If you encounter any barriers to learning or assessment, please get in touch with your trainer or the HOD of VET as soon as possible.

## Benefits Of Vocational Education and Training

Ipswich State High School (RTO 30069) values student learning and encourages students to undertake learning pathways that enhance their skills and knowledge for the world of work.

- National qualifications recognised by industry
- Insight into career pathways and further education pathways
- Interaction with people in the industry
- Credit for or articulation of qualifications to reduce time in further study or an apprenticeship
- A QTAC Selection Rank (if required)
- Completed Certificates contribute points towards the Queensland Certificate of Education.
- VET results recorded on Senior Certificate, where applicable, and an industry-specific vocational Certificate or Statement of Attainment
- Competency-Based Training and Assessment
- Recognition for relevant skills and knowledge achieved before studying your VET course (RPL)

However, please note that the RTO cannot guarantee successful completion or employment outcomes.

## Rights And Responsibilities

Our quality focus includes a Recognition of Prior Learning Policy, a fair and equitable Refund Policy, a Grievance and Appeal Policy, an Access and Equity policy and student welfare and guidance services. Where necessary, arrangements will be made with our school for those students requiring literacy and/or numeracy support programs. We will take every opportunity to ensure that this information is disseminated, understood and valued by staff, students and parents.

## The Australian Qualifications Framework (AQF)

All of the VET courses offered by this school lead to nationally recognised qualifications – a certificate (if all of the requirements of the qualification are completed) or a statement of attainment (for those parts that are completed, where the full qualification is not completed).

This certificate/statement of achievement will be recognised in all eight States/Territories in Australia. This is because Australia has a national qualifications framework called the Australian Qualifications Framework (AQF). Fifteen different types of qualifications can be obtained. These are shown in the following diagram.



Source: Australian Qualifications Framework First Edition 2011

Your VET teacher will provide you with information about your VET qualification (s), including an overview of the specific units of competency/modules, assessment requirements, vocational outcomes, and other relevant details.

## Units of Competency

A VET qualification comprises a specified number of units of competency. These are simply units of work that are structured to train a student in a particular set of skills and knowledge required by industry. Competency is achieved when a student can appropriately perform and apply a combination of skills and knowledge to meet the standards required for a range of work-related situations. Competency standards establish specific outcomes, conditions of performance, and benchmarks for measuring performance. The successful completion of each unit of competency contributes towards the overall qualification. If a student does not achieve competency in their first attempt at an assessment task, they must be allowed to revisit units of competency to obtain competency.

## Competency-Based Assessment

Competency-based assessment is a system for assessing a person's knowledge and skills. Assessment is based on the actual skills and knowledge a person can demonstrate in the workplace or in other relevant contexts. This differs from other assessment systems, which only measure expertise, rather than the application of that knowledge. Another difference is that an individual must demonstrate competency in all the required tasks to be recognised as competent overall.

The use of personal email addresses on assessment materials and evidence provides the same acknowledgement as a signature. The RTO may record students' and assessors' email addresses as per the Privacy Notice (see Appendix 1).

## Student Selection and Enrolment Procedures

Ipswich State High School is inclusive of all students regardless of sex, race, impairment, or any other factor. Enrolment at Ipswich State High School is processed through the main office, which includes an enrolment interview with your Year level Deputy Principal. The Senior Education and Training (SET) form is part of the SET Plan procedure in Year 10.

## VET Student Induction Procedures

Each subject area is responsible for the induction of its students. The school will provide each student with information and an induction to the Student Data Capture System (SDCS) prior to enrolment in a course. Students will have access to the VET Student Handbook & Course Information, which outlines the following information:

- VQF reference, policy statement and responsibilities
- The VET Quality Framework (VQF)
- Student selection and enrolment procedures
- course information, including content and vocational outcomes
- Fees and charges, including refund policy and exemptions (where applicable)
- Provision for language, literacy and numeracy assistance
- Student support, welfare and guidance services
- Flexible learning and assessment procedures
- RTO complaints and appeals procedures
- Disciplinary procedures
- Staff responsibilities for access and equity
- Recognition of prior learning (RPL)
- Credit transfer – recognition of AQF qualifications and statements issued by other RTOs
- Significant Legislation
- Access to records
- Course outlines and pathways

Trainers and Assessors/Teachers will ensure that all students complete and sign the VET Student Induction Checklist.

## Qualification or Accredited Course Information

Information about your qualification can be sourced from course documentation provided by your VET teacher, subject-specific information included in the VET Student Handbook & Course Information (or similar document) and on the School website or intranet.

Information available to students regarding the course will include:

- Qualification or VET accredited course code and title
- Packaging rule information as per the specified Training Package or VET Accredited course
- Units of competency (code and title) to be delivered
- Entry requirements
- Fees and charges
- RTO guarantees information
- Course outcomes and pathways
- Work experience requirements (where applicable)
- Licensing requirements (where applicable)
- Partnership or off-campus arrangements (where applicable)

## USI (Unique Student Identifier)

From 1 January 2015, all students undertaking nationally recognised training are required to have a Unique Student Identifier (USI). This includes students doing Vocational Education Training (VET) in schools.

A USI is a reference number made up of numbers and letters. Creating a USI is free. It establishes a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, which means that an individual's nationally recognised training and qualifications, gained anywhere in Australia from different training organisations, will be kept together. Students completing VET courses will need to obtain a USI, as an RTO is required to hold a USI before issuing a Certificate or Statement of Attainment.

## Marketing and Advertising Policy

Ipswich State High School markets vocational education and training (VET) products and services with integrity, accuracy and professionalism. All marketing materials:

- Avoid vague, ambiguous, false, or misleading statements.
- Do not make comparisons with other training organisations or training products unless they are evidence-based and approved.
- Identify Ipswich State High School as the RTO (unless delivered by an external RTO under a third-party arrangement).
- Ensure accessibility of information for all students, including those requiring language, literacy and numeracy (LLN) support.
- They are subject to systematic monitoring and continuous improvement.

No guarantee is made that:

- A student will complete a qualification or unit of competency.
- A student will obtain a particular employment outcome.
- A qualification or unit of competency can be completed outside of the Standards for RTOs (2027).

## Marketing and Advertising Procedure

All VET marketing and advertising must include:

- The content of the course (i.e. competencies).
- The VET qualification that will be achieved, including where a Statement of Attainment may apply.
- Potential vocational and further training pathways.
- The Nationally Recognised Training (NRT) logo is used per Schedule 4 of the Standards.
- The RTO code of Ipswich State High School (RTO 30263).
- The correct and current qualification code and title, and the current units of competency in line with packaging rules.
- A clear distinction between VET qualifications and general senior curriculum (e.g. QCAA subjects).
- A disclaimer if the qualification is pending addition or extension to the school's scope:
  - "This course is subject to registration."
- Identification of any third-party involvement:
  - If a third-party RTO is delivering part of the qualification, its name must be stated.
  - A written third-party agreement must be in place.
  - Written consent from the third party must be obtained before publishing any material referencing them.
- For delivery by another school on behalf of the school RTO, this must also be declared, and a signed third-party agreement must exist.

## Accessibility and Inclusiveness

Marketing information must be accessible to all students. This includes:

- Providing materials in plain English.
- Making formats available to accommodate LLN needs.
- Considering cultural, linguistic and learning differences.

## Monitoring and Continuous Improvement

The RTO Manager is responsible for:

- Systematic review of all marketing materials at least annually.
- Documenting the review dates, outcomes, and continuous improvement actions.
- Ensuring alignment with Outcome Standards 2.1, 2.2 and Clauses 7.1–8.2 of the Standards for RTOs.

## Approval Process

All marketing and advertising materials, regardless of format (print, digital, verbal) or audience (students, parents, industry), must be:

1. Checked for compliance by the RTO Manager.
2. Approved by the RTO Manager (delegated by the Principal) before release.

## Legislative Requirements

As a Registered Training Organisation (RTO), the school is committed to meeting all relevant Australian and Queensland legislation that governs Vocational Education and Training (VET). Compliance with these laws ensures that the school operates with integrity, protects students, and maintains a safe and equitable learning environment. The school complies with the following key legislation:

### VET-Specific Legislation

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Vocational Education, Training and Employment Act 2000 (Qld)

## Education and Student Welfare

- [Education \(General Provisions\) Act 2006 \(Qld\)](#)
- [Education \(Work Experience\) Act 1996 \(Qld\)](#)
- [Child Protection Act 1999 \(Qld\)](#)
- [Working with Children \(Risk Management and Screening\) Act 2000 \(Qld\)](#)

## Workplace Health and Safety

- [Work Health and Safety Act 2011 \(Qld\)](#)

## Equity, Privacy and Anti-Discrimination

- [Anti-Discrimination Act 1991 \(Qld\)](#)
- [Disability Discrimination Act 1992 \(Cth\)](#)
- [Privacy Act 1988 \(Cth\)](#)
- [Right to Information Act 2009 \(Qld\)](#)

## School Responsibilities

- The school ensures that all VET staff are aware of these legislative obligations through training, regular updates, and internal compliance checks.
- Legislative compliance is integrated into the planning and delivery of all training and assessment services.
- Staff and students are required to act in accordance with these laws at all times.

## Student Support

If students have questions or need further information about any legislative requirement, they are encouraged to contact the Head of Department – VET or the RTO Compliance Officer.

This policy supports compliance with the updated [ASQA Standards for RTOs](#), which require us to demonstrate the effective implementation of legislative requirements to ensure quality and integrity in training and assessment.

## Governance, Data and Administration

The school RTO [Ipswich State High School](#) ensures we adhere to the obligations of the governance, data provision requirements and administration arrangements as set out in the [ASQA VET Quality Framework](#). The Australian Skills Quality Authority ([ASQA](#)) who are the National VET Regulator, and [QCAA](#) who are the delegate for ASQA, registers and audits Queensland school RTOs.

The Principal of the school RTO, as the chief executive officer, is ultimately responsible for ensuring that the school RTO complies with the VQF. This applies to all the operations within the RTO's scope of registration, as listed on the National Register.

The Principal of the school RTO ensures that its high managerial agent, the RTO Manager, is vested with sufficient authority to ensure compliance with the AQF.

While many of the obligations are covered by the requirements of Education Queensland, the Non-State School Accreditation Board and the Queensland College of Teachers, the school RTO includes statements in this policy and procedures document acknowledging compliance.

## Governance Procedures

The Principal ensures compliance with all the VQF requirements by:

- Delegating responsibility and sufficient authority for day-to-day RTO operations to the school's high managerial agent, the RTO Manager, as outlined in the signed delegation statement and duty statement
- Meeting each term with the RTO Manager to keep informed of those operations, and ensuring minutes of those meetings are taken
- Ensuring that any decision-making at the senior management level regarding RTO operations is explicitly informed by trainers' and assessors' experiences, and that this is documented appropriately
- Authorising and signing (where necessary) the appropriate documentation, forms and report data as required by the Data Provision Requirements
- Completing a Fit and Proper Person Requirements declaration when required
- Completing a Chief Executive Statutory Declaration when required
- Holding public liability insurance that covers the scope of its operations throughout the registration period

The RTO Manager has responsibility and authority for the day-to-day management of the RTO systems, including:

- Managing the operation of the school's RTO status as per the high managerial agent's duty statement
- Liaising with the QCAA concerning all aspects of the school's RTO status
- Keeping the Principal informed of all matters regarding the school's RTO status
- Managing the systematic monitoring of the school's training and assessment strategies and practices
- Completing a Fit and Proper Person Requirements declaration when required.

## Interactions with the Registration Body Procedures

The Executive Principal holds ultimate responsibility for ensuring that the school RTO complies with the [ASQA VET Quality Framework](#). The RTO Manager is responsible for managing interactions with the registering body, the Queensland Curriculum and Assessment Authority ([QCAA](#)).

The school RTO will maintain cooperation with the QCAA by fulfilling the following obligations:

- Audit and Monitoring: Permit the QCAA to conduct audits and monitor RTO operations as required.
- Performance Data: Provide accurate and timely performance data, including quality indicator data and SDCS data, in accordance with established policies, procedures, and duty statements.
- Notification of Significant Events: Notify the QCAA within 90 calendar days of any significant events that may affect compliance with the Standards, such as:
  - Major operational changes
  - Change of Principal or RTO Manager
  - Significant change in ownership
- Training.gov.au Accuracy: Ensure RTO details listed on training.gov.au are accurate (refer to the Updating RTO Details procedure).
- Records Management: Comply with all requirements for the retention, archiving, retrieval, and transfer of records, in accordance with the Standards.
- Compliance Declarations: Provide evidence, when requested, of meeting the Fit and Proper Person Requirements and Chief Executive Statutory Declaration Requirements.
- Scope Verification: Submit the QCAA School RTO Verification Form when requested, ensuring all scope of registration details are thoroughly reviewed and accurate.
- Annual Compliance Declaration: Complete and submit the Annual Declaration on Compliance to confirm ongoing adherence to the VQF.
- Third Party Arrangements: Notify the QCAA of any third-party agreements using the approved notification form within 30 calendar days.
- Legal Compliance: Adhere to all relevant Commonwealth, State, and Territory legislation and regulatory requirements.
- Additional Requests: Provide any additional information as formally requested in writing by the QCAA.

## Updating RTO details procedures

As a condition of registration, the school RTO must notify the QCAA in writing of:

- Any changes to contact details
- Any changes or events that affect the operation of the RTO.

All forms are available from the QCAA website.

**Note:** An RTO Manager change will require the completion of both a Notification of change of provider details and a Notification of material change or event.

## Provider Details Change

The RTO Manager, in consultation with all relevant RTO personnel, submits (within 90 calendar days) the Notification of change of provider details form to the QCAA regarding any of the following changes:

Change of more information for the registration enquiries person on training.gov.au (i.e. RTO Manager)

Change of public enquiries person on training.gov.au (i.e. Deputy Principal)

Modifications to any contact details

Changes to permanent RTO delivery sites.

## Material Change or Event

The RTO Manager, in consultation with all relevant RTO personnel, submits (within 90 calendar days) the Notification of material change or event form to the QCAA regarding the following changes:

- Change of Principal (i.e. chief executive officer)
- Change of RTO Manager (i.e. high managerial agent)
- Change to ownership or legal name
- Significant or unexpected turnover of staff
- Commencement or dissolution of an arrangement with another organisation to conduct training and/or assessment on the RTO's behalf
- Other significant changes to RTO operation.

A change of Principal also requires the submission of a Fit and Proper Person Requirements Statutory declaration and a Chief Executive Statutory Declaration.

## Third-Party Arrangements

The RTO Manager, in consultation with all relevant RTO personnel, submits (within 30 calendar days) the Notification of third-party arrangements form to the QCAA regarding the following events:

Commencement of an arrangement with another organisation to deliver services on the school RTO's behalf (i.e. a new arrangement that has not been previously reported)

Change to reported details of an arrangement with another organisation to deliver services on the school RTO's behalf (i.e. an arrangement that has been previously reported)

Cessation of a previously reported arrangement with another organisation to deliver services on the school RTO's behalf.

## Course Costs

Ipswich State High School will be responsible for delivering the program and covering the costs of classroom materials associated with course delivery. Students enrolled in Ipswich SHS courses will be required to pay any fees charged for tools, equipment & materials, including PPE. Students will receive a course costing schedule upon enrolment, and the semester fees must be paid in full before the course commences. Cost per student per year will vary with each VET course offering (refer to the fee schedule)

Fee refunds will be granted:

- When a student enrolled in an Ipswich SHS VET course and withdraws from the course within 4 weeks of the course commencing, partial fees may be refunded, depending on the subject area and equipment already provided. Students withdrawing after these 4 weeks will be charged the full course/semester fee.
- When a student withdraws before the course commences, full fees will be refunded.

## Withdrawal From a VET Course

If a student changes their mind and decides to withdraw from a VET course with Ipswich State High School, they must make an appointment with the Head of Senior Schooling and complete a Change of Subject form and submit this form to the subject HOD for approval. If students do not regularly attend their tutorial or timetabled class for your VET course, they may be withdrawn. This will be a matter that the student will need to discuss with their teacher and the HOD Senior Schooling. If competency has been awarded in any units before withdrawal, and a subject change is approved, Ipswich SHS will process the Statement of Attainment.

## Student Fee Protection Procedure

Ipswich State High School, as an RTO, ensures the protection of student fees per Schedule 6 of the Standards for RTOs 2027. If a student prepays more than \$1,500, the school will hold prepaid fees in a dedicated trust account and/or provide access to a tuition assurance scheme. In the event the RTO is unable to provide the agreed services, the student will be offered a full refund of any prepaid unused fees or be referred to an alternative RTO for the continuation of training at no additional cost. Detailed fee schedules and refund processes are available on the school website or upon request.

## Access and Equity

All students will be informed of the curriculum requirements and National Training Packages. Our Access and Equity Policy ensures that student selection decisions comply with equal opportunity legislation. Appropriately qualified school staff will assess the extent to which the student is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

## Support Services

As a student at Ipswich State High School, you can access a range of services to support you in achieving your educational and employment goals, provided by school personnel such as the Guidance Officer, Head of Department of Student Services, Chaplain, or SEU staff. If required, Ipswich State High School can arrange assistance for disability support and learning support services on a case-by-case basis through negotiation with each student's school.

## Access and Equity Policy

Ipswich State High School is committed to providing equal opportunities and promoting inclusive practices and processes, integrating the principles of access and equity into its policies and procedures.

Ipswich State High School will provide inclusive education services and a learning environment that is free from discrimination, harassment and victimisation.

## Legislation

Australian federal and state legislation makes it unlawful for organisations to discriminate against people because of their age, gender, race, marital status, sexuality, or physical or intellectual disability.

The following legislation underpins all matters related to access and equity at Ipswich State High School:

- Anti-Discrimination Act 1977
- Disability Discrimination Act 1992 (including Disability Standards for Education)
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Education (General Provision) Act 2006
- Child Protection Act 1999 (QLD) Copyright Act 1968 (Commonwealth)

## Access and Equity Principles

The following principles guide Ipswich State High School in the development and implementation of all training and assessment strategies. To ensure that the student recruitment and admission process is bias-free and non-discriminatory, Ipswich State High:

- Uses the same recruitment and admission process for all applicants
- Bases admission to courses and programs solely on the availability of places and the applicant satisfying the course entry requirements
- Provides applicants with adequate information and support to enable them to select the most suitable program for their needs.

To ensure that the learning environment is free from harassment, discrimination and victimisation, Ipswich State High School:

- Specifies standards of behaviour expected from students under the Ipswich State High School Behaviour Plan
- Has policies and procedures in place for preventing harassment and discrimination.

To ensure that all curricula developed by Ipswich State High School are inclusive of a range of student needs, the school:

- Considers issues relating to access and equity when specifying course entry requirements and prerequisites
- Offers flexible course design that provides multiple entry and exit points or pathways through the course, including credit transfer and recognition of prior learning
- Takes into account the requirements of students with a disability when designing courses
- provides inclusive and non-discriminatory learning materials
- Ensures that in the case of vocational courses, language, literacy and numeracy requirements are consistent with the vocational level of the qualification.

Ipswich State High School provides an assessment process that is fair, valid, reliable and consistent through:

- Recognition of previously acquired skills and knowledge
- Adequate information on course and subject assessment, prior to enrolment in the course
- Adapting assessment to meet student needs while still maintaining a high quality, valid and consistent process (see reasonable adjustment below)
- Giving students the right to appeal an assessment or recognition decision
- Giving all students an equal opportunity to demonstrate competence.
- Support is provided to those with special needs.

Reasonable adjustments are provided to those with a disability or special needs, taking into account individual circumstances. This involves providing the necessary services and facilities for student training and assessment.

Reasonable adjustment may include, but is not restricted to:

- The use of adaptive/assistive technology (equipment and software designed for use by people with a disability)
- Educational support
- Alternative assessment methods
- Training and assessment aids, such as large-print papers or the use of scribes or interpreters.
- Extra time to complete a course or assessment.

Learning support is provided for individuals with basic literacy, numeracy, or English language difficulties, or other identified areas of learning difficulty.

Special consideration may be granted if, through misadventure (e.g., illness, bereavement, or personal trauma), a student is prevented from completing an assessment or sitting an examination or believes that their performance in an assessment event has been affected by the incident.

Complaints and appeals are addressed fairly and equitably. Individuals who believe they have been mistreated are encouraged to use Ipswich State High School's student complaints and appeals procedures. Ipswich State High School will promptly and thoroughly investigate all complaints and appeals by stated procedures.

Students also have the right to appeal any decisions as outlined in the complaints and appeals procedure.

## Complaints and Appeals Procedures

A complaint can be made to the school RTO regarding the conduct of:

- The school RTO, its trainers, assessors or other school RTO staff
- Students of the RTO
- Any third parties providing services on behalf of the school RTO (if relevant).
- Complaints may be made to any member of staff.
- An appeal can be made to the school RTO to request a review of a decision, including assessment decisions.
- Appeals should be made to the trainer/assessor in the first instance but can also be made to Heads of Department or the RTO Manager.

The school RTO (The Ipswich SHS) will ensure that the principles of natural justice and procedural fairness are adopted at every stage of the complaints and appeals process.

1. Any staff member can receive a complaint or appeal. Where possible, complaints are resolved immediately.
2. All complaints and appeals are heard and resolved within 60 calendar days of receipt. Suppose the school RTO considers that more than 60 calendar days are required to process and finalise the complaint or appeal. In that case, the complainant or appellant will be informed of the reasons for the extended timeframe in writing and will be regularly updated on the progress of the matter.
3. The school RTO will maintain a secure Complaints and Appeals Register, documenting all complaints and appeals received, as well as actions taken and decisions made.
4. The school RTO will undertake a continuous improvement process that includes reviewing both the details in the Complaints and Appeals Register and the complaints and appeals policy and procedures and taking appropriate corrective action to eliminate or mitigate the likelihood of the same problems occurring again.

The full copy of the complaints policy for Ipswich State High School can be located at the updated file location and on the school's website.

## Complaints Procedure

1. If a complaint relates to a report of harm or safety concern, refer to our school's Student Protection procedures.
2. On receipt of a verbal complaint:
  - a. Resolve the complaint if possible, documenting the complaint, its cause, actions taken, and decisions made in the secure Complaints and Appeals Register.
  - b. If the complaint cannot be promptly resolved, advise that an appropriate staff member will deal with the complaint, but a written record of the complaint is required.
3. To put a complaint/appeal in writing, advise the complainant/appellant that:
  - a. They may use the support of a third party in progressing the complaint/appeal
  - b. They can either put the complaint/appeal in writing themselves using the form available on the school website, or
  - c. You can make a written record for them to sign. In this case
    - i. Note whether the complainant/appellant wants the support of a third party
    - ii. Ensure the complainant signs and dates the form
    - iii. Identify yourself, and your role within the school RTO
    - iv. Sign and date the form yourself.
4. On receipt of a written complaint/appeal:
  - a. If the complaint/appeal is not about the RTO Manager
    - i. Please forward it to the RTO Manager
    - ii. Enter it into the secure Complaints and Appeals Register.
  - b. If the complaint is about the RTO Manager
    - i. Please forward it to the Deputy Principal responsible for the Senior School
    - ii. enter it into a separate secure Complaints and Appeals Register, which is kept separate from the central Register.
  - c. Send a prompt written acknowledgement to the complainant from either the RTO Manager or the Deputy Principal responsible for the Senior School, as appropriate.
5. Resolve the complaint/appeal, the RTO Manager and/or Deputy Principal:
  - a. Discuss the issue/s with the staff member to whom the complaint/appeal was made
  - b. Give the complainant/appellant an opportunity to present their case (they may be accompanied by other people as support or as representation)
  - c. Give the relevant staff member, third party or student (as applicable) an opportunity to present their case. They may also be accompanied by other people as support or as representation.
  - d. If necessary, convene an independent panel, the Complaints and Appeals Committee, to hear the complaint/appeal.
  - e. The committee must not have had previous involvement with the complaint/appeal, and must include:
  - f. A representative of the Principal
  - g. One or more representative/s of the teaching staff
  - h. An independent person.
  - i. Deal with the issue/s
  - j. Communicate the outcome/decision to all parties in writing within 60 days of receipt of the complaint/appeal.
  - k. Document the complaint/appeal — including the cause, actions taken and decisions made — in the appropriate secure Complaints and Appeals Register.
6. If the complaint/appeal is not finalised within 60 calendar days of its receipt, inform the complainant/appellant of the reasons in writing and regularly update them on the progress of the matter.

7. If the procedures fail to resolve the issue (s), the complainant/appellant may request that the outcome be reviewed by an independent party, separate from the RTO.
8. If the complainant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints
9. The school RTO will undertake a continuous improvement process that includes:
10. Reviewing the details in the Complaints and Appeals Register
11. Reviewing the complaints and appeals policy and procedures
12. Taking appropriate corrective action to eliminate or mitigate the likelihood of the same problems occurring again.

If the processes fail to resolve the complaint or appeal, a review by an independent party will be provided if requested.

## Student Access to Accurate Records Policy

Ipswich State High School is committed to regularly providing students with information regarding their participation and progress.

### Accuracy of Records Procedure

Trainers and Assessors/Teachers maintain accurate and current records of each student's progress towards and achievement of competencies. These records will be forwarded for entry in OneSchool and SDCS before each of QCAA's advertised data collection dates.

When the student nears the achievement of sufficient competencies for the award of the full qualification, the Trainer and Assessor/Teacher check the student's achievements against the qualification packaging rules. When the student has met the requirements for completing the qualification, the SDCS operator is notified via email by the course teacher.

### Access to Students' Records Procedure

There are occasions when the school must provide information about the student to another organisation (e.g. Queensland Curriculum and Assessment Authority, the Department of Employment and Training, etc).

When enrolling students into an Ipswich State High school, parents/caregivers must complete and sign an Application for Enrolment form. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – Information Policy.

Per Information-Sharing Protocols and Memoranda of Understanding, some of this information may be shared with government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service, and the Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purpose concerning the payment of study assistance benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

Students can view their records at any time during their course through OneSchool and their VET teacher.

## Employers Contributing to the Learner's Training and Assessment

The school RTO may place/attempt to place students in workplaces that provide experience in the competencies included in their VET qualifications. This school does not use assessment by work placement supervisors. Students on work placements may record their activities in a workplace experience logbook.

The work placement organiser/teacher will seek the cooperation of the workplace supervisor in verifying the accuracy of the student's entries in the log. The assessor may use this log to support judgments of competency.

## Student Records and Information

Assessment submissions are tracked and results recorded on Education QLD OneSchool. Competencies are updated on the Ipswich SHS student database (Oneschool), and Ipswich SHS maintains a register of Certificates and Statements of Attainment. Ipswich SHS will collect information on student enrolments and results. Where required, Ipswich SHS will forward this information to DET for use in national data collection processes as well as to bank learner results with the Queensland Studies Authority towards the issue of the Queensland Certificate of Education (QCE).

## Recognition Arrangements for RPL and Credit Transfer

All VET students have access to a procedure that gives RPL or Credit transfer at this School. Please refer to the

### Recognition of Prior Learning (RPL)

RPL is an assessment process that assesses an individual's level of knowledge and skills against individual or multiple units of competencies.

### Recognition of Prior Learning Policy

All students shall have access to, and will be offered RPL. All applications for RPL will be responded to once a written application has been received. The HOD VET will keep an RPL register which documents all RPL applications and their outcomes. Once the evidence has been provided School to assess RPL, the student will be notified of the decision. Students may be eligible for reassessment on appeal.

### Recognition of Prior Learning Procedure

Each year at the VET student induction, the HOD VET shall make students aware of the School's RPL policy via the VET student handbook. VET teachers will remind students of this policy at the beginning of each year and provide opportunities to engage in the RPL process.

VET students seeking RPL will be:

- Provided with a copy of an RPL application form by their relevant VET teacher
- Provided sufficient information about the types of evidence that can be used to support an RPL application by the VET teacher e.g. resume, certificates, photos, references from supervisors, performance reviews or job descriptions
- Required to provide a completed RPL application form and associated evidence to support the application
- Able to appeal an RPL decision via the RPL student appeals form if unsuccessful

The VET teacher will:

- Notify the student of their outcomes from the RPL process
- Develop and assess any alternative methods of assessment required as a result of an RPL application
- Notify the student of any gap training needed as a result of the review of their application
- Update the student's records if RPL is granted, after consulting with the VET relevant personnel.

## Credit Transfer

Refers to the granting of credit to students for exact units of competency they have completed previously. Institutions or training organisations can grant credit to students for studies or training completed at the same institution or another training organisation.

If a student believes that they fulfil these requirements, they should approach their VET teacher first, who will bring it to the attention of the HOD. At the beginning of each course, the VET teacher will be responsible for ensuring that the students are informed of the RPL and Credit transfer procedures. RPL information and forms can be obtained from the HOD of VET.

## Awards

Once a student has completed a VET course, they will be issued with a Certificate by the Ipswich State High School, together with a statement of results. In instances where a student does not complete the qualification, they may still be eligible for a Statement of Attainment for the units of competency they have completed.

Certificates and Statements of Attainment will be issued within 30 days from the date of marking your final assessment. Students can only receive their Certificate of Statement of Attainment when a USI (Unique Student Identifier) has been provided.

## Replacement Awards

If you lose or misplace your Certificate or Statement of Attainment, you should contact Ipswich State High School so that a new copy can be issued. A replacement fee of \$15 per certificate will apply to cover print costs.

## Cancellation Of Awards

If your Certificate or Statement of Attainment was issued in error, or if it is found that the award was based on false or misleading representation, Ipswich SHS may cancel your award. If Ipswich SHS does have cause to cancel your award, you will be notified in writing and required to return the award to Ipswich SHS within 21 days of receiving the notification.

If you wish to appeal or dispute the finding, please direct your objections to the Principal of Ipswich SHS, and refer to the Ipswich SHS appeals process related to a disputed decision, complaint or grievance available in the Student Handbook.

## Code of Practice

As a registered Training Organisation, Ipswich State High School has agreed to operate in accordance with the Principles and Standards of the Australian Quality Training Framework. This includes a commitment to recognise the training qualifications issued by other Registered Training Organisations (RTOs). Ipswich State High School is registered to deliver a range of VET programs under the direction of DETE. The mission of the Ipswich State High School as an RTO is to provide quality training and assessment across a range of selected industry areas under the National Training Packages. Ipswich State High School reserves the right to amend the code of practice to suit the needs of the training organisation as required. All amendments will be made following the legislation governing RTOs.

## Plagiarism

Plagiarism is a form of dishonesty that occurs when a person submits someone else's work as their own. This can range from:

- Copying another student's work
- Providing your work to another student to submit it as their own
- Cutting and pasting paragraphs from different websites
- Copying information from books, pamphlets, legislation and websites without acknowledging or citing the author in your assessments.
- If you share your work with another student and he or she plagiarises it, then you are also considered to be guilty of plagiarism, as you enabled the plagiarism to take place. In some instances, assessment tasks may require you to work collaboratively with a partner or group. Unless the task is explicit in permitting students to work together, you should always ensure that the work you are submitting is your own.

Students who are suspected of plagiarism will be contacted by the faculty area Head of Department, who will meet with the student and their teacher to discuss the matter and determine a suitable outcome. Students found guilty of plagiarism will have this recorded on their student record and will be required to submit a new assessment. A repeat offence will result in the student being excluded from the course. Suppose you disagree with the decision made by the Faculty Area Head of Department. In that case, you may refer the matter to the Principal of Ipswich SHS, who will be responsible for making the final decision.

## Feedback

During the course of your studies, you will be asked to provide feedback on the course. You may also be asked to complete an online learner survey before leaving Ipswich SHS, and you may be contacted after you complete the course to assist us with destination studies.

## Quality Management Process

Ipswich SHS is committed to providing a quality service and focusing on continuous improvement. We value feedback from students, staff and industry representatives for incorporation into future programs.

## Sanctions

Ipswich State High School will honour all guarantees outlined in this code of practice. We understand that if we fail to meet the obligations of this code or supporting regulatory requirements, our registration as a Registered Training Organisation may be withdrawn.

## Work Placement Policy

Work experience, industry placement and work placement aim to provide students with an opportunity to relate their studies to the workplace, prepare them for the demands and expectations of the working world, and help them to make informed career decisions by assessing their aptitudes and interests.

Work Placement Visitations/Contact Procedure

## AHC20416 Certificate II in Horticulture

### COURSE OVERVIEW

The Horticulture course provides students with the opportunity to complete the AHC20422 Certificate II in Horticulture. The qualification is offered to students in the senior phase of learning who have an interest in the horticulture industry. This course develops practical skills in safe work practices, plant identification, weed recognition, propagation, pruning, fertilising, irrigation, nursery operations, and the maintenance of gardens and landscaped areas. The qualification provides a foundation for a range of work functions and job roles and can lead to further study or employment pathways within the horticulture industry.

Students in Years 11 and 12 may enrol in this course. Delivery and assessment may occur in a simulated workplace and/or industry environment under a high degree of supervision. Units of competency are contextualised to reflect local industry practices and workplace expectations.

### CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION

The qualification contains 15 units of competency. Successful completion of all required units may contribute 4 QCE credits towards the Queensland Certificate of Education (QCE). Students who do not complete the full qualification may receive a Statement of Attainment for successfully completed units of competency. Students who complete all requirements will be awarded the AHC20422 Certificate II in Horticulture.

### COURSE STRUCTURE

Ipswich State High School (RTO 30069) is the Registered Training Organisation (RTO) with responsibility for training, assessment, compliance, reporting, and recording student results. The course is delivered by qualified teachers and trainers employed by Ipswich State High School in accordance with the Standards for Registered Training Organisations (RTOs). Learning is delivered through classroom-based activities, practical tasks, and simulated industry environments, with opportunities for structured workplace learning or work experience where appropriate.

The course is offered through the school's Registered Training Organisation as part of the VET in Schools (VETiS) program (eligibility criteria may apply). Any fees are subject to the Ipswich State High School RTO fees and refund policy.

**IMPORTANT:** This course is delivered under the auspices of Ipswich State High School (RTO 30069). Training and assessment are conducted in accordance with the school's RTO policies, procedures, and applicable third-party arrangements where relevant.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                  | Core/<br>Elective |
|---------------|-----------------------------------------------------------|-------------------|
| AHCMOM203     | Operate basic machinery and equipment                     | Core              |
| AHCPCM204     | Recognise plants                                          | Core              |
| AHCPGD207     | Plant trees and shrubs                                    | Core              |
| AHCPMG201     | Treat weeds                                               | Core              |
| AHCPMG202     | Treat plant pests, diseases and disorders                 | Core              |
| AHCSOL203     | Assist with soil or growing media sampling and testing    | Core              |
| AHCWHS202     | Participate in work health and safety processes           | Core              |
| AHCWRK211     | Participate in environmentally sustainable work practices | Core              |
| AHCINF207     | Maintain properties and structures                        | Elective          |
| AHCLSC206     | Assist with landscape construction work                   | Elective          |
| AHCLSC209     | Lay paving                                                | Elective          |
| AHCNSY205     | Pot up plants                                             | Elective          |
| AHCNSY207     | Undertake propagation activities                          | Elective          |
| AHCPGD209     | Prune plants and small trees                              | Elective          |
| AHCPGD210     | Transplant shrubs and small trees                         | Elective          |

- *All information provided about this qualification is accurate at the time of publication but may be subject to change.*
- *There is a course fee of \$290 to be paid for this qualification.*

## BSB10120 Certificate I in Workplace Skills

### Course Overview

This qualification reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. They may undertake a variety of simple tasks under close supervision. This qualification provides a range of introductory skills and knowledge, enabling individuals to gain an understanding of the business environment.

### Credit For Queensland Certificate of Education (QCE)

The qualification contains 6 units of competency, and completion of all 6 units could earn a student 2 credits towards their Queensland Certificate of Education. Partial completion of the Certificate II will be based on the percentage of competencies attained (25%, 50%, and 75%), e.g. completion of 6 units could earn 2 credits. Students will receive a Statement of Attainment for partial completion of the qualification or a Certificate if all units are satisfactorily completed.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results. This course will be delivered as a stand-alone VET certificate course offered by qualified teachers at the school.

Students may be required to undertake a practical work experience as part of their course to gain 'real-world' experience. The course has been developed to be delivered over 2 semesters, Year 10. Students are required to complete 5 core units and 5 elective units.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                               | Core/<br>Elective |
|---------------|--------------------------------------------------------|-------------------|
| BSBOPS101     | Use business resources                                 | Core              |
| BSBPEF101     | Plan and prepare for work readiness                    | Core              |
| BSBOPS202     | Engage with customers                                  | Elective          |
| BSBTEC101     | Operate digital devices                                | Elective          |
| BSBWHS211     | Contribute to the health and safety of self and others | Other             |
| BSBCMM211     | Apply communication skills.                            | Elective          |

- ***All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***
- ***Units marked with an "\*\*\*" have teaching prerequisites attached to this course.***

## BSB20120 Certificate II in Workplace Skills

### Course Overview

This qualification reflects the role of individuals in various entry-level Business Services job roles.

This qualification also reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. These individuals perform 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, utilising limited practical skills and fundamental operational knowledge within a defined context. Individuals in these roles generally work under direct supervision.

### Credit For Queensland Certificate of Education (QCE)

The qualification contains 10 units of competency, and completion of all 10 units could earn a student 4 credits towards their Queensland Certificate of Education. Partial completion of the Certificate II will be based on the percentage of competencies attained (25%, 50%, and 75%), e.g. completion of 6 units could earn 2 credits. Students will receive a Statement of Attainment for partial completion of the qualification or a Certificate if all units are satisfactorily completed.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results. This course will be delivered as a stand-alone VET certificate course offered by qualified teachers at the school.

Students may be required to undertake practical work experience as part of their course to gain 'real-world' experience. The course has been developed to be delivered over 2 semesters, commencing in Year 11. Students are required to complete 5 core units and 5 elective units.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                      | Core/<br>Elective |
|---------------|---------------------------------------------------------------|-------------------|
| BSBCMM211     | Apply communication skills                                    | Core              |
| BSBOPS201     | Work effectively in business environments                     | Core              |
| BSBPEF202     | Plan and apply time management                                | Core              |
| BSBSUS211     | Participate in sustainable work practices                     | Core              |
| BSBWHS211     | Contribute to health and safety of self and others            | Core              |
| BSBPEF201     | Support personal wellbeing in the workplace                   | Group A           |
| BSBTEC201     | Use business software applications                            | Group B           |
| BSBTEC202     | Use digital technologies to communicate in a work environment | Group B           |
| BSBTWK201     | Work effectively with others                                  | Group C           |
| BSBTEC303     | Create electronic presentations                               | Other             |

- **All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.**
- **This qualification is only offered to the Year 11 & Year 12 Football Excellence Program students.**

## CPC10126 Certificate I in Construction

### Course Overview

The Ipswich SHS Construction course provides students with the skills & knowledge to complete the CPC10126 Certificate I in Construction. This qualification introduces the construction industry, its culture, career opportunities and workplace expectations. The units of competency cover essential work health and safety requirements; how to plan, organise and work effectively within the industry; communication and interpretation skills; and appropriate use of tools and materials.

The qualification is built around a number of basic construction projects, including but not limited to bricklaying, concreting, painting, framing and cladding, which integrate and embed the facets of employability skills in context. Students will complete the competency requirements for the construction industry White Card. A White Card is evidence that you have completed a General Construction Induction course/White Card course (previously known as the blue card). The White Card is mandatory for anyone who works or wants to work in the construction industry.

Successful completion of the Certificate I in Construction will assist in progressing to undertake a Certificate II, a job outcome qualification or facilitate entry into an Australian Apprenticeship.

### Credit for the Queensland Certificate of Education (QCE)

The qualification contains 11 Units of Competency, and completion of all 11 units could earn a student 3 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Employability Skill

Students will gain a variety of transferable skills, including communication in the workplace and working with a diverse range of clients and colleagues. Students will work collaboratively with team members to perform a range of construction tasks whilst using and demonstrating problem-solving skills in the workplace. Skills gained will include self-management, the ability to follow policies and procedures, and practising inclusive behaviour, as well as effective management of daily work activities, hazard control, and time management. Students will gain a variety of skills, including using and maintaining a range of construction tools and equipment, under the direct supervision of an industry professional (e.g., carpenter, builder).

### Course Structure

The Ipswich SHS will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school, with students working through learning materials and class sessions facilitated by Trade teachers.

The design and implementation of this course is done in consultation with industry. This collaborative consultation ensures that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment, and this qualification requires all units of competency to be delivered in this context.

The cost for this course is advised to successful students and is subject to change yearly. This includes the cost of students obtaining a White Card, which enables them to work in the construction industry, and all necessary (PPE) Personal Protective Equipment, e.g. uniform and safety glasses. Students are required to purchase their steel-capped boots. Students must complete the White Card course, which covers the unit CPCWHS1001 Prepare to work safely in the construction industry, to complete this certificate. The white card course will be delivered by an external RTO on-site at Ipswich SHS. The external RTO will be responsible for issuing the white card and statement of attainment for this unit.

The course has been designed to be delivered over 2 semesters. Students have two options for studying this certificate: apply for the five-day trade program or apply for the one-day trade program. Both options are only available as of Year 11.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                                     | Core/<br>Elective |
|---------------|------------------------------------------------------------------------------|-------------------|
| CPCCCM1011    | Undertake basic estimating & costing                                         | Core              |
| CPCCCM2004*   | Handle construction materials                                                | Core              |
| CPCCCM2005    | Use construction tools and equipment                                         | Core              |
| CPCCCM1012    | Work effectively and sustainably in the construction industry                | Core              |
| CPCCCM1013    | Plan and organise work                                                       | Core              |
| CPCCVE1011*   | Undertake a basic construction project                                       | Core              |
| CPCWHS1001    | Prepare to work safely in the construction industry                          | Core              |
| CPCCWHS2001   | Apply WHS requirements, policies and procedures in the construction industry | Core              |
| CPCCOM2001*   | Read and interpret plans and specifications                                  | Elective          |
| CPCCCM2006    | Apply basic levelling procedures                                             | Elective          |
| CPCCCM1014    | Conduct workplace communication                                              | Elective          |

- All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***
- Students must have completed CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry before they commence any units with ‘\*’***

## CUA20225 Certificate II in Creative Industries

### Course Overview

This qualification reflects the role of individuals with the skills and knowledge to perform in a range of varied activities in the creative industries, where there is a defined range of contexts. It applies to work in various work environments, including entertainment, customer service, staging, television and radio production, broadcasting production, lighting and sound, theatre, scenery and set construction, screen and media, and film production. Individuals' complete tasks with limited complexity and with required actions clearly defined.

### Credit for the Queensland Certificate of Education (QCE)

The qualification contains 10 Units of Competency, and completion of all 10 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Course Structure

The Ipswich State High School will be the Registered Training Organisation responsible for training, assessment, compliance, reporting, and recording student results. This course will be offered as a stand-alone VET certificate course, delivered by qualified teachers at Ipswich State High School, with students working through learning materials and attending class sessions facilitated by these teachers.

The course is offered at Ipswich SHS and has a course fee of \$150 in Year 11 and \$100 in Year 12, covering curriculum-related excursions and workshops. Please note that students are required to attend school events outside school hours.

The course has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to complete 3 core units and 7 elective units.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                           | Core/<br>Elective |
|---------------|----------------------------------------------------|-------------------|
| BSBTWK201     | Work effectively with others                       | Core              |
| CUAIND211     | Develop and apply creative arts industry knowledge | Core              |
| CUAWHS312     | Apply work health and safety practices             | Core              |
| CUACAM211     | Assist with basic camera shoots                    | Elective          |
| CUASOU211     | Develop basic audio skills and knowledge           | Elective          |
| CUAFOH211     | Undertake routine front of house duties            | Elective          |
| CUAFOH212     | Usher patrons                                      | Elective          |
| CUALGT211     | Develop basic lighting skills                      | Elective          |
| CUADIG212     | Develop digital imaging skills                     | Elective          |
| CUASOU213     | Assist with sound recordings                       | Elective          |

- All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***

## CUA20120 Certificate II in Dance

### Course Overview

This qualification reflects the role of individuals developing fundamental technical skills and knowledge to prepare for work in the live performance industry.

The job roles that relate to this qualification may include trainee Indigenous dancer, trainee contemporary dancer or trainee musical theatre dancer.

### Credit for the Queensland Certificate of Education (QCE)

The qualification contains 10 Units of Competency, and completion of all 10 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results. This course will be offered as a stand-alone VET certificate course, delivered by qualified teachers at Ipswich State High School, with students working through learning materials and attending class sessions facilitated by these teachers.

The course is offered at Ipswich SHS and has a course fee of \$300 per year, covering items such as costumes, guest artists, team props, and other incurred performance costs. Please note that students are required to attend practice outside of school hours (Friday, 3-4 pm) and participate in all performances/competitions. Students will also incur an additional \$150 fee to cover competition entries and travel.

The course has been developed to be delivered over 2 semesters, in Year 10. Students are required to complete 6 core units and 4 elective units.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                        | Core/<br>Elective |
|---------------|-----------------------------------------------------------------|-------------------|
| CUADAN211     | Develop basic dance techniques                                  | Core              |
| CUADAN212     | Incorporate artistic expression into basic dance performances   | Core              |
| CUAIND211     | Develop and apply creative arts industry knowledge              | Core              |
| CUAPRF211     | Prepare for live performances                                   | Core              |
| CUAWHS111     | Follow safe dance practices                                     | Core              |
| CUAWHS211     | Develop a basic level of physical fitness for dance performance | Core              |
| CUADAN213     | Perform basic jazz dance techniques                             | Group A           |
| CUADAN215     | Perform basic contemporary dance techniques                     | Group A           |
| CUADAN218     | Perform basic street dance techniques                           | Group A           |
| BSBTWK201     | Work effectively with others                                    | Group B           |

- All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***

## CUA20720 Certificate II in Visual Arts

### Course Overview

This qualification reflects the role of individuals who are developing the fundamental creative and technical skills that underpin visual arts and craft practice. It applies to work in different visual arts, craft and design environments.

The job roles that relate to this qualification may include Ceramics Studio Trainee, Community Arts Workshop Assistant and Arts Practitioner. It also provides a pathway to other visual arts, craft and design job roles.

### Credit for the Queensland Certificate of Education

The qualification contains 9 Units of Competency, and completion of all 9 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results.

This course will be offered as a stand-alone VET certificate course, delivered by qualified teachers at Ipswich State High School, with students working through learning materials and attending class sessions facilitated by these teachers. The course is offered at Ipswich SHS and has a one-off course fee of \$200.

The course has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to complete 4 core units and 5 elective units.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                 | Core/<br>Elective |
|---------------|----------------------------------------------------------|-------------------|
| BSBWHS211     | Contribute to the health and safety of self and others   | Core              |
| CUAACD201     | Develop drawing skills to communicate ideas              | Core              |
| CUAPPR211     | Make simple creative work                                | Core              |
| CUARES202     | Source and use information relevant to own arts practice | Core              |
| CUACER201     | Develop ceramic skills                                   | Group B           |
| CUADIG212     | Develop digital imaging skills                           | Group B           |
| CUAPAI211     | Develop painting skills                                  | Group B           |
| CUAPRI211     | Develop printmaking skills                               | Group B           |
| CUADES201     | Follow a design process                                  | Group B           |

- All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***

## CUA30120 Certificate III in Dance

### Course Overview

This qualification reflects the role of a person working in a varied context in the live performance industry, using some discretion and judgement and relevant theoretical knowledge.

### Credit for the Queensland Certificate of Education

The qualification contains 13 Units of Competency, and completion of all 13 units could earn a student 8 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Course Structure

The Ipswich State High School will be the Registered Training Organisation responsible for training, assessment, compliance, reporting, and recording student results. This course will be offered as a stand-alone VET certificate course, delivered by qualified teachers at Ipswich State High School, where students will work through learning materials and attend class sessions facilitated by these teachers.

The course is offered at Ipswich SHS and has a course fee of \$300 in Year 11 and \$300 in Year 12, covering items such as costumes, guest artists, team props, and other incurred performance costs. Please note that students are required to attend practice outside school hours and participate in all performances/competitions. Students will also incur an additional \$150 fee per year to cover competition entries and travel.

The course has been developed to be delivered over 4 semesters commencing in Year 11. Students are required to complete 5 core units and 8 elective units. The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                             | Core/<br>Elective |
|---------------|----------------------------------------------------------------------|-------------------|
| CUACHR311     | Develop basic dance composition skills                               | Core              |
| CUADAN331     | Integrate rhythm into movement activities                            | Core              |
| CUAIND311     | Work effectively in the creative arts industry                       | Core              |
| CUAPRF317     | Develop performance techniques                                       | Core              |
| CUAWHS311     | Condition body for dance performance                                 | Core              |
| CUACIR301     | Perform basic on-ground acrobatic techniques                         | Group B           |
| CUAWHS406     | Interact appropriately with children in performing arts environments | Group B           |
| CUACOS304     | Develop and apply knowledge of costume                               | Group C           |
| CUADAN315     | Increase depth of jazz dance techniques                              | Group A           |
| CUADAN316     | Increase depth of ballet dance techniques                            | Group A           |
| CUADTM311     | Assist with dance teaching                                           | Group C           |
| CUAMUP311     | Prepare personal appearance for performances                         | Group C           |
| CUADAN313     | Develop and apply dance partnering techniques                        | Group A           |

- **All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.**

## FNS20120 Certificate II in Financial Services

### Course Overview

This qualification is designed to equip students with foundational skills and knowledge for a career in the financial services industry. It focuses on developing fundamental skills in areas like communication, financial technology, organisation, and personal finance, including budgeting and savings plans. The qualification will suit students interested in careers in banking, financial advising, accounting, or other related roles within the financial services industry.

### Credit for the Queensland Certificate of Education

The qualification comprises 8 Units of Competency (4 core and 4 elective units), and completion of all 8 units can earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results. This course will be offered as a stand-alone VET certificate course, delivered by qualified teachers at Ipswich State High School, with students working through learning materials and attending class sessions facilitated by these teachers.

The course has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to complete 4 core units and 4 elective units. The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                           | Core/<br>Elective |
|---------------|----------------------------------------------------|-------------------|
| BSBCMM211     | Apply communication skills                         | Core              |
| BSBTEC201     | Use business software applications                 | Core              |
| BSBWHS211     | Contribute to health and safety of self and others | Core              |
| FNSINC311     | Work together in the financial services industry   | Core              |
| FNSFLT211     | Develop and use personal budgets                   | Elective          |
| FNSFLT212     | Develop and use savings plans                      | Elective          |
| FNSFLT213     | Develop understanding of debt and consumer credit  | Elective          |
| FNSFLT214     | Develop knowledge of superannuation                | Elective          |

- All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***

## FSK20119 Certificate II in Skills for Work and Vocational Pathways

### Course Overview

This qualification is designed for individuals who require further development of foundational skills to prepare for workforce entry or vocational training pathways. It is suitable for individuals who require:

- A path 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.

### Credit for the Queensland Certificate of Education

The qualification consists of 14 Units of Competency (8 core and 4 elective), and completion of all 14 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results. This course will be delivered as a stand-alone VET certificate course offered by qualified teachers at the school. A Structured Workplace learning component (work experience) is also necessary to achieve the qualification.

The course has been developed to be delivered over 2 semesters, commencing in Year 10, Year 11 and Year 12. Students are required to complete 14 units. The units of competency offered in this course are as follows:

| National Code          | Unit of Competency Title                                                               | Core/<br>Elective |
|------------------------|----------------------------------------------------------------------------------------|-------------------|
| FSKLRG011 <sup>#</sup> | Use routine strategies for work-related learning                                       | Core              |
| FSKLRG010 <sup>#</sup> | Use routine strategies for career planning                                             | Group B           |
| FSKLRG009 <sup>#</sup> | Use strategies to respond to routine workplace problems                                | Group B           |
| FSKRDG010 <sup>#</sup> | Read and respond to routine workplace information                                      | Group B           |
| FSKNUM014 <sup>#</sup> | Calculate with whole numbers and familiar fractions, decimals and percentages for work | Group A           |
| FSKNUM015 <sup>#</sup> | Estimate, measure and calculate with routine metric measurements for work              | Group A           |
| FSKNUM017 <sup>#</sup> | Use familiar and routine maps and plans for work                                       | Group A           |
| FSKOCM007 <sup>#</sup> | Interact effectively with others at work                                               | Group B           |
| FSKWTG009 <sup>#</sup> | Write routine workplace texts                                                          | Group B           |
| FSKDIG002 <sup>#</sup> | Use digital technology for routine and simple workplace tasks                          | Other             |
| BSBTWK201              | Work effectively with others                                                           | Other             |
| ICPSUP2810             | Use computer systems in the printing and graphic arts sector                           | Other             |
| SITXWHS002             | Identify hazards, assess and control safety risks                                      | Other             |
| SIRXHWB001             | Maintain personal health and wellbeing                                                 | Other             |

- **All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change**
- **Units marked with an “#” have teaching prerequisites attached to this course.**

## ICT20120 Certificate II in Applied Digital Technologies

### Course Overview

This pathway qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts.

The qualification is designed for those developing the necessary digital and technology skills in preparation for work.

These individuals carry out a range of basic procedural and operational tasks that require digital and technological skills. They perform a range of mainly routine tasks, utilising limited practical skills and knowledge within a defined context. The qualification is suitable for individuals who generally work under direct supervision.

### Credit for the Queensland Certificate of Education

The qualification contains 12 Units of Competency (6 core and 6 elective units), and completion of all 12 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results. This course will be offered as a stand-alone VET certificate course, delivered by qualified teachers at Ipswich State High School, with students working through learning materials and attending class sessions facilitated by these teachers.

The course has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to complete 6 core units and 6 elective units. The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                      | Core/<br>Elective |
|---------------|---------------------------------------------------------------|-------------------|
| BSBSUS211     | Participate in sustainable work practices                     | Core              |
| BSBWHS211     | Contribute to health and safety of self and others            | Core              |
| BSBTEC202     | Use digital technologies to communicate in a work environment | Core              |
| ICTICT213     | Use computer operating systems and hardware                   | Core              |
| ICTICT214     | Operate application software packages                         | Core              |
| ICTICT215     | Operate digital media technology packages                     | Core              |
| ICTICT224     | Integrate commercial computing packages                       | Group A           |
| ICTICT226     | Operate simple database applications                          | Group A           |
| BSBTEC203     | Research using the internet                                   | Group A           |
| ICTWEB305     | Produce digital images for the web                            | Other             |
| ICTWEB304     | Build simple web pages                                        | Other             |
| CUASOU212     | Perform basic sound editing                                   | Group B           |

- All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***

## MEM20422 Certificate II in Engineering Pathways

### Course Overview

The Ipswich SHS Engineering Pathways course provides students with the skills & knowledge to complete the MEM20422 Certificate II in Engineering Pathways. This qualification reflects the roles of individuals who perform mainly routine tasks and procedures, using limited practical skills and fundamental operational knowledge, and taking some responsibility for the quality of the work outcomes. The units of competency cover essential work health and safety requirements; how to plan, organise and work effectively within the industry; communication and interpretation skills; and appropriate use of tools and materials.

The qualification is built around numerous basic engineering projects that integrate and embed employability skills in a practical context. It is a qualification that develops trade-like skills, not trade-level skills. It is an introduction to skills such as welding, fabrication and machining.

This Certificate II in Engineering Pathways is a pathway qualification that prepares an individual to successfully undertake a sector-specific Certificate III from the Engineering Pathways training package.

### Credit for the Queensland Certificate of Education (QCE)

The qualification contains 12 Units of Competency, and completion of all 12 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Employability Skills

Students will gain a variety of transferable skills, including communication in the workplace and working with a diverse range of clients and colleagues. Students will work collaboratively with team members to perform a range of tasks, utilising and demonstrating problem-solving skills in the workplace. Skills gained will include self-management, the ability to follow policies and procedures, and practising inclusive behaviour, as well as effective management of daily work activities, hazard control, and time management. Students will acquire a range of skills, including the use and maintenance of various engineering tools and equipment. Possible employment options include trades fitter/turner, sheet metal worker, boiler maker, and tool maker.

### Course Structure

The Ipswich SHS will be the Registered Training Organisation responsible for training, assessment, compliance, reporting, and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school, with students working through learning materials and class sessions facilitated by Engineering Pathways teachers.

The design and implementation of this course are done in consultation with industry. This collaborative consultation ensures that training and assessment leading to the recognition of skills must be undertaken in a real or very closely simulated workplace environment. This qualification requires all units of competency to be delivered in this context.

The cost for this course is advised to successful students and is subject to change yearly. This includes the cost of students obtaining a White Card, which enables them to work in the construction industry, and all necessary (PPE) Personal Protective Equipment, e.g. uniform and safety glasses. Students are required to purchase their steel-capped boots. The white card course will be delivered by an external RTO on-site at Ipswich SHS. The external RTO will be responsible for issuing the white card and statement of attainment for this unit.

The course has been designed to be delivered over 2 semesters. Students have two options for pursuing this certificate: they can apply for the five-day trade program or the one-day trade program. Both options are only available as of Year 11.

Work placement is an imperative part of the certificate course to ensure students are exposed to industry expectations, timeframes, WHS and industry workplace standards.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                               | Core/<br>Elective |
|---------------|------------------------------------------------------------------------|-------------------|
| MEM13015*     | Work safely and effectively in manufacturing and engineering           | Core              |
| MEMPE005      | Develop a career plan for the engineering and manufacturing industries | Core              |
| MEMPE006*     | Undertake a basic engineering project                                  | Core              |
| MSMENV272     | Participate in environmentally sustainable work practices              | Core              |
| MEM11011*     | Undertake manual handling                                              | Group A           |
| MEM18002*     | Use power tools/handheld operations                                    | Group A           |
| MEMPE001      | Use engineering workshop machines                                      | Group A           |
| MEMPE002      | Use electric welding machines                                          | Group A           |
| MEMPE003      | Use oxy-acetylene and soldering equipment                              | Group A           |
| MEMPE004      | Use fabrication equipment                                              | Group A           |
| MEM16006*     | Organise and communicate information                                   | Group A           |
| MSMSUP106     | Work in a team                                                         | Group B           |

- All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***

## MSL20122 Certificate II in Sampling and Measurement

### Course Overview

This qualification serves as a foundation for students, providing the necessary skills for an entry-level role in laboratory operations. Students will learn how to perform sampling and/or testing duties in construction, resources or environmental contexts. Students will gain an understanding of both field and laboratory equipment and how to use them in simple tests.

### Credit for the Queensland Certificate of Education

The qualification contains 8 Units of Competency, and completion of all 8 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Employability Skills

Due to the ongoing resource boom, the demand for laboratory technicians and assistants has grown significantly. After finishing this course, students will be qualified to work in a wide range of industries such as biomedical, pharmaceutical, cosmetics, healthcare, mining, petroleum, agriculture, physics, chemical, environmental science, food production, and forensic analysis.

The Certificate II in Sampling and Measurement prepares you for roles such as:

- Sampler and tester
- Production Personnel
- Field Assistant
- Sample Couriers

Upon completing this course, students can further develop their skills and knowledge and potentially gain entry to a Certificate III in Laboratory Skills or university programs in the above-mentioned fields.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the Ipswich State High School, with students working through learning materials with class sessions facilitated by qualified teachers.

The course has been developed to be delivered over 2 semesters, commencing in Year 10. Students are required to complete 4 core units and 4 elective units. The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                  | Core/Elective |
|---------------|-----------------------------------------------------------|---------------|
| MSL912002     | Work within a laboratory or field workplace               | Core          |
| MSL922002     | Record and present data                                   | Core          |
| MSL943004     | Participate in laboratory or field workplace safety       | Core          |
| MSL952003     | Collect routine site samples                              | Group A       |
| MLS972002     | Take routine site measurements                            | Group A       |
| MSL973025     | Perform basic tests                                       | Group B       |
| MSL973026     | Prepare working solutions                                 | Group B       |
| MSMENV272     | Participate in environmentally sustainable work practices | Group B       |

- ***All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***

## RII20120 Certificate II in Resources and Infrastructure Work Preparation

### Course Overview

The Ipswich SHS Civil Construction course provides students with the skills & knowledge to complete the RII20120 Certificate II in Resources and Infrastructure Work Preparation. This qualification reflects the roles of individuals who work in the civil construction industry, performing mainly routine tasks and procedures using limited practical skills and fundamental operational knowledge, while taking some responsibility for the quality of work outcomes. The units of competency cover essential work health and safety requirements; how to plan, organise and work effectively within the industry; communication and interpretation skills; and appropriate use of tools and materials.

The qualification is built around several basic civil construction projects, which integrate and embed employability skills in a practical context. Students will complete the competency requirements for the construction industry White Card. A White Card is evidence that you have completed a General Construction Induction course/White Card course (previously known as the blue card). The white Card is mandatory for anyone who works or wants to work in the construction industry.

This Certificate II in Resources and Infrastructure Work Preparation is a pathway qualification that prepares an individual to successfully undertake a sector-specific Certificate III in the Resources and Infrastructure Industry Training Package.

### Credit for the Queensland Certificate of Education (QCE)

The qualification contains 9 Units of Competency, and completion of all 9 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Employability Skills

Students will gain a variety of transferable skills, including communication in the workplace and working with a diverse range of clients and colleagues. Students will work collaboratively with team members to perform a range of tasks while using and demonstrating problem-solving skills in the workplace. Skills gained will include self-management and the ability to follow policies and procedures, and practice inclusive behaviour, effective management of daily work activities, hazard control and time management. Students will gain a variety of skills that include using and maintaining a range of civil construction tools and equipment whilst under the direct supervision of an industry member (Civil Contractors Association).

### Course Structure

The Ipswich SHS will be the Registered Training Organisation with responsibility for training, assessment, compliance, reporting and recording student results. This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school, with students working through learning materials and class sessions facilitated by Trade teachers.

The design and implementation of this course is done in consultation with industry. This collaborative consultation ensures that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment, and this qualification requires all units of competency to be delivered in this context.

The cost for this course is advised to successful students and is subject to change yearly. This includes the cost of students obtaining a White Card, which enables them to work in the construction industry, and all necessary (PPE) Personal Protective Equipment, e.g. uniform and safety glasses. Students are required to purchase their steel-capped boots. Students must complete the White Card course, which covers the unit CPCWHS1001 'Prepare to work safely in the construction industry', to obtain this certificate. The white card course will be delivered by an external RTO on-site at Ipswich SHS. The external RTO will be responsible for issuing the white card and statement of attainment for this unit.

The course has been designed to be delivered over 2 semesters. Students have two options for pursuing this certificate: they can apply for the five-day trade program or the one-day trade program. Both options are only available as of Year 11.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                                               | Core/<br>Elective |
|---------------|----------------------------------------------------------------------------------------|-------------------|
| RIICOM201E    | Communicate in the workplace                                                           | Core              |
| RIIENV201E    | Identify and assess environmental and heritage concerns                                | Core              |
| RIIRIS201E    | Conduct local risk control                                                             | Core              |
| RIIWS201E     | Work safely and follow WHS policies and procedures                                     | Core              |
| RIICCM201E    | Carry out measurements and calculations                                                | Group A           |
| RIIBEF201E    | Plan and organise work                                                                 | Group B           |
| HLTAID011     | Provide First Aid                                                                      | Group B           |
| RIISAM201E    | Handle resources and infrastructure materials and safely dispose of nontoxic materials | Group A           |
| RIISAM203E    | Use hand and power tools                                                               | Group A           |

- ***All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***

## SHB30321 Certificate III in Nail Technology

### Course Overview

This qualification reflects the role of individuals employed as nail technicians, providing manicure and pedicure services that include the application of nail art and acrylic and gel nail enhancements.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgement are required and are responsible for their outputs. This includes client consultation on nail care products and services. Nail technicians may also be self-employed and accountable for managing their nail stations. Work is typically conducted in on-site nail and beauty salons.

### Credit for the Queensland Certificate of Education (QCE)

The qualification contains 15 Units of Competency, and completion of all 15 units could earn a student 8 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Employability Skills

Students will gain a variety of transferable skills, including communication in the workplace and working with a diverse range of customers and colleagues. Students will work collaboratively with team members to perform a range of salon tasks whilst using and demonstrating problem-solving skills in the workplace. Skills gained will include self-management, the ability to follow policies and procedures, and practising inclusive behaviour, as well as effective management of personal presentation and time management. Students will acquire a range of skills, including the use and maintenance of various salon technologies and techniques, to perform salon tasks effectively. Students will be qualified to work independently in a hair and beauty salon as a qualified Nail Technician.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results.

This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school, with students working through learning materials and class sessions facilitated by Hair and Beauty teachers.

The course is offered at Ipswich SHS and has a one-off course fee of \$300 (IS THIS PER YEAR), which covers consumables used as part of the course. This fee also includes the HAB uniform that is required to be worn when completing the practical.

The course has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to undertake a structured work placement at the Ipswich State High School Hair and Beauty Training Salon on a rotational roster issued at the start of each term. Students will be required to perform services for one another and serve as models for other students during practical lessons.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                                       | Core/<br>Elective |
|---------------|--------------------------------------------------------------------------------|-------------------|
| BSBESB304     | Determine resource requirements for new business ventures                      | Group B           |
| SHBBCCS005    | Advise on beauty products and services                                         | Core              |
| SHBBFAS004    | Provide facial treatments and skin care                                        | Other             |
| SHBBINF002    | Maintain infection control standards                                           | Group A           |
| SHBBNLS007*   | Provide manicure and pedicure services                                         | Core              |
| SHBBNLS008    | Apply gel and dip powder nail enhancements                                     | Other             |
| SHBBNLS009*   | Apply acrylic nail enhancements                                                | Core              |
| SHBBNLS010*   | Apply nail art                                                                 | Core              |
| SHBBNLS011    | Use electric file equipment for nail services                                  | Core              |
| SHBBNLS012*   | Apply advanced nail art                                                        | Group B           |
| SHBBRES003    | Research and apply beauty industry information                                 | Core              |
| SHBXCCS007    | Conduct salon financial transactions                                           | Core              |
| SHBXCCS008    | Provide salon services to clients                                              | Core              |
| SHBXIND003    | Comply with organisational requirements within a personal services environment | Core              |
| SHBXWHS003    | Apply safe hygiene, health and work practices                                  | Core              |

- ***All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***
- ***Students must complete SHBBNLS011 Use electric file equipment for nail services before they can commence units with an '\*'.***

## SHB30121 Certificate III in Beauty Services

### Course Overview

This qualification reflects the role of individuals employed as beauticians, providing a range of beauty services including nail, waxing, lash and brow treatments, and basic makeup services.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgement are required and are responsible for their outputs. This includes client consultation on beauty products and services. Work is typically conducted in beauty, waxing, brow and nail salons.

### Credit for the Queensland Certificate of Education

The qualification contains 18 units of competency, and completion of all 18 units could earn a student 8 credit points towards their Queensland Certificate of Education. Partial completion of the Certificate III will be based on the percentage of competencies attained (25%, 50%, and 75). Students will receive a Statement of Attainment for partial completion of the qualification or a Certificate if all units are satisfactorily completed.

### Employability Skills

Students will gain a variety of transferable skills, including communication in the workplace and working with a diverse range of customers and colleagues. Students will work collaboratively with team members to perform a range of salon tasks whilst using and demonstrating problem-solving skills in the workplace. Skills gained will include self-management, the ability to follow policies and procedures, and practising inclusive behaviour, as well as effective management of personal presentation and time management.

Students will acquire a range of skills, including the use and maintenance of various salon technologies and techniques, to perform salon tasks effectively. Students will be qualified to work independently in a hair and beauty salon, offering a variety of services including waxing, facial treatments, and nail technology.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results.

This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school, with students working through learning materials and class sessions facilitated by Hair and Beauty teachers.

The course is offered at Ipswich SHS and has a one-off course fee of \$300 covering consumables used as part of the course. This fee also includes the HAB uniform that is required to be worn when completing the practical.

The course has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to undertake a structured work placement at the Ipswich State High School Hair and Beauty Training Salon on a rotational roster issued at the start of each term. Students will be required to perform services for one another and serve as models for other students during practical lessons.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                                                 | Core/<br>Elective |
|---------------|------------------------------------------------------------------------------------------|-------------------|
| SHBBBOS007    | Apply cosmetic tanning products                                                          | Core              |
| SHBBCCS005    | Advise on beauty products and services                                                   | Core              |
| SHBBFAS004    | Provide lash and brow services                                                           | Core              |
| SHBBHRS010    | Provide waxing services                                                                  | Core              |
| SHBBINF002    | Maintain infection control standards                                                     | Group A           |
| SHBBMUP009    | Design and apply make-up                                                                 | Core              |
| SHBBMUP010    | Design and apply make-up for photography                                                 | Group B           |
| SHBBNLS007*   | Provide manicure and pedicure services                                                   | Core              |
| SHBBNLS010*   | Apply nail art                                                                           | Other             |
| SHBBNLS011    | Use electric file equipment for nail services                                            | Core              |
| SHBBRES003    | Research and apply beauty industry information                                           | Core              |
| SHBXCCS007    | Conduct salon financial transactions                                                     | Core              |
| SHBXCCS008    | Provide salon services to clients                                                        | Core              |
| SHBXCCS009    | Greet and prepare clients for salon services                                             | Group B           |
| SHBXIND003    | Comply with organisational requirements within a personal services environment           | Core              |
| SIRXOSM002    | Maintain ethical and professional standards when using social media and online platforms | Core              |
| SIRXSLS001    | Sell to the retail customer                                                              | Core              |
| SHBXWHS003    | Apply safe hygiene, health and work practices                                            | Core              |

- *All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.*
- *Students must complete SHBBNLS011 Use electric file equipment for nail services before they can commence units with an '\*'.*

## SHB20216 Certificate II in Salon Assistant

### Course Overview

This is a preparatory qualification that provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who assist with client services. These routine and repetitive tasks are completed under the direct supervision and with guidance from hairdressers who manage the client service.

The combined skills and knowledge do not qualify an individual for a job as a hairdresser, and this qualification is intended to prepare individuals for further training.

### Credit for the Queensland Certificate of Education (QCE)

The qualification contains 12 Units of Competency, and completion of all 12 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Employability Skills

Students will gain a variety of transferable skills, including communication in the workplace and working with a diverse range of customers and colleagues. Students will work collaboratively with team members to perform a range of salon tasks whilst using and demonstrating problem-solving skills in the workplace. Skills gained will include self-management, the ability to follow policies and procedures, and practising inclusive behaviour, as well as effective management of personal presentation and time management. Students will gain a variety of skills, including using and maintaining a range of salon technologies and techniques to perform salon tasks under the direct supervision of a senior hairdresser.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results.

This course will be offered as a stand-alone VET certificate course delivered by qualified teachers at the school, with students working through learning materials and class sessions facilitated by Hair and Beauty teachers.

The course is offered at Ipswich SHS and has a one-off course fee of \$300, which covers consumables used as part of the course. This fee also includes the HAB uniform that is required to be worn when completing the practical.

The course has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to undertake a structured work placement at the Ipswich State High School Hair and Beauty Training Salon on a rotational roster issued at the start of each term. Students will be required to perform services for one another and serve as models for other students during practical lessons.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                                       | Core/<br>Elective |
|---------------|--------------------------------------------------------------------------------|-------------------|
| BSBWHS211     | Contribute to health and safety of self and others                             | Core              |
| SHBHBAS001    | Provide shampoo and basin services                                             | Core              |
| SHBXCCS003    | Greet and prepare clients for salon services                                   | Core              |
| SHBHDES001    | Dry hair to shape                                                              | Core              |
| SHBHIND001    | Maintain and organise tools, equipment and work areas                          | Core              |
| SHBHBAS002    | Provide head, neck and shoulder massages for relaxation                        | Elective          |
| SHBXIND002    | Communicate as part of a salon team                                            | Core              |
| SHRXIND001    | Comply with organisational requirements within a personal services environment | Core              |
| SHBHCLS001    | Apply hair colour products                                                     | Elective          |
| SHBXCCS001    | Conduct salon financial transactions                                           | Core              |
| SHBHDES002    | Braid hair                                                                     | Elective          |
| SHBXCCS004    | Recommend products and services                                                | Elective          |

- ***All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***

## SIS30122 Certificate III in Sport, Aquatics and Recreation

### Course Overview

This qualification reflects the role of individuals with well-developed skills and knowledge required to deliver recreational services. Using discretion and judgement, they work with some independence and under limited supervision using clearly defined plans, policies and procedures to guide work activities.

This qualification provides a pathway to work in any sport, aquatic, or recreation organisation, including commercial, not-for-profit, community, and government organisations.

Students in Years 11 and 12 may enrol in this course. The delivery and assessment will be in a simulated work and industry environment with a high degree of supervision. The units are suitable for the school to contextualise to local industry activities.

### Credit for the Queensland Certificate of Education

The qualification contains 15 units of competency, and completion of all 15 units could earn a student 7 credit points towards their Queensland Certificate of Education. Students will receive a Statement of Attainment for partial completion of the qualification or a Certificate if all units are satisfactorily completed.

### Employability Skills

This qualification reflects the role of individuals who apply skills and knowledge to work in the sport & recreation industry in a generalist capacity. Typical functions for someone with this qualification include providing support in the provision of sports and recreation programs, grounds & facilities maintenance, customer service assistance, and administrative support, all under supervision.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results. This course will be delivered as a stand-alone VET certificate course offered by qualified teachers at the school.

The course has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to complete 6 core units and 9 elective units. The units of competency offered in this course are as follows:

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                                                             | Core/Elective |
|---------------|--------------------------------------------------------------------------------------|---------------|
| BSBWHS308     | Participate in WHS hazard identification, risk assessment and risk control processes | Core          |
| HLTWHS001     | Participate in workplace, health and safety                                          | Core          |
| SISXCCS004    | Provide quality service                                                              | Core          |
| SISXEMR003    | Respond to emergency situations                                                      | Core          |
| SISXFAC006    | Maintain activity equipment                                                          | Core          |
| SISXIND011    | Maintain sport, fitness and recreation industry knowledge                            | Core          |
| SISXPLD002    | Deliver recreation sessions                                                          | Group C       |
| HLTAID011     | Provide First Aid                                                                    | Group A       |
| SISXPLD004    | Facilitate groups                                                                    | Group C       |
| SISSSCO001    | Conduct sport coaching sessions with foundation level participants                   | Group E       |
| SISXMGT002    | Develop and maintain stakeholder relationships                                       | Group E       |
| SISSSOF002    | Continuously improve officiating skills and knowledge                                | Group E       |
| SISXIND009    | Respond to interpersonal conflict                                                    | Group E       |
| BSBPFE301     | Organise personal work priorities                                                    | Group E       |
| SISSSPT001*   | Implement sport injury prevention and management strategies                          | Other         |

- ***All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***
- ***Student must complete HLTAID011 Provide First Aid before they can commence SISSSPT001\* Implement sport injury prevention and management strategies.***

## SIT10222 Certificate I in Hospitality

### Course Overview

The Certificate I in Hospitality will equip students with the skills and knowledge to become competent in routine tasks across various hospitality settings, including restaurants, cafes, coffee shops, and catering operations. Students may work in a team, but always under direct supervision.

### Credit for the Queensland Certificate of Education

The qualification contains 6 Units of Competency, and completion of all 6 units could earn a student 2 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Employability Skills

Students will gain entry-level skills that include working and communicating within a team environment whilst working under pressure, including industry timeframes. Skills and knowledge of WHS and workplace policy and procedures, working in a commercial environment under direct supervision.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results. This course will be delivered as a stand-alone VET certificate course offered by qualified teachers at the school.

The course has been developed to be delivered over 2 semesters, in Year 10. Students are required to complete 3 core units and 3 elective units. The units of competency offered in this course are as follows:

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                  | Core/<br>Elective |
|---------------|-------------------------------------------|-------------------|
| BSBTWK201     | Work effectively with others              | Core              |
| SITXCCS009    | Provide customer information & assistance | Core              |
| SITXWHS005    | Participate in safe work practices        | Core              |
| SITXFSA005    | Use hygienic practices for food safety    | Group A           |
| SITHCCC023*   | Use food preparation equipment            | Group B           |
| SITHCCC025*   | Prepare and present sandwiches            | Group B           |

- **All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.**
- **Student must complete SITXFSA005 Use hygienic practices for food safety before they can undertake any units with an**  
*\*\*\**

## SIT20322 Certificate II in Hospitality

### Course Overview

The Certificate II in Hospitality is an entry-level qualification for students new to the hospitality industry. The course offers practical, hands-on training in various hospitality settings. This qualification reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are primarily involved in routine and repetitive tasks, working under direct supervision. This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

Students will be required to assist in various functions and events, including The Break Café, restaurants, the school canteen, and school-catered events.

### Credit for the Queensland Certificate of Education

The qualification contains 12 Units of Competency, and completion of all 12 units could earn a student 4 credit points towards their QCE. Students will receive a Certificate upon satisfactory completion of all units or a Statement of Attainment for partial completion of the qualification.

### Employability Skills

Students will develop skills in communicating effectively with colleagues and customers, including interpreting both verbal and written information. Demonstrate independence and initiative while working in an industry environment that involves operating within industry-specific timeframes and expectations. Students will be able to identify and discuss a range of hospitality products and services and comply with and understand legislation requirements. Students will acquire transferable skills in various industry settings.

### Course Structure

Ipswich State High School will be the Registered Training Organisation, responsible for training, assessment, compliance, reporting, and recording student results. This course will be delivered as a stand-alone VET certificate course offered by qualified teachers at the school. Students may be required to attend hospitality functions outside of school hours.

The course is offered at the Ipswich SHS and has been developed to be delivered over 4 semesters, commencing in Year 11. Students are required to complete 6 core units and 6 elective units.

The units of competency offered in this course are as follows:

| National Code | Unit of Competency Title                               | Core/<br>Elective |
|---------------|--------------------------------------------------------|-------------------|
| BSBTWK201     | Work effectively with others                           | Core              |
| SITHIND006    | Source and use information on the hospitality industry | Core              |
| SITHIND007    | Use hospitality skills effectively                     | Core              |
| SITXCCS011    | Interact with customers                                | Core              |
| SITXWHS005    | Participate in safe work practices                     | Core              |
| SITXCOM007    | Show social and cultural sensitivity                   | Core              |
| SITHFAB024*   | Prepare and serve non-alcoholic beverages              | Group B           |
| SITXFSA005    | Use hygienic practices for food safety                 | Group A           |
| SITHFAB025*   | Prepare & serve espresso coffee                        | Group B           |
| SITHFAB027*   | Serve food and beverage                                | Group B           |
| SITHCCC025*   | Prepare and present sandwiches                         | Group B           |
| TLIE0009      | Carry out basic workplace calculations                 | Group B           |

- ***All information including costs (if applicable) provided about this qualification is accurate at the time of publication but may be subject to change.***
- ***Student must complete SITXFSA005 Use hygienic practices for food safety before they can undertake any units with an '\*'.***

## External Provider – SIS30321 Certificate III in Fitness

Binnacle Training RTO 31319 at Ipswich State High School

Binnacle Training 2025 Course Snapshot

**2025 EDITION**

# SIS30321 CERTIFICATE III IN FITNESS

Binnacle Training (RTO Code 31319)

### HOW DOES IT WORK

This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres.

Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor).

Students facilitate programs within their school community including:

- Community fitness programs
- Strength and conditioning for athletes and teams
- 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

### WHAT DO STUDENTS ACHIEVE?

- SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
- The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness; or SIS50321 Diploma of Sport - These qualifications offered by another RTO.
- Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

### CAREER PATHWAYS

The diagram shows the progression from 'FITNESS IN SCHOOLS Certificate III in Fitness' to two main roles: 'GROUP EXERCISE INSTRUCTOR' and 'GYM FITNESS INSTRUCTOR'. From 'GROUP EXERCISE INSTRUCTOR', the pathway leads to 'UNIVERSITY DEGREE', 'EXERCISE PHYSIOLOGIST', 'TEACHER - PHYSICAL EDUCATION', and 'SPORT SCIENTIST'. From 'GYM FITNESS INSTRUCTOR', the pathway leads to 'CERTIFICATE IV IN FITNESS OR DIPLOMA OF SPORT (These qualifications offered by another RTO)', 'PERSONAL TRAINER', 'HIGH PERFORMANCE COACH', and 'SPORT DEVELOPMENT MANAGER'.

### SKILLS ACQUIRED

- Client screening and health assessment
- Planning and instructing fitness programs
- Deliver 1-on-1 and group fitness programs
- Exercise science and nutrition
- Anatomy and physiology

FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED

**Binnacle Training**  
RTO CODE 31319

1300 303 715  
admin@binnacletraining.com.au  
binnacletraining.com.au

- All information provided about this qualification is accurate at the time of publication but may be subject to change.
- Students required to meet prerequisites for this course.

The units of competency offered in this course are as follows:

Binnacle Training 2025 Course Snapshot

## SIS30321 CERTIFICATE III IN FITNESS

Registered Training Organisation:  
Binnacle Training (RTO 31319)

**Delivery Format:**  
2-Year Format

**Timetable Requirements:**  
1-Timetabled Line

**Units of Competency:**  
15 Units

**Suitable Year Level(s):**  
Year 11 and 12

**Study Mode:**  
Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

**Cost (Fee-For-Service):**  
\$365.00 per person (+ First Aid \$55.00)

**QCE Outcome:**  
Maximum 8 QCE Credits

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.

|         |                                                                                                                                                                                             |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TERM 1  | <b>TOPICS</b>                                                                                                                                                                               |
|         | <ul style="list-style-type: none"> <li>Introduction to the Sport, Fitness and Recreation (SFR) Industry</li> <li>Introduction to Coaching Programs, Laws and Legislation</li> </ul>         |
| TERM 2  | <b>PROGRAMS</b>                                                                                                                                                                             |
|         | <ul style="list-style-type: none"> <li>Assist with Delivering Coaching Sessions (Supervisor Delivery)</li> <li>Plan and Deliver Coaching Sessions (Student Delivery)</li> </ul>             |
| TERM 3  | <b>TOPICS</b>                                                                                                                                                                               |
|         | <ul style="list-style-type: none"> <li>Introduction to Community Programs</li> <li>Introduction to Conditioning Programs</li> </ul>                                                         |
| TERM 4  | <b>PROGRAMS</b>                                                                                                                                                                             |
|         | <ul style="list-style-type: none"> <li>Community SFR Program (Student Delivery)</li> <li>Participate in Conditioning Sessions (Supervisor Delivery)</li> </ul>                              |
| TERM 5  | <b>TOPICS</b>                                                                                                                                                                               |
|         | <ul style="list-style-type: none"> <li>Working in the SFR Industry - WHS and Provide Quality Service</li> <li>Introduction to Anatomy and Physiology - The Cardiovascular System</li> </ul> |
| TERM 6  | <b>PROGRAMS</b>                                                                                                                                                                             |
|         | <ul style="list-style-type: none"> <li>Plan and Deliver Group Conditioning Sessions</li> <li>Plan and Deliver a One-on-one Cardio Program</li> </ul>                                        |
| TERM 7  | <b>TOPICS</b>                                                                                                                                                                               |
|         | <ul style="list-style-type: none"> <li>Anatomy and Physiology - The Musculoskeletal System</li> <li>First Aid Course: HLTAID011 Provide First Aid</li> </ul>                                |
| TERM 8  | <b>PROGRAMS</b>                                                                                                                                                                             |
|         | <ul style="list-style-type: none"> <li>Recreational Group Exercise Program</li> </ul>                                                                                                       |
| TERM 9  | <b>TOPICS</b>                                                                                                                                                                               |
|         | <ul style="list-style-type: none"> <li>Anatomy and Physiology - Body Systems and Exercise</li> <li>Health and Nutrition Consultations</li> </ul>                                            |
| TERM 10 | <b>PROGRAMS</b>                                                                                                                                                                             |
|         | <ul style="list-style-type: none"> <li>One-on-One Gym Program (Adolescent Client)</li> <li>Plan and Conduct Sessions (Scenario Clients)</li> </ul>                                          |
| TERM 11 | <b>TOPICS</b>                                                                                                                                                                               |
|         | <ul style="list-style-type: none"> <li>Screening and Health Assessments</li> <li>Specific Population Clients (including Older Adults)</li> </ul>                                            |
| TERM 12 | <b>PROGRAMS</b>                                                                                                                                                                             |
|         | <ul style="list-style-type: none"> <li>Fitness Orientation Program: Client Orientation</li> <li>Group Training Program: Plan and Conduct a Group Session</li> </ul>                         |
| TERM 13 | <b>TOPICS</b>                                                                                                                                                                               |
|         | <ul style="list-style-type: none"> <li>N/A (Practical Term)</li> </ul>                                                                                                                      |
| TERM 14 | <b>PROGRAMS</b>                                                                                                                                                                             |
|         | <ul style="list-style-type: none"> <li>Group Exercise and Gym-based One-on-One and Group Sessions:</li> <li>Female and Male Adults aged 18+; and</li> <li>Older adults aged 55+</li> </ul>  |

| UNITS OF COMPETENCY |                                                           |            |                                                                             |
|---------------------|-----------------------------------------------------------|------------|-----------------------------------------------------------------------------|
| HLTAID011           | Provide First Aid                                         | SISFFIT035 | Plan group exercise sessions                                                |
| HLTWHS001           | Participate in workplace health and safety                | SISFFIT036 | Instruct group exercise sessions                                            |
| SISXEMR001          | Respond to emergency situations                           | SISFFIT032 | Complete pre-exercise screening and service orientation                     |
| SISXIND011          | Maintain sport, fitness and recreation industry knowledge | SISFFIT033 | Complete client fitness assessments                                         |
| SISXCCS004          | Provide quality service                                   | SISFFIT052 | Provide healthy eating information                                          |
| BSBSUS211           | Participate in sustainable work practices                 | SISFFIT040 | Develop and instruct gym-based exercise programs for individual clients     |
| BSBOPS304           | Deliver and monitor a service to customers                | SISFFIT047 | Use anatomy and physiology knowledge to support safe and effective exercise |
| BSBPEF301           | Organise personal work priorities                         |            |                                                                             |

Please note this 2025 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). Please note that some training and assessment services are delivered by the School (as Third Party) and 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: [www.binnacletraining.com.au/tdo](http://www.binnacletraining.com.au/tdo)

## External Provider – BSB30120 Certificate III in Business

Binnacle Training RTO 31319 at Ipswich State High School

Binnacle Training 2027 Course Snapshot

# 2027 EDITION BSB30120 CERTIFICATE III IN BUSINESS

Binnacle Training (RTO Code 31319)

### HOW DOES IT WORK

This qualification reflects the role of individuals in a variety of Business Services job roles.

The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and services within the school community.

**This program also includes the following:**

- Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss
- Students examine business opportunities and participate in an Industry discovery

An excellent work readiness program where students develop a range of essential workplace skills.

### CAREER PATHWAYS

```

graph TD
    A["BUSINESS IN SCHOOLS  
Certificate III in Business"] --> B["UNIVERSITY  
DEGREE"]
    A --> C["CERTIFICATE IV /  
DIPLOMA  
(e.g. Business; Small  
Business Management)"]
    B --> D["BUSINESS  
OWNER"]
    B --> E["ACCOUNTANT /  
BUSINESS ADVISOR"]
    B --> F["MARKETING  
MANAGER"]
    C --> G["BUSINESS  
MANAGER"]
    C --> H["CUSTOMER SERVICE  
MANAGER"]
  
```

### SKILLS ACQUIRED

- Leadership, innovation and creative thinking
- Customer service and teamwork
- Inclusivity and effective communication
- WHS and sustainability
- Financial literacy
- Business documentation

### WHAT DO STUDENTS ACHIEVE?

- BSB30120 Certificate III in Business (max. 8 QCE Credits)
- Successful completion of the Certificate III in Business may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

### FLEXIBLE PROGRAMS

### PROJECT-BASED LEARNING

### RESOURCES PROVIDED

**Binnacle Training**  
RTO CODE 31319

1300 303 715  
admin@binnacletraining.com.au  
binnacletraining.com.au

- All information provided about this qualification is accurate at the time of publication but may be subject to change.
- There is a course fee of \$395 to be paid for this qualification.
- Students required to meet prerequisites for this course.

The units of competency offered in this course are as follows:

## BSB30120 CERTIFICATE III IN BUSINESS

Registered Training Organisation:  
Binnacle Training (RTO 31319)

**Delivery Format:**  
2-Year Format

**Timetable Requirements:**  
1-Timetable Line

*Please consult Binnacle Training to discuss  
Fast-Track options.*

**Units of Competency:**  
13 (6 Core Units, 7 Elective Units) plus 2  
Optional Additional Units\*

**Suitable Year Level(s):**  
Year 11 and 12

**Study Mode:**  
Combination of classroom and project-based  
learning, online learning (self-study) and  
practical work-related experience

**Cost (Fee-For-Service):**  
\$395.00 per person

**QCE Outcome:**  
Maximum 8 QCE Credits

The school has entered a Third Party  
Agreement and will be recruiting  
prospective VET students, providing  
student support services, and  
conducting training and assessment on  
behalf of Binnacle Training.

A Language, Literacy, Numeracy and  
Digital Literacy (LLND) screening  
process is undertaken as part of pre-  
enrolment in order to provide advice to  
students on the suitability of the training  
product.

|                          |                                                                                                                                                                                                    |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TERM 1                   | <b>TOPICS</b>                                                                                                                                                                                      |
|                          | <ul style="list-style-type: none"> <li>Introduction to the Business Services Industry</li> <li>Introduction to Entrepreneurship and Business</li> <li>Introduction to Personal Finances</li> </ul> |
| TERM 2                   | <b>PROJECTS</b>                                                                                                                                                                                    |
|                          | <ul style="list-style-type: none"> <li>Research Business Topics</li> </ul>                                                                                                                         |
| TERM 3                   | <b>TOPICS</b>                                                                                                                                                                                      |
|                          | <ul style="list-style-type: none"> <li>Research Topics and Create a Group Presentation</li> <li>Workplace Health and Safety</li> <li>Sustainable Work Practices</li> </ul>                         |
| TERM 4                   | <b>PROJECTS</b>                                                                                                                                                                                    |
|                          | <ul style="list-style-type: none"> <li>Group Presentation</li> <li>WHS Processes at the 'Gol Regional' Travel Expo</li> </ul>                                                                      |
| TERM 5                   | <b>TOPICS</b>                                                                                                                                                                                      |
|                          | <ul style="list-style-type: none"> <li>Working in a Business Environment</li> <li>Time Management</li> </ul>                                                                                       |
| TERM 6                   | <b>PROJECTS</b>                                                                                                                                                                                    |
|                          | <ul style="list-style-type: none"> <li>Developing Teamwork in the Workplace</li> </ul>                                                                                                             |
| TERM 7                   | <b>TOPICS</b>                                                                                                                                                                                      |
|                          | <ul style="list-style-type: none"> <li>Inclusive Work Practices</li> <li>Engage in Workplace Communication</li> </ul>                                                                              |
| TERM 7 PART 1            | <b>PROJECTS</b>                                                                                                                                                                                    |
|                          | <ul style="list-style-type: none"> <li>Inclusivity and Communication in the Workplace</li> </ul>                                                                                                   |
| TERM 7 PART 2 (OPTIONAL) | <b>TOPICS</b>                                                                                                                                                                                      |
|                          | <ul style="list-style-type: none"> <li>Personal Finances</li> </ul>                                                                                                                                |
| TERM 7 PART 2 (OPTIONAL) | <b>PROJECTS</b>                                                                                                                                                                                    |
|                          | <ul style="list-style-type: none"> <li>Personal Budget for the Future</li> </ul>                                                                                                                   |

| UNITS OF COMPETENCY                     |                                                  |           |                                                      |
|-----------------------------------------|--------------------------------------------------|-----------|------------------------------------------------------|
| BSBPEF201                               | Support personal wellbeing in the workplace      | BSBXTW301 | Work in a team                                       |
| BSBPEF301                               | Organise personal work priorities                | BSBCRT311 | Apply critical thinking skills in a team environment |
| FNSFLT311                               | Develop and apply knowledge of personal finances | BSBTEC301 | Design and produce business documents                |
| BSBWHS311                               | Assist with maintaining workplace safety         | BSBWRT311 | Write simple documents                               |
| BSBSUS211                               | Participate in sustainable work practices        | BSBTEC201 | Use business software applications                   |
| BSBXC301                                | Engage in workplace communication                | BSBTEC203 | Research using the Internet                          |
| BSBTWK301                               | Use Inclusive work practices                     |           |                                                      |
| OPTIONAL ADDITIONAL UNITS OF COMPETENCY |                                                  |           |                                                      |
| BSBCMM411                               | Make presentations*                              | BSBPEF402 | Develop personal work priorities*                    |

Please note this 2027 Course Schedule is current at the time of publishing and should be used as a guide only. This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (POS). The POS sets out the services and training products Binnacle Training as an RTO provides, and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). [Access Binnacle's Product Disclosure Statement here.](#)

## External Provider – HLT33115 Certificate III in Health Services Assistance

(including HLT23221 Certificate II in Health Support Services – dual qualification)

Connect 'N' Grow RTO 40518 at Ipswich State High School

### Delivered in Partnership with Connect 'n' Grow®

RTO number: 40518



#### Qualification description

Health and community services training is linked to the largest growth industry in Australia, estimated to grow by 20% over the next five years. These programs combine to provide students with entry level skills necessary for a career in the health sector and also provide a pathway to pursue further study. Skills acquired in this course include first aid, effective communication, workplace health and safety, infection control, understanding common medical terminology, conducting health checks, recognising healthy body systems, managing personal stress in the workplace and working with diverse people.

Refer to [training.gov.au](http://training.gov.au) for specific information about the qualification.

#### Entry requirements

There are no entry requirements to commence the first year of this qualification; however successful completion of the Certificate II in Community Services is required to continue into the Certificate III coursework.

International students may be able to enrol depending on their visa and/or the school's CRICOS registration. Contact the VET Coordinator for more information.

#### Duration and location

This is a two-year course delivered on site to senior school students and in partnership with Connect 'n' Grow®.

#### Course units Year 1 (Certificate II units)

| Unit code | Title                                                                     |
|-----------|---------------------------------------------------------------------------|
| HLTWHS001 | Participate in workplace health and safety *                              |
| BSBWOR202 | Organise and complete daily work activities                               |
| CHCCOM005 | Communicate and work in health or community services*                     |
| CHCDIV001 | Work with diverse people*                                                 |
| HLTINF006 | Apply basic principles and practices of infection prevention and control* |
| CHCCOM001 | Provide first point of contact                                            |
| CHCINM002 | Meet community information needs*                                         |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety          |
| HLTWHS006 | Manage personal work stressors in the work environment                    |

\*Units Credit Transferred from Cert II into the Cert III

#### Course units Year 2 (Certificate III units)

| Unit code  | Title                                             |
|------------|---------------------------------------------------|
| HLTAAP001  | Recognise healthy body systems                    |
| BSBMED301  | Interpret and apply medical terminology           |
| HLTAID009  | Provide cardiopulmonary resuscitation             |
| HLTAID010  | Provide basic emergency life support              |
| HLTAID011  | Provide First Aid                                 |
| BSBWOR301* | Organise personal work priorities and development |
| BSBPEF301  | Organise personal work priorities                 |
| CHCCCS009  | Facilitate responsible behaviour                  |
| CHCPRP005  | Follow safe work practices for direct client care |
| CHCCCS010  | Maintain a high standard of service               |
| HLTWHS002  | Follow safe work practices for direct client care |

#### Obligation

Students will be provided with every opportunity to complete this qualification. Employment is not guaranteed upon completion. Students deemed competent in all units of competency will be awarded the qualification and a record of results by Connect 'n' Grow®. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

- **All information provided about this qualification is accurate at the time of publication but may be subject to change.**
- **There is a course fee of \$300 for Year 11 and \$300 for Year 12 to be paid for this qualification.**
- **Students required to meet prerequisites for this course.**

#### Delivery modes

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face training
- practicals and scenarios
- online learning

#### Fees

The total Fee For Service cost of these courses [Cert II and Cert III] is TBC. Students may be able to access funding to help subsidise the cost of their training. Contact the VET Coordinator or Connect 'n' Grow® to explore potential options.

#### QCE Credits

Maximum 8 (up to 4 QCE Credits for completion of the Certificate II and up to a further 4 QCE credits for completion of the Certificate III).

#### Assessment

Assessment is competency based. Assessment techniques include:

- observation
- folios of work
- questionnaires
- written and practical tasks

#### Work experience

Students are highly encouraged to complete a minimum of 20 hours work experience in a health or community service facility to strengthen their skills, knowledge and employability.

Connect 'n' Grow® considers industry experience to be a very important inclusion of the Certificate III qualifications.

#### Pathways

Potential options may include:

- Various Certificate IV qualifications
- Diploma of Nursing
- Bachelor's degree (B. Nursing)
- entry level employment within the health industry.

HLT23221

# Certificate II in Health Support Services



Designed for senior high school students to gain an understanding of the Health Industry.

The HLT23221 Certificate II in Health Support Services will provide students with a basic understanding of the skills reflecting the role of workers who provide support for the effective functioning of health services.

|                             |                                                                    |
|-----------------------------|--------------------------------------------------------------------|
| <b>Course Length:</b>       | 6 months to 1 Year                                                 |
| <b>Designed For:</b>        | Year levels 10, 11, or 12                                          |
| <b>Study Mode:</b>          | Classroom and project-based learning, online learning (self-study) |
| <b>Payment Options:</b>     | VETiS funding options available if eligible or fee for service     |
| <b>Units of Competency:</b> | 12 Units<br>(4 Core and 8 Elective Units)                          |
| <b>QCE Credit Outcome:</b>  | Maximum of 4 QCE Credits                                           |

- ✓ 6 months to 1 Year Program
- ✓ Funding Available
- ✓ Nationally Recognised Qualifications



## What students achieve

- HLT23221 Certificate II in Health Support Services
- Nationally recognised qualification
- QCE credits towards Senior Certificate of Education (QCE)
- Pathway into further study and employment

## Skills acquired

- Conduct basic health checks
- Infection Control
- Customer service
- Working with diverse people
- Communication skills
- Organising daily work schedules
- Working in teams
- Workplace health & safety
- Routine stock maintenance

## Pathways to further study

- HLT33115 Certificate III in Health Services Assistance
- HLT33021 Certificate III in Allied Health Assistance
- CHC32015 Certificate III in Community Services
- CHC33021 Certificate III in Individual Support

## Employment

Health Support Services reflects the role of workers who provide support for the effective functioning of health services. At this level, workers complete tasks under supervision involving known routines and procedure or complete routine and variable tasks in collaboration with others in a team environment.



Want to  
know more?

Scan the QR code or contact us:

✉ [schools@connectngrow.edu.au](mailto:schools@connectngrow.edu.au)  
☎ 1300 283 662



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# HLT33115 Certificate III in Health Services Assistance

Designed for senior high school students to develop entry-level skills in the Health Industry.

The HLT33115 Certificate III in Health Services Assistance equips students with foundational knowledge and skills to support health professionals in client care, with elective units contextualized for a secondary school environment.

|                             |                                                                    |
|-----------------------------|--------------------------------------------------------------------|
| <b>Course Length:</b>       | 6 months to 1 Year                                                 |
| <b>Designed For:</b>        | Year levels 11 or 12                                               |
| <b>Study Mode:</b>          | Classroom and project-based learning, online learning (self-study) |
| <b>Payment Options:</b>     | Fee for service                                                    |
| <b>Units of Competency:</b> | 15 Units<br>(7 Core and 8 Elective Units)                          |
| <b>QCE Credit Outcome:</b>  | Maximum of 8 QCE Credits                                           |



- ✓ 6 months to 1 Year Program
- ✓ Nationally Recognised Qualifications





## What students achieve

- HLT33115 Certificate III in Health Services Assistance
- Nationally recognised qualification
- QCE credits towards Senior Certificate of Education (QCE)
- First Aid and CPR Certificate
- Pathway into further study and employment

## Skills acquired

- Recognise healthy body systems
- Interpret and apply medical terminology
- Working with diverse people
- Health promotion
- Conducting health checks
- Infection control
- Customer service
- Individualised support

## Pathways to further study

A range of other certificate level qualifications in:

- Health
- Community Services
- Disability
- Aged Care
- Health administration

Tertiary level qualifications:

- Bachelor Degree

## Employment

Health Services Assistance reflects the role of a variety of workers who use a range of factual, technical and procedural knowledge to provide assistance to health professional staff for the care of clients. This qualification involves the worker in direct client contact under supervision.



Want to know more?

Scan the QR code or contact us:

 [schools@connectngrow.edu.au](mailto:schools@connectngrow.edu.au)  
 1300 283 662



## External Provider – TLI20421 Certificate II in Supply Chain Operations

EDB Training Services RTO 32376 at Ipswich State High School

# CONSIDERING A CAREER IN LOGISTICS?


  

  


**TLI20421 - Certificate II in Supply Chain Operations**
[www.edbtraining.com.au](http://www.edbtraining.com.au)

### About the Course

This is a qualification for a person interested in a supply chain operations support role. You will gain knowledge and skills in Health & Safety procedures, Stock Control, Customer Service, Receivables and Despatch and How to Work Effectively within a Team. With a total of 14 units, this course is designed to give you the understanding and knowledge you need to work in the Transport and Logistics industry.

**Job Roles:** Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include:

|                     |                   |                      |
|---------------------|-------------------|----------------------|
| • depot yard person | • pick packer     | • transport clerk    |
| • despatch clerk    | • forklift driver | • warehouse operator |
| • inventory clerk   | • receiving clerk | • yard person        |
| • loader            | • store person    |                      |

Qualifications issued by EDB Training Services RTO ID: 32376  
For more information about VETiS funding:  
<https://desbt.qld.gov.au/training/training-careers/incentives/vetis>

### TLI20421 Certificate II in Supply Chain Operations

**Core Units:**

**TLIF0009** - Ensure the safety of transport activities (Chain of Responsibility)  
**TLIF0025** - Follow work health and safety procedures  
**TLIE1003** - Participate in basic workplace communication  
**TLIL0007** - Complete workplace induction procedures  
**TLIX0023** - Identify roles and functions of the supply chain industry

**Elective Units:**

**TLIA0019** - Despatch stock  
**TLIA0021** - Participate in stocktakes  
**TLIA0023** - Receive Goods  
**TLIB2001** - Check and assess operational capabilities of equipment  
**TLID0020** - Shift materials safely using manual handling methods  
**TLID0006** - Move materials mechanically using automated equipment  
**TLID0016** - Operate a forklift  
**BSBOPS203** - Deliver a service to customers  
**BSBOPS305** - Process customer complaints

 **Duration:** Up to 12 months

**\*\*Please note:**  
 TLILC0003 - Licence to operate a forklift truck **OR**  
 TLILC0004 - Licence to operate an order picking forklift  
 may be added as a unit if requested to replace an existing elective unit (E). Fees may apply.

### Student Fee

FEE  
FREE

with VETiS  
Funding

\$1000

Not  
Funded

This qualification is provided using VETiS (Vocational Education and Training in Schools) funding which means that it is 100% funded by the VET investment budget and is fee-free for students. VET qualifications can be undertaken in years 10, 11 and 12 and may provide credit towards the Queensland Certificate of Education.

An example of the units that we will cover are to the right, and will give you an insight into what is involved if you are working in the Transport and Logistics sector.

You will receive enough knowledge and skills to gain an entry level position in the industry and provide a stepping stone to creating a career for yourself. This course will include practical components in a simulated and real workplace warehouse environment.



CALL NOW: 07 3822 7362



Mobile: 0418 989 094  
Email: [brad@edbtraining.com.au](mailto:brad@edbtraining.com.au)



Capalaba Training Centre  
75 Redland Bay Road, Capalaba

- All information provided for this qualification is accurate at the time of publication but may be subject to change.
- There is a course fee of \$300 for Year 11 and \$300 for Year 12 to be paid for this qualification.

## External Provider – UEE22025 Certificate II in Electrotechnology (Career Start)

Major Training RTO 6139 at Ipswich State High School

### COURSE DESCRIPTION

This pre-apprenticeship qualification prepares students to enter the electrotechnology industry with a solid grounding in electrical safety, basic skills, and essential knowledge. It is the ideal starting point if you are considering an apprenticeship, technical trade, or future study in the electrical field. You will gain both theoretical knowledge and practical experience in simulated workshops and industry placements.

Graduates are equipped with skills to safely assist in electrical work, perform basic installation and maintenance tasks under supervision, and prepare for employment or an apprenticeship in the industry.

### ELIGIBILITY – COST

This qualification is funded by the Department of Trade, Employment and Training (DTET) through the VET in Schools (VETiS) program for eligible students.

Fee for service arrangements are available for ineligible students, please contact Major Training Group's VET in Schools team on [vetinschools@major.edu.au](mailto:vetinschools@major.edu.au). Please refer to the Major Training Group Website for information on their [Refund Policy](#).

### TRAINING AND ASSESSMENT DELIVERY

The Major Training Group VETiS program commences in Year 11 and is delivered during normal school hours as part of the student's regular school timetable. Training takes place in the school's workshop facilities and is delivered over 4 semesters.

Training and assessment are delivered through a shared delivery model with Major Training Group. A portion of the training and assessment is delivered at the school by qualified teachers approved by Major Training Group, with the remaining components delivered by Major Training Group's qualified trainers and assessors.

Training and assessment are conducted via a blended mode of delivery which comprises of both theory and practical training delivered face to face in classrooms and the trade workshop.

Students are enrolled with Major Training Group, who maintains student records and issues the qualification or Statement of Attainment upon successful completion. Participation is subject to school approval and eligibility requirements.

### COURSE REQUIREMENTS

Students must:

- Successfully complete a Pre-Training Review (high-level maths is required for some units) prior to enrolment application being offered
- Wear required PPE for workshops as directed by School (i.e. steel-capped boots). Eye and ear protection to be provided by trainer when needed in the trade workshop.
- Meet ID requirements for General Construction Induction Card (White Card) as per Workplace Health and Safety Queensland.

The units of competency offered in this course are as follows:

### Core Units

**CPCWHS1001** Prepare to work safely in the construction industry  
**UEECD0007<sup>\*1</sup>** Apply work health and safety regulations, codes and practices in the workplace  
**UEECD0038** Provide solutions and report on routine electrotechnology problems  
**UEECD0046<sup>\*</sup>** Solve problems in single path circuits  
**UEECD0009<sup>\*\*</sup>** Carry out routine work activities in an energy sector environment  
**UEECD0021<sup>\*\*2</sup>** Identify and select components, accessories and materials for energy sector work activities  
**UEECD0052<sup>\*</sup>** Use routine equipment/plant/technologies in an energy sector environment  
**UEERE0087** Provide basic sustainable energy solutions for energy management in residential premises

### Elective Units

**UEERE0001** Apply environmentally and sustainable procedures in the energy sector  
**UEECD0019<sup>\*</sup>** Fabricate, assemble and dismantle utilities industry components  
**UEECD0020<sup>\*</sup>** Fix and secure electrotechnology equipment  
**UEEAS0001<sup>\*</sup>** Assemble electronic components  
**UEEAS0004** Select electronic components for assembly

- *The cost for this course will be \$300 in Year 11 and \$300 in Year 12.*
- *Student must complete UEECD0007 Apply work health and safety regulations, codes and practices in the workplace before they can commence any units with an <sup>\*1</sup>.*
- *Student must complete UEECD0021 Identify and select components, accessories and materials for energy sector work activities before they can commence y can undertake any unit with a <sup>\*\*2</sup>.*

## Privacy Notice & Contact Information

### Why do we collect your personal information

As a Registered Training Organisation (RTO), we collect your personal information to process and manage your enrolment in a vocational education and training (VET) course. Enrolment cannot be completed without the provision of personal details.

### How do we use your personal information

We use your personal information to deliver your VET course, manage your enrolment, and comply with our obligations as an RTO. This includes reporting your information to relevant authorities as required by law.

### Disclosure of Personal Information

We are legally required to disclose your personal information to certain government bodies. Specifically, we share your information with:

- **National Centre for Vocational Education Research (NCVER):** NCVER is responsible for managing VET data and conducting research and statistics related to the VET sector. Under the [National Vocational Education and Training Regulator Act 2011](#) (NVETR Act), your personal details may be used for research, statistical purposes, and to populate authenticated VET transcripts.
- **State and Territory Authorities:** We may also share your information with relevant state or territory training authorities to fulfill regulatory and administrative requirements.

Your personal information may be disclosed to the Australian Government Department of Education, Skills and Employment (DESE), and other government bodies involved in VET administration, regulation, or research.

### How Your Information Is Managed by NCVER and Other Authorities

The **National Centre for Vocational Education Research** (National Centre for Vocational Education Research) handles your personal information in accordance with the [Privacy Act 1988](#) and the [National Vocational Education and Training Regulator Act 2011](#). NCVER may use and disclose your information for research, education statistics, and policy development purposes, but will not disclose your personal information to overseas recipients.

The [Department of Employment and Workplace Relations \(DEWR\)](#) and other authorised bodies may also use your personal information to support the administration of the vocational education and training (VET) system and to ensure regulatory compliance.

For more information on how NCVER and the Australian Government manage your personal information, please refer to the following resources:

- **NCVER Privacy Policy:** <https://www.ncver.edu.au/privacy>
- **VET Data Privacy Notice:** <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

### Surveys

As part of the VET experience, you may be invited to participate in surveys conducted by government departments, NCVER, or other authorised agencies. Participation is voluntary, and you may opt-out at any time.

### Accessing and Correcting Your Information

If you wish to access or correct your personal information, please contact the RTO directly.

## Relevant Privacy Policies for VET Students in Queensland

As a VET student in Queensland, you should be aware of the following privacy notices and policies:

- **Queensland Curriculum and Assessment Authority (QCAA) Open Data Strategy – Privacy Policy**  
<https://www.qcaa.qld.edu.au/about/corporate-policies/privacy>
- **Department of Employment, Small Business and Training (DESBT) – Privacy Policy**  
<https://desbt.qld.gov.au/help/privacy>
- **National Centre for Vocational Education Research (NCVER) – Privacy Policy**  
<https://www.ncver.edu.au/privacy>
- **Department of Employment and Workplace Relations (formerly DESE) – VET Data Privacy Notice**  
<https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

For further information or a hard copy of these policies, please contact your RTO Manager, Chris Riches.

## Contact information

At any time, you may contact Ipswich State High School to:

- Request access to your personal information
- Correct your personal information
- Make a complaint about how your personal information has been handled
- Ask a question about this Privacy Notice

All Ipswich SHS staff, including administration support and course coordinators, can be contacted as follows:

### **Ipswich State High School**

1 Hunter St, Brassall QLD 4305

PO Box 5069, Brassall QLD 4305

Phone: (07) 3813 4488

Fax (07) 3813 4400

## Appendix 1: VET Student Induction Checklist

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                             |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| <b>Student Name:</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Year Level:</b>                  | <input type="checkbox"/> 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> 11 | <input type="checkbox"/> 12 |
| <b>Course:</b>                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                             |
| <b>Teacher/Trainer/Assessor:</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                             |
| <input type="checkbox"/>         | <b>Welcome and Introduction of Course</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                             |
| <input type="checkbox"/>         | <b>Workplace Health and Safety</b><br>✓ Duties and responsibilities of staff and students.<br>✓ Emergency procedures including fire response, evacuation routes, assembly areas, and practice drills.<br>✓ Incident and injury reporting processes.<br>✓ First aid arrangements, including locations of supplies and designated first aid officers.<br>✓ Expectations regarding appropriate dress and presentation.<br>✓ Policies relating to sexual harassment, discrimination, bullying prevention, and equity.                                                                                                                                                                                                                                                                                                                                                                                   |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                             |                             |
| <input type="checkbox"/>         | <b>Student VET Handbook</b><br>✓ Purpose and use of the handbook<br>✓ VET student orientation and induction<br>✓ Overview of the Australian Qualifications Framework (AQF)<br>✓ Unique Student Identifier (USI) information<br>✓ Eligibility, enrolment, and entry requirements<br>✓ 2027 course details and delivery<br>✓ Fees, charges, and refund policy<br>✓ Marketing and course information<br>✓ Legal and regulatory obligations<br>✓ Language, literacy, and numeracy support<br>✓ Student wellbeing and support services<br>✓ Flexible learning and assessment<br>✓ Complaints and appeals procedures<br>✓ Behaviour standards and disciplinary processes<br>✓ Access and equity principles<br>✓ Recognition of Prior Learning (RPL)<br>✓ Credit transfer of AQF qualifications or Statements of Attainment<br>✓ Issuing of qualifications and certificates<br>✓ Access to student records | <input checked="" type="checkbox"/> | <b>Student VET Handbook</b><br>✓ The student has obtained a digital copy via the School Portal in the Student Workspaces/VET Documents area, or directly from their VET teacher.<br>✓ An electronic version has been accessed through the School Portal (Student Workspaces > VET Documents) or supplied by the VET teacher.<br>✓ The student has been given access to an electronic version either through the School Portal under Student Workspaces and VET Documents, or by the VET teacher.<br>✓ A digital copy has been made available to the student via the School Portal or provided electronically by the VET teacher. |                             |                             |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/>            | <b>VET Policies and Procedures Manual</b><br>✓ The student has accessed a digital version via the School Portal under Student Workspaces and VET Documents or has received an electronic copy from their VET teacher.                                                                                                                                                                                                                                                                                                                                                                                                            |                             |                             |
| <input type="checkbox"/>         | <b>College and Course Information</b><br>✓ Confirmation that the course information booklet and learning program have been received, reviewed, and understood.<br>✓ Information regarding training areas, classrooms, and locker facilities.<br>✓ Training and delivery approach used for the course.<br>✓ Assessment expectations, including assessment guidelines and re-assessment processes.<br>✓ Attendance requirements and processes relating to non-attendance or lack of progress.<br>✓ Recognition of Prior Learning (RPL) and credit transfer options.<br>✓ Vocational work placement requirements.                                                                                                                                                                                                                                                                                      | <input type="checkbox"/>            | <b>Student Rules and Code of Conduct</b><br>✓ Student behaviour expectations and outcomes of inappropriate conduct.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                             |                             |
|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/>            | <b>Learning Support Needs Analysis</b><br>✓ I am aware of the Inclusive Education Program and the Learning Support Services available.<br>✓ I have been provided with information regarding the Inclusive Education Program and Learning Support Services.                                                                                                                                                                                                                                                                                                                                                                       |                             |                             |

|                                                                                                              |              |
|--------------------------------------------------------------------------------------------------------------|--------------|
| <b>Student Name:</b>                                                                                         | <b>Date:</b> |
| <input type="checkbox"/> By ticking this box, the student declares that the information provided is correct. |              |
| <b>Induction Conducted by:</b>                                                                               | <b>Date:</b> |
| <input type="checkbox"/> By ticking this box, the teacher declares that the information provided is correct. |              |

File location: VET Student Induction Checklist.docx  
 Version No. and date: January 2027  
 Ownership: 30069 The Ipswich State High School

Review date: January 2027  
 Approved: Jane Daley

Page 1 of 1

## Appendix 2: Student RTO Complaints and Appeals Form



**THE IPSWICH**  
State High School

## Student RTO Complaints and Appeals Form

Complaints and Appeals Register No:

**Student is required to complete this form and submit it to the Head of Department for VET, Mr Angus Bessai or RTO Manager Jane Daley.**

|                                                                                                                                                                                |  |                      |                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|--------------------------|
| <b>Title:</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other<br><b>(specify):</b>                         |  |                      | <b>Year Level:</b>       |
| <b>Family name:</b>                                                                                                                                                            |  | <b>Given Name/s:</b> |                          |
| <b>Postal Address:</b>                                                                                                                                                         |  |                      | <b>Post Code:</b>        |
| <b>Phone (h):</b>                                                                                                                                                              |  | <b>(m):</b>          | <b>Date of Incident:</b> |
| <b>Student Email:</b>                                                                                                                                                          |  |                      |                          |
| <b>Subject/Qualification of study:</b>                                                                                                                                         |  |                      |                          |
| <b>Type of Incident:</b> <input type="checkbox"/> Complaint <input type="checkbox"/> Appeal <input type="checkbox"/> Assessment Appeal                                         |  |                      |                          |
| <b>Please provide a detailed description of the issue or concern, including the specific decision, action, or circumstance you are appealing or lodging a complaint about:</b> |  |                      |                          |
| <b>Outline any steps you have taken to address or resolve the matter prior to submitting this complaint or appeal:</b>                                                         |  |                      |                          |

File location:

Student RTO Complaints and Appeals Form.docx

Version No. and date:

V1 27 June 2027

Ownership:

30069 The Ipswich State High School

Review date:

June 2027

Approved:

Janey Daley

Page 1 of 2

## Appendix 2: RTO Complaints and Appeals Form (cont'd)

**Privacy Notice:**

*The information provided on this form will be used to follow up your complaint or appeal. The information may be provided to staff or external bodies who are in a position to remedy your complaint or appeal. The information will be stored securely, and you may access or correct any personal information provided at any time by contacting the person to whom you submit this form.*

**Declaration:** I confirm that all the information provided above is true and correct.

|                           |              |
|---------------------------|--------------|
| <b>Student Signature:</b> | <b>Date:</b> |
|---------------------------|--------------|

**OFFICE USE ONLY**

|                                                                                                                                                                                                                                                                                           |              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Detail Action Taken:</b>                                                                                                                                                                                                                                                               |              |
| <p>The student's complaint/appeal was: <input type="checkbox"/> Upheld (Successful)</p> <p style="padding-left: 300px;"><input type="checkbox"/> Not Upheld (Unsuccessful)</p> <p><b>Comments/Notes:</b> <i>(Provide a summary of the action taken and rationale for the outcome)</i></p> |              |
| <p><b>The student is formally advised of the result in writing, and a copy is retained in their academic records.</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No      Date:    /    /</p>                                                                       |              |
| <p><b>Acting Head of Department for VET and Public Relations Manager</b></p> <p><b>Signature:</b></p>                                                                                                                                                                                     | <b>Date:</b> |

File location:

Student RTO Complaints and Appeals Form.docx

Version No. and date:

V1 27 June 2027

Review date:

June 2027

Ownership:

30069 The Ipswich State High School

Approved:

Janey Daley

Page 2 of 2

## Appendix 3: Student RPL Form

Ipswich State High School | RTO 30069



### Student RPL Form

#### WHAT IS RECOGNITION OF PRIOR LEARNING?

Recognition of Prior Learning (RPL) is a process used to evaluate the skills, knowledge, and experience that a person has gained through non-formal or informal learning, outside of traditional education or training settings. It's an assessment-focused approach (not a training program), where the individual's learning from various sources—formal education, on-the-job experience, or other life experiences—is assessed. This evaluation determines whether the person meets the required competencies for a course or program, either in part or fully.

For each unit of competency where RPL is being requested, students need to submit an RPL application form. The RPL assessor, alongside the RTO manager at Ipswich State High School, will review the application and provide recommendations about the next steps, including notifying both the student and trainer about the outcome.

**Important Note:** This document serves as an "Application for RPL" only. If the application is successful (as indicated in the **"FOR SCHOOL USE ONLY"** section) and a formal RPL assessment will be scheduled.

| STUDENT INFORMATION |  |                |  |
|---------------------|--|----------------|--|
| Surname:            |  | First Name:    |  |
| LUI Number:         |  | USI Number:    |  |
| Date of Birth:      |  | Mobile Number: |  |

1. Complete one application form for each unit of competency within the qualification you are applying for.
2. Attach/Share ALL evidence, documents mentioned in the application.

| DETAILS OF UNIT OF COMPETENCY FOR RPL |  |
|---------------------------------------|--|
| Unit/s applying for RPL:              |  |
| Qualification Code & Title:           |  |

| RECORD OF EVIDENCE                                                                       |                                                                                                               |                                                                                                                                         |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Element of Competency<br><a href="https://training.gov.au/">https://training.gov.au/</a> | Reason for RPL (please provide specific working examples of ways in which you have demonstrated these skills) | Supporting Information Provided (e.g. workplace documents or accreditation certificates that may substantiate your application for RPL) |
|                                                                                          |                                                                                                               |                                                                                                                                         |
|                                                                                          |                                                                                                               |                                                                                                                                         |
|                                                                                          |                                                                                                               |                                                                                                                                         |
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File location: Student RPL Application Form.docx  
 Version No. and date: January 2026  
 Ownership: 30069 Ipswich State High School

Review date: January 2027  
 Approved: Jane Daley

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Ipswich State High School | RTO 30069

**STUDENT DECLARATION**

I acknowledge that the information provided is true and correct.

Student Name:

Signature:

Date:

Email:

**FOR SCHOOL USE ONLY**

Head of VET Details:

Date Received from Student:

Entry Date into RPL Register:

RPL Register ID:

Outcome:

Approved

Declined

File location: Student RPL Application Form.docx  
 Version No. and date: January 2026  
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## Appendix 4: Privacy Policy



### Why do we collect your personal information

As a Registered Training Organisation (RTO), we collect your personal information to process and manage your enrolment in a vocational education and training (VET) course. Enrolment cannot be completed without the provision of personal details.

### How do we use your personal information

We use your personal information to deliver your VET course, manage your enrolment, and comply with our obligations as an RTO. This includes reporting your information to relevant authorities as required by law.

### Disclosure of Personal Information

We are legally required to disclose your personal information to certain government bodies. Specifically, we share your information with:

- **National Centre for Vocational Education Research (NCVER):** NCVER is responsible for managing VET data and conducting research and statistics related to the VET sector. Under the [National Vocational Education and Training Regulator Act 2011](#) (NVETR Act), your personal details may be used for research, statistical purposes, and to populate authenticated VET transcripts.
- **State and Territory Authorities:** We may also share your information with relevant state or territory training authorities to fulfill regulatory and administrative requirements.

Your personal information may be disclosed to the Australian Government Department of Education, Skills and Employment (DESE), and other government bodies involved in VET administration, regulation, or research.

### How Your Information Is Managed by NCVER and Other Authorities

The **National Centre for Vocational Education Research** (National Centre for Vocational Education Research) handles your personal information in accordance with the [Privacy Act 1988](#) and the [National Vocational Education and Training Regulator Act 2011](#). NCVER may use and disclose your information for research, education statistics, and policy development purposes, but will not disclose your personal information to overseas recipients.

The [Department of Employment and Workplace Relations \(DEWR\)](#) and other authorised bodies may also use your personal information to support the administration of the vocational education and training (VET) system and to ensure regulatory compliance.

For more information on how NCVER and the Australian Government manage your personal information, please refer to the following resources:

- **NCVER Privacy Policy:** <https://www.ncver.edu.au/privacy>
- **VET Data Privacy Notice:** <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

## Appendix 4: Privacy Policy (cont'd)



### Surveys

As part of the VET experience, you may be invited to participate in surveys conducted by government departments, NCVER, or other authorised agencies. Participation is voluntary, and you may opt-out at any time.

### Accessing and Correcting Your Information

If you wish to access or correct your personal information, please contact the RTO directly.

### Relevant Privacy Policies for VET Students in Queensland

As a VET student in Queensland, you should be aware of the following privacy notices and policies:

- **Queensland Curriculum and Assessment Authority (QCAA) Open Data Strategy – Privacy Policy**  
<https://www.qcaa.qld.edu.au/about/corporate-policies/privacy>
- **Department of Employment, Small Business and Training (DESBT) – Privacy Policy**  
<https://desbt.qld.gov.au/help/privacy>
- **National Centre for Vocational Education Research (NCVER) – Privacy Policy**  
<https://www.ncver.edu.au/privacy>
- **Department of Employment and Workplace Relations (formerly DESE) – VET Data Privacy Notice**  
<https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

For further information or a hard copy of these policies, please contact your RTO Manager, Chris Riches.

### Contact information

At any time, you may contact Ipswich State High School to:

- Request access to your personal information
- Correct your personal information
- Make a complaint about how your personal information has been handled
- Ask a question about this Privacy Notice

All Ipswich SHS staff, including administration support and course coordinators, can be contacted as follows:

**The Ipswich State High School**

1 Hunter St, Brassall QLD 4305

PO Box 5069, Brassall QLD 4305

Phone: (07) 3813 4488

Fax (07) 3813 4400