

# BSB10115 CERTIFICATE I IN BUSINESS / BSB20115 CERTIFICATE II IN BUSINESS

# Year 11 students will commence with the Certificate I before rolling into the Certificate II.

**HEAD OF DEPARTMENT:** Ms Janelle Kerridge, Business & Information Technology Department

**SUBJECT TYPE:** Stand Alone Certification

**RTO:** Centenary SHS



*\*Prices are correct at time of publication.*

## LEARNING OUTCOMES

This qualification is designed to provide students with vocational education in office administration, information technology and most importantly **EMPLOYABILITY SKILLS**. Students will develop the ability to communicate effectively, use a range of business and information technologies, apply a range of individual and group strategies to complete tasks and solve problems of a business and IT nature. Regular attendance is essential for the completion of the course, with the possibility of work placement as well.

## LEARNING ACTIVITIES

The course is designed to integrate learning experiences and business applications and computing in situations as close as possible to industry practice. The classroom environment will therefore be designed to simulate as close as possible a real workplace environment. The whole concept is for students to be employable in a business environment. Where possible, students will be involved in “real” hands on projects – e.g. school magazine, helping with formal invitations and the workplace health and safety committee. We will also be endeavouring to link closely with employers and for students to be able to show their competency in some of these units on the job while on work placement/experience.

## COURSE CONTENT/OUTLINE

BSB10115 Certificate I in Business – 6 units

- |             |  |             |   |
|-------------|--|-------------|---|
| • BSBWHS201 | Contribute to health and safety of self and others | • BSBCMM101 | Apply basic communication skills                          |
| • BSBLED101 | Plan skills development                            | • BSBSUS102 | Participate in environmentally sustainable work practices |
| • BSBITU102 | Develop keyboard skills                            | • ICTICT105 | Operate spreadsheet applications                          |

BSB20115 Certificate II in Business – 12 units from the following (WHS is core, only two level 1 units can be used):

- |             |  |             |  |
|-------------|--|-------------|--|
| • BSBCMM201 | Communicate in the workplace               | • BSBWHS201 | Contribute to Health and Safety of Self and Others |
| • BSBIND201 | Work effectively in a business environment | • BSBWOR202 | Organise and complete daily work activities        |
| • BSBITU101 | Operate a personal computer                | • BSBWOR204 | Use business technology                            |
| • BSBITU201 | Produce simple word processed documents    | • ICTICT203 | Operate application software packages              |
| • BSBITU202 | Create and use spreadsheets                | • ICTICT207 | Integrate commercial computing packages            |
| • BSBITU203 | Communicate electronically                 |             |  |
| • BSBLED101 | Plan skills development                    |             |  |

## NUMBER OF HOURS OF STUDY RECOMMENDED

It is recommended that students complete one hour of study weekly for this subject, and completion of catch-up work as required by their teacher. Students will also be required at school in block examination time to complete any outstanding competencies/assessment each semester.

## PRIOR STUDY

There are no prerequisites for this subject. However, an interest in working for business or in an office is required.

## MINIMUM RECOMMENDATIONS/COMPETENCY

There are no minimum recommendations for this subject.

## ASSESSMENT

Assessment will not be carried out for school reporting purposes, only for competency in the unit of competency within the qualification. An overall exit level of achievement for a specific subject WILL NOT BE RECORDED on the Senior Certificate. Units of Competency will be listed (if competent) and the full Certificate will be awarded if this is achieved. A fully completed Certificate I can give two credits towards QCE and a fully completed Certificate II can give four credits towards QCE.

## COST AND/OR ESSENTIAL EQUIPMENT

Specific subject stationery appears on the subject requirements list. Students may be required to pay approximately \$50 for an excursion in the first year of the course.

## STUDENT SUITABILITY

This subject is suitable for students interested in pursuing vocational education and training through VET providers such as TAFE or gaining a traineeship or immediate employment on leaving Year 12.

# MEM20413 CERTIFICATE II IN ENGINEERING PATHWAYS

(This course uses VETiS funding)

**HEAD OF DEPARTMENT:** Mr Michael Tobin, Applied Technology Department

**SUBJECT TYPE:** Stand Alone Certification

**RTO:** Centenary SHS



*\*Prices are correct at time of publication.*

## LEARNING OUTCOMES

This qualification will provide students with broad-based underpinning skills and knowledge in a range of engineering and manufacturing tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships or general employment in an engineering-related workplace.

## LEARNING ACTIVITIES

Students will participate in a number of different activities to satisfy the requirements of 12 units of competency. Students will be required to read and interpret routine information on written job instructions; use basic numeracy and literacy skills for undertaking measurements; work alone or as part of a team; be capable of applying skills and knowledge to specified situations and contexts, select prepare and lay out or assemble materials and equipment correctly; adhere to all safety requirements and use dedicated tools, equipment and machines.

## COURSE CONTENT/OUTLINE

The units of competency comprise of:

- MEM13014A Apply principles of occupational health and safety in the work environment
- MEMPE005A Develop a career plan for the engineering and manufacturing industry
- MEMPE006A Undertake a basic engineering project
- MSAENV272B Participate in environmentally sustainable work practices
- MEM18001C Use hand tools
- MEM18002B Use power tools/hand held operations
- MEMPE001A Use engineering workshop machines
- MEMPE002A Use electric welding machines
- MEMPE003A Use oxy-acetylene and soldering equipment
- MEMPE004A Use fabrication equipment
- MEMPE007A Pull apart and re-assemble engineering mechanisms
- MSAPMSUP106A Work in a team

## NUMBER OF HOURS OF STUDY RECOMMENDED

It is recommended that students complete one hour of study weekly for this subject, and completion of catch-up work as required by their teacher. Students will also be required at school in block examination time to complete any outstanding competencies/assessment each semester.

## PRIOR STUDY

It is strongly suggested that students have participated in Year 10 Specialised Industrial Technology and Design with a sound result.

## MINIMUM RECOMMENDATIONS/COMPETENCY

There are no minimum recommendations for this subject.

## ASSESSMENT

Evidence from a variety of sources will be gathered to record demonstrated competency. Assessment will come from practical skills (projects or tasks, observation checklists, training records) and knowledge skills (questions and discussion, written tests, workbooks). \*Work placement feedback or evidence gathered through work placement.

## COST AND/OR ESSENTIAL EQUIPMENT

As there are high material and resource costs associated with this subject, a subject charge per year will apply in 2018. Costs to be determined. Should a student elect to fabricate a particularly large/intricate project then they will be required to finance the cost of additional material. **Leather shoes must be worn in the workshop**

## STUDENT SUITABILITY

Students with competent hand skills and a genuine desire to extend their knowledge and appreciation of fundamental manufacturing and fabrication techniques relevant to engineering would be well suited to this course. Alternatively, students intending to pursue further vocational education and training, an apprenticeship/traineeship or immediate employment (full-time, part-time or casual) within the engineering-related industry, are encouraged to enrol in this course.

## MANDATORY WHITE CARD

Students will be required to complete a Nationally Accredited General Safety Induction Course (30215QLD) to enable them to enter a construction site or commence construction-type work. A private provider will conduct the course. It is anticipated that students will be required to pay a \$40 concession fee, however this cost is at the discretion of the company providing the tuition.

# ICT10115 CERTIFICATE I IN INFORMATION, DIGITAL MEDIA & TECHNOLOGY / ICT20115 CERTIFICATE II IN INFORMATION, DIGITAL MEDIA & TECHNOLOGY

\* Year 11 students will commence with the Certificate I before rolling into the Certificate II.

**HEAD OF DEPARTMENT:** Ms Janelle Kerridge, Business & Information Technology Department  
**SUBJECT TYPE:** Stand Alone Certification  
**RTO:** Centenary SHS



*\*Prices are correct at time of publication.*

## LEARNING OUTCOMES

This qualification is designed to provide students with vocational education in, information technology and most importantly **EMPLOYABILITY SKILLS**. Students will develop the ability to communicate effectively, use a range of information technologies, apply a range of individual and group strategies to complete tasks and solve problems of an IT nature. Regular attendance is essential for the completion of the course, with the possibility of work placement as well.

## LEARNING ACTIVITIES

The course is designed to integrate learning experiences and computing in situations as close as possible to industry practice. The classroom environment will therefore be designed to simulate as close as possible a real workplace environment. The whole concept is for students to be employable in a Business or IT environment. We will also be endeavouring to link closely with employers and for students to be able to show their competency in some of these units on the job while on work placement/experience.

Certificate I (ICT10115) - 6 units from the following:

- ICTICT101 Operate a Personal Computer
- ICTICT102 Operate Word Processing Applications
- ICTICT103 Use, Communicate and Search Securely on the Internet
- ICTICT104 Use Digital Devices
- ICTICT105 Operate Spreadsheet Applications
- ICTICT106 Operate Presentation Package

Certificate II (ICT20115) - 14 units from the following or two can be counted from Certificate I IDMT:

- BSBWHS201 Contribute to health and safety of self and others
- BSBITU302 Create electronic presentations
- ICTICT202 Work and communicate effectively in an IT environment
- ICTICT205 Design basic organisational documents using computer package
- BSBITU306 Design and produce business documents
- ICTICT201 Use computer operating systems and hardware
- ICTICT203 Operate application software packages
- ICTICT207 Integrate commercial computing packages
- ICTWEB201 Use social media tools for collaboration and engagement
- BSBSUS201 Participate in environmentally sustainable work practices
- ICTICT204 Operate a digital media technology package
- ICPDMT321 Capture a digital image
- CUFPOS201A Perform basic vision and sound editing
- CUFYOU204A Perform basic sound editing

## NUMBER OF HOURS OF STUDY RECOMMENDED

It is recommended that students complete one hour of study weekly for this subject, and completion of catch-up work as required by their teacher. Students will also be required at school in block examination time to complete any outstanding competencies/assessment each semester.

## PRIOR STUDY

There are no prerequisites for this subject. However, an interest in working with Microsoft Office is required.

## MINIMUM RECOMMENDATIONS/COMPETENCY

There are no minimum recommendations for this subject.

## ASSESSMENT

Assessment will not be carried out for school reporting purposes, only for competency in the unit of competency within the qualification. An overall exit level of achievement for a specific subject WILL NOT BE RECORDED on the Senior Certificate. Units of Competency will be listed (if competent) and the full Certificate will be awarded if this is achieved. A fully completed Certificate I can give two credits towards QCE and a fully completed Certificate II can give four credits towards QCE.

## COST AND/OR ESSENTIAL EQUIPMENT

Specific subject stationery appears on the subject requirements list. Students may be required to pay approximately \$50 for an excursion in the first year of the course.

## STUDENT SUITABILITY

This subject is suitable for students interested in pursuing vocational education and training through VET providers such as TAFE or gaining a traineeship or immediate employment on leaving Year 12.

# BSB30415 CERTIFICATE III IN BUSINESS ADMINISTRATION

**HEAD OF DEPARTMENT:** Ms Janelle Kerridge, Business & Information Technology Department  
**SUBJECT TYPE:** Stand Alone Certification  
**RTO:** TAFE Brisbane



*\*Prices are correct at time of publication.*

## LEARNING OUTCOMES

This qualification is designed to provide students with **EMPLOYABILITY SKILLS** across many different industry sectors (they are all businesses).

## LEARNING ACTIVITIES

The course is designed to integrate learning experiences and business applications and computing in situations as close as possible to industry practice. The classroom environment will therefore be designed to simulate as close as possible a real workplace environment. The whole concept is for students to be employable in a Business or IT environment. Where possible, students will be involved in “real” hands on projects – e.g. school magazine, helping with formal invitations and the workplace health and safety committee. We will also be endeavouring to link closely with employers and for students to be able to show their competency in some of these units on the job while on work placement.

## COURSE CONTENT/OUTLINE

Certificate III – BSB30110 BUSINESS – 12 Units:

- |  |   |
|--|---|
| • BSBWOR301A Organise personal work priorities and development   | • BSBITU306A Design and produce business documents      |
| • BSBWOR204A Use business technology                             | • BSBITU309A Produce desktop published documents        |
| • BSBOHS301B Apply knowledge of OHS legislation in the workplace | • BSBCUS301A Deliver and monitor a service to customers |
| • BSBITU302B Create electronic presentations                     | • BSBCMM301A Process customer complaints                |
| • BSBWRT301A Write simple documents                              | • BSBPRO301A Recommend Products and Services            |
| • BSBITU303A Design and produce text documents                   | • BSBADM302B Produce Text from notes                    |

Students will also be EXPECTED to undertake Practical Work Placement as part of this course to gain ‘real world’ experience.

This qualification provides entry to studies at Certificate IV level (for Business and a range of other courses). Completion also provides students with a QTAC ranking for application into other tertiary level courses.

## NUMBER OF HOURS OF STUDY RECOMMENDED

It is recommended that students complete three hours of study weekly for this subject.

## PRIOR STUDY

There are no pre-requisites for this subject. However, an interest in working for business or in an office is required.

## MINIMUM RECOMMENDATIONS

It is recommended that students interested in this subject achieve a C in English.

## ASSESSMENT

Assessment will not be carried out for school reporting purposes, only for competency in the units of competency within the Certificate III. An overall exit level of achievement for a specific subject WILL NOT BE RECORDED on the Senior Certificate. Units of Competency will be listed (if competent) and the full Certificate will be awarded if this is achieved. A Certificate III can give 8 credits toward QCE fully completed, and partial credits for partial completion (e.g. 25% 2 credits, 50% 4 credits, etc.).

## COST AND/OR ESSENTIAL EQUIPMENT

Specific subject stationery appears on the subject requirements list; other costs for this subject are the **registration and administration costs with TAFE Brisbane**. The approximate cost of this course is \$300. If payment is not received then Brisbane TAFE cannot process the student’s competencies and therefore they would not be enrolled in the course.

## STUDENT SUITABILITY

This subject is suitable for students interested in pursuing their employability skills – everyone will either work for or own their own business! It is also for those interested in pursuing alternative pathways while in the school environment to maximise outcomes.

# CHC30113 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

**HEAD OF DEPARTMENT:** Mr Michael Tobin, Applied Technology Department  
**SUBJECT TYPE:** Stand Alone Certification  
**RTO:** TAFE Brisbane



*\*Prices are correct at time of publication.*

## LEARNING OUTCOMES

This certificate qualification will allow students to gain entry employment in an early childhood setting, such as a childcare centre or kindergarten. This course is a prerequisite for the Diploma in Children's Services. It can also provide a start to tertiary education, with many students gaining their Diploma and/or a teaching degree at university after commencing employment in the industry, thereby increasing career opportunities.

## LEARNING ACTIVITIES

This qualification covers workers who use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play, enabling them to achieve their developmental outcomes. Depending on the setting, workers may work under direct supervision or autonomously. *Occupational titles* may include: childcare assistant or childcare educator, playgroup supervisor, Family Day Care worker or Nanny.

## COURSE CONTENT/OUTLINE

Students will study six clusters and are required to show competency in the workplace at a Certificate III level. All students are given the opportunity to gain an RPL (Recognition of Prior Learning for one or more modules). NOTE: Students are also required to complete approximately 120 hours+ industry placement over the 2 year course in their own time (after school and in vacations with the possibility of some hours being done in Block exam time if not required at school). Students will also need to have completed a Senior First Aid course, either at school or through a qualified trainer.

## NUMBER OF HOURS OF STUDY RECOMMENDED

Students must complete a minimum of 120 hours work placement in an early childhood setting. It is recommended that students complete at least 2-3 hours of module work weekly for this subject.

## PRIOR STUDY

There are no prerequisites for this subject. However, students will be expected to have achieved at least a Sound Level of Achievement in English in Year 10 to cope with the communicating aspect of the assessment tasks of this subject.

## MINIMUM RECOMMENDATIONS

It is recommended that students interested in this subject achieve a C in English.

## ASSESSMENT

Six clusters that include six Knowledge Assessment books using materials supplied by the training provider, TAFE Brisbane and one Training Record book. Students also need to complete at least 120 hours in the workplace: a childcare centre to complete competencies 'on the job.' However, more hours may be required at a centre to achieve and complete the competencies. Students also need to acquire a First Aid Certificate and this must be current when they complete the course in September of Year 12.

**IT IS COMPULSORY THAT THE APPLICATION FOR A BLUE CARD IS COMPLETED PRIOR TO COMMENCEMENT OF THE SCHOOL YEAR STARTING 2018. NO STUDENT WILL BE ENROLLED IN THE COURSE WITHOUT A BLUE CARD OR EVIDENCE THAT AN APPLICATION FOR A BLUE CARD HAS BEEN SUBMITTED.**

## COST AND/OR ESSENTIAL EQUIPMENT

The cost of this Certificate is approximately \$300. Fees are for a two year course. Fees will be collected through the school and passed on to the TAFE Brisbane. Students will require access to their own digital device (e.g. laptop) to access the course materials.

## STUDENT SUITABILITY

This course would suit any student who has a keen interest in children, an interest in childcare and is interested in a course of study/career in a child-related industry or setting.

# SIS40210 CERTIFICATE IV IN FITNESS - Includes Certificate II & III in Fitness

This course uses VETiS funding

**HEAD OF DEPARTMENT:** Mr Steve Mills, Health & Physical Education Department

**SUBJECT TYPE:** Stand Alone Certification

**RTO:** The College of Health & Fitness (Genesis Fitness Club) Provider No: 30798



*\*Prices are correct at time of publication.*

## LEARNING OUTCOMES

The Certificate IV in Fitness is a 2 year nationally recognised vocational course aimed at delivering the basic skills needed for people wishing to work in the fitness industry. This course also includes the Certificates II and III in Fitness. The course is delivered directly by qualified fitness educators from the College of Health & Fitness (Genesis Fitness Club). The College of Health & Fitness will determine all course requirements including payment schedules and satisfactory completion of the course. The Certificate IV in Fitness course is designed to equip you with the knowledge and skills to become a personal trainer.

The Certificate IV Course provides you with an extensive knowledge of exercise principles which enables students to fully understand the effect of exercise on the body and therefore to write and adapt fitness programs to suit the specific needs of individuals, groups or teams. Successful candidates will be able to adapt programs to suit various environments as well as provide technical advice on equipment and exercise techniques. The following are possible job outcomes after successful completion of the course:

- **Gym Instructor** - Students will learn how to develop a basic fitness plan for clients after assessing client goals, fitness level, injuries or illnesses. They will be able to write and instruct a range of basic programs for a variety of clients as well as to supervise a resistance training gym and carry out equipment supervision and general maintenance. They will be trained to motivate clients, monitor progress of a client and adjust programs as required.
- **Group Instructor** - The Group Exercise Instructor course allows students to plan and instruct a group exercise class. It also provides the knowledge and skills to prepare a class to suitable music using various equipment and techniques as well as the knowledge to assess clients' performance and vary intensity and impact as required. Students learn to develop various visual and verbal cuing techniques as well as correct exercise techniques and safety procedures. They also learn motivational skills, establishing a client rapport and general teaching strategies.
- **This course will provide you with the skills and qualifications to become a personal trainer.** This would enable you to offer personal training to clients who would pay you for this. You could establish your own personal training business or could work as a personal trainer in a fitness facility.

## LEARNING ACTIVITIES

This course is delivered by the College of Health & Fitness educators at Genesis Gym during timetabled lessons. Students will leave school to attend Genesis Gym. Students will also be

required to practice the skills learned in the gym in their own time.

## NUMBER OF HOURS OF STUDY RECOMMENDED

In addition to class time, it is recommended that students complete two hours of workbooks and two hours of gym work each week.

## PRIOR STUDY

There are no prerequisites for this subject. However, students should have successfully completed HPE in Year 10.

HLTAID003 Provide First Aid (this unit is not included in the cost of the course but is a compulsory requirement of the Certificate IV in Fitness, due to a large percentage of students already having gained the qualification prior to enrolment or during other school based programs). We are happy to arrange this for students by request.

## MINIMUM RECOMMENDATIONS

There are no minimum recommendations for this subject.

## ASSESSMENT

Assessment will be continuous throughout the entire course and will consist of Demonstrations, Group Work, Physical Tests, Workbooks and Practical Tests.

## COSTS AND/OR ESSENTIAL EQUIPMENT

Costs for this course have been greatly reduced for Centenary SHS students to a rate of \$1000. Payment is made directly to the

College. A deposit is required which may be followed by regular direct debit installments.

After initial payment the remainder is paid by direct debit in even instalments. Enrolment includes membership at Genesis Gym.

## OTHER INFORMATION

This course is part of both the OP and Non-OP Pathways that are offered by the Centenary SHS HPE department. Students are only able to select one.

## BSB50215 DIPLOMA IN BUSINESS

<b>HEAD OF DEPARTMENT:</b>	Ms Janelle Kerridge, Business & Information Technology Department
<b>SUBJECT TYPE:</b>	Stand Alone Certification
<b>RTO:</b>	Barrington College



*\*Prices are correct at time of publication.*

### LEARNING OUTCOMES

This qualification is designed to provide students with the most relevant industry skill sets for entry level employees and management in the Business Sector. The Diploma of Business will provide students with a broad understanding of contemporary business practices. The course will equip students with a range of skills and knowledge that provide educational, employability and business opportunities. It also provides a pathway into university or employment as a Business Administrator, Human Resources Officer, Marketing Assistant, Recruiter, Project Coordinator or Business owner.

### LEARNING ACTIVITIES

A Barrington College (RTO) educator visits the school weekly to deliver the program in a classroom setting, over a 2 year program. The competency based interactive program provides for a variety of learning styles and an holistic introduction to the world of Business.

### COURSE CONTENT/OUTLINE

- BSBWOR501 Manage Personal Work Priorities and Professional Development
- BSBCUS501 Manage Quality Customer Service
- BSBPMG522 Undertake Project Work
- BSBMKG501 Identify & Evaluate Marketing Opportunities
- BSBHRM506 Manage Recruitment Selection and Induction Processes
- BSBADM502 Manage Meetings
- BSBRSK501 Manage Risk
- BSBCMM401 Make a Presentation

Completion also provides students with a QTAC ranking of 82 or an OP equivalent of 9 (QTAC Guide 2016) for application into other tertiary level courses.

### NUMBER OF HOURS OF STUDY RECOMMENDED

It is recommended that students complete at least three hours of study weekly for this subject.

### PRIOR STUDY

There are no prerequisites for this subject. However, students must be 16 years or older and will be asked to complete a study skills assessment for basic literacy and numeracy.

### MINIMUM RECOMMENDATIONS/COMPETENCY

It is recommended that students interested in this subject achieve a minimum of B in Core English.

### ASSESSMENT

An overall exit level of achievement for a specific subject WILL NOT BE RECORDED on the Senior Certificate. Units of Competency will be listed (if competent) and the full qualification will be awarded if this is achieved. The Diploma gives 8 credits towards QCE fully completed, and partial credits for partial completion (e.g. 25% 2 credits, 50% 4 credits, etc.). These credits **do not** contribute to completed core.

### COST AND/OR ESSENTIAL EQUIPMENT

The cost of the program is approximately \$1850 for students at Centenary State High School only (as at 1st July 2017). A non-refundable deposit of \$250 is to be made upon enrolment, plus two instalments of \$800. Alternatively, a payment plan can be organised on request.

### STUDENT SUITABILITY

This subject is suitable for students interested in pursuing their employability skills – everyone will either work for or own their own business. It is also for those interested in pursuing alternative pathways while in the school environment to maximise outcomes.

Many students use this selection rank as entry into tertiary education.

For further information refer to the Barrington College Course Program Guide or visit:

<http://www.barringtoncollege.edu.au/diploma-of-business/>

