



MILES STATE HIGH SCHOOL

RTO CODE: 30337

“Nationally recognised training and assessment leading to an AQF qualification.”

2024 VET STUDENT INFORMATION BOOKLET



PO BOX 21

MILES QLD 4415

PHONE: 07 4628 5111

RTO: Mrs. Suzanne Pinkney spink1@eq.edu.au

This handbook belongs to	
I acknowledge I have read the handbook: Signature & date.	

19 January 2024

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GENERAL INFORMATION

STUDENTS REQUIRE A UNIQUE STUDENT IDENTIFIER (USI)

The USI is a reference number made up of ten numbers and letters. It is free, easy to create and stays with you for life.

You will need a USI if you are a:

- new or continuing student undertaking nationally recognised training
- higher education student in a Commonwealth supported place or graduating in 2023 and beyond.

Without one, you will not be able to receive your statement of attainment, qualification, or award.

For VET students, the USI gives you access to an online record of your nationally recognised training in the form of a VET transcript. This can be used when:

- applying for a job
- seeking a credit transfer
- demonstrating pre-requisites when undertaking further training.

ENROLMENT AND INDUCTION

- Information regarding selection of and enrolment in VET courses is provided in this student handbook.
- This information can also be obtained by talking to individual subject teachers or the Deputy Principal.

INDIVIDUAL COURSE INFORMATION




- Refer to appendix.

FEES AND CHARGES

- Refer to MSHS Subject Selection Booklets for information about fees and charges for each subject.

SUBJECT SPECIFIC REQUIREMENTS: ENGINEERING / CONSTRUCTION

Prior to commencing the course students are required to wear Safety Work-Wear items of clothing and Boots for every practical lesson as shown and described below. Levy does not include the uniform.

<p>Long Sleeved, Cotton Drill, Hi-Vi's orange, and navy-blue shirt as pictured</p> 	<p>Long leg, cotton drill, navy blue work pants</p> 	<p>Steel capped safety boots</p> 
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REFUNDS POLICY

- If a student requests a refund before the beginning of the service related to the fee, the school shall retain an administrative fee and return the remainder to the student.
- If a student requests a refund after the beginning of the service related to the fee, the school shall retain an administrative fee and return a pro rata amount of the fee to the student.

PROVISION FOR LANGUAGE, LITERACY AND NUMERACY ASSISTANCE

The learning and assessment of language, literacy and numeracy will be integrated into the course in line with the school's assignment policy, curriculum, and literacy plan. (These policies can be found at the school administration office.)

REQUIREMENTS TO OFFER COURSES

- The school RTO is committed to completing the outlined training and assessment once students have started study in their chosen qualifications or courses from the course start date.
- Students who enter the course after the start date, will have a negotiated package of units that will lead to a statement of attainment.
- If the school RTO is unable to complete delivery of training, the school RTO will, if possible, arrange for agreed training and assessment to be completed through another RTO (fees may be incurred). Prior to the transfer to another RTO, affected students will be formally notified of the arrangements, and an agreement to those arrangements, including any refund of fees, will be obtained. If transfer is not possible, the RTO will gain a written agreement for a subject/course transfer from the student and parent.

FLEXIBLE LEARNING AND ASSESSMENT PROCEDURES

- The relevant school policies and procedures will guide learning and assessment. These include IT policy, curriculum, and literacy plan.
- Assessment for the modules in these subject areas is competency-based. This means that once the student demonstrates that they can do all the tasks required in a module, they will be given credit for the module.
- Opportunities will exist for students to re-sit assessment items if they do not demonstrate competency at the first attempt.

RTO RESPONSIBILITY

- All RTOs must be prepared to comply with the legislative components of the VET Quality Framework.
- The RTO ensures trainers and assessors have relevant vocational competency at least to the level being delivered and assessed; relevant, current industry skills; current knowledge and skills in vocational teaching and learning; and hold the required training and assessment qualification.
- The RTO must hold verifiable evidence that each of its trainers and assessors meet the requirements. Engage with industry to confirm the relevance of their skills, and record this in Section 7.
- The RTO manager reviews every folder to ensure the integrity is maintained for our organisation before signing off and issuing certificates.

APPEALS AND COMPLAINTS PROCEDURES

Any person wishing to make a complaint against the school concerning its conduct as an RTO, whether an appeal or other matter, shall have access to the complaint's procedure. All formal complaints will be heard and decided within fifteen working days of the receipt of the written complaint by the school. The designated person will keep a 'Register of Complaints' which documents all formal complaints and their resolution.

Complaints procedure

- Persons with a complaint concerning the manner that the school conducts its responsibilities as an RTO, have access to the following procedure:
- The complainant may make a complaint to any VET teacher or administration member at MSHS. The complaint may be received verbally, in writing or electronically. It is the responsibility of the staff member to inform the RTO manager who will then bring the complaint to the principal.

Informal complaint:

- a. The initial stage of any complaint shall be for the complainant to communicate directly with the operational representative of the school, e.g., the teacher, who will make a decision and record the outcome of the complaint.
- b. Person(s) dissatisfied with the outcome of the complaint to the teacher may then complain to the RTO or Deputy Principal, who will make a decision and record the outcome of the complaint.
- c. Person(s) dissatisfied with the outcome of the complaint to the RTO may initiate a 'formal complaint.'



MILES STATE HIGH SCHOOL

INFORMAL COMPLAINT RECORD

DATE: _____

SUBJECT: _____

TEACHER: _____

STUDENT: _____

Written Complaint Received: YES

NO

COMPLAINT DETAILS:

Resolution Achieved: YES

NO

RESOLUTION:

Student Signature: _____ VET Teacher Signature: _____

Formal complaint:

- a. the complaint and its outcome shall be recorded in writing.
- b. on receipt of a formal complaint the RTO & Principal shall convene an independent panel to hear the complaint; this shall be the 'complaint committee.'
- c. the complaint committee shall not have had previous involvement with the complaint and should include representatives of:
 - the principal
 - the VET teaching staff.
 - an independent person
- d. the complainant shall be given an opportunity to present his/her case to the committee and may be accompanied by one other person as support or as representation.
- e. the relevant staff member shall be given an opportunity to present his/her case to the committee and may be accompanied by one other person as support or as representation.
- f. the complaint committee will make a decision on the complaint.
- g. the complaint committee will communicate its decision on the complaint to all parties in writing within five working days of making its decision.



MILES STATE HIGH SCHOOL

FORMAL COMPLAINT RECORD

DATE: _____

SUBJECT: _____

TEACHER: _____

STUDENT: _____

Written Complaint Received: YES

NO

COMPLAINT DETAILS:

Resolution Achieved: YES

NO

RESOLUTION:

Student Signature: _____ VET Teacher Signature: _____

RECOGNITION OF PRIOR LEARNING (RPL) ARRANGEMENTS

All students shall have access to Recognition of Prior Learning (RPL). RPL processes will be made aware to students at subject selection information sessions. RPL processes will provide information, support, and opportunities for all students.

Recognition of Prior Learning procedure

In the first week of VET classes for the year, the teacher shall make students aware of the school's RPL policy. Teachers will remind students of this policy at the beginning of each new term.

When approached by a student seeking RPL, VET teachers will:

- provide the student with copies of an RPL Application Form
- provide the student with information about the types of evidence that can be used to support an RPL application.
- make a prompt decision and notify students of the outcome of the RPL process.
- update the student's records if RPL is granted.
- record the RPL application and result in the register and file a copy of the RPL application form and RPL notification.



MILES STATE HIGH SCHOOL RPL APPLICATION FORM

Course Name:		Course Code:			
Units of competency		Details of relevant previous experience including formal training, work experience and life experience (interests, skills etc.) Attach copies of relevant evidence	FOR OFFICE USE		
Code	Name		<i>Assessor's comments and recommendations</i>	SUCC	NYC

Candidate's Name: _____

Date: _____

Signature: _____

Assessors' Name: _____

Date: _____

Signature: _____

MILES STATE HIGH SCHOOL RPL NOTIFICATION

..... (name of student) has been granted Recognition of Prior Learning for the following units of competency:

Competency code	Name

No information is printed below this line.

OR

..... (name of student) has not been granted Recognition of Prior Learning for the following units of competency:

Competency code	Name

No information is printed below this line.

.....

Assessor's signature

.....

Date

RECOGNITION/CREDIT TRANSFER

The school will recognise all qualifications issued by any other RTO. The school will seek verification of the certification from the relevant RTO where there is some ambiguity.

Recognition of qualifications procedure

- In the first VET class of the year, the VET teacher shall make students aware that any existing qualifications they possess will be recognised by the school. Teachers will remind students of this policy at the beginning of each new term.
- If a student presents a qualification to the VET teacher, the teacher will take a copy and bring it to the attention of the Deputy Principal or equivalent.
- The RTO or equivalent will verify the authenticity of the qualification. The verified copy of the qualification is placed in the student's file.
- Once the qualification is verified, the VET teacher will give the student exemption for the units of competency or modules *identified* in the qualification and update the student's records accordingly.
- Record the result in that year's Register of Recognition and file a copy of the verified qualification in the register.

STUDENT FEEDBACK FORM

Students are required to complete a Student Feedback Form for each VET course they are enrolled in. Students will be given the Feedback Form to complete in class early in Term 4. This information will assist the VET teacher in assessing the quality of the course.

APPENDICES

BSB10120: CERTIFICATE I IN WORKPLACE SKILLS

Qualification description

- 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 to provide individuals with an understanding of the business environment.
- No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry requirements

There are no formal qualification entry requirements. However, entry requirements for this program include the student's agreement and ability to undertake the following:

- Demonstrate evidence of language, literacy, and numeracy skills.
- Attend and participate in scheduled training and assessment.
- Comply with the RTO code of conduct requirements, directions on work, and health and safety matters.

Duration and location

This is a one-year course which may delivered in Years 10, 11 or 12 as required on site at Miles State High School

COURSE UNITS

UNIT CODE	TITLE
BSBOPS101	Use business resources
BSBPEF101	Plan and prepare for work readiness
FSKDIG002	Use digital technology for routine and simple workplace tasks
BSBTEC203	Research using the internet
FSKOCM009	Use oral communication skills to facilitate workplace meetings
BSBWHS211	Contribute to the health and safety of self and others

RTO obligation

- The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.
- Students who are deemed competent in all six units of competency will be awarded a Qualifications and a record of results.
- Students who achieve at least one unit competency (but not the full qualification) will receive a Statement of Attainment.
- If the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:
- Students will be issued with a statement of attainment for any successfully completed units of competency.

Fees

There are no charges payable for the delivery of the Training Course under this agreement provided that all students are eligible for, and access, Vocational Education and Training in Schools (VETIS) funding.

Assessment

Competency based assessment is the process of collecting evidence and making judgements on whether the student can consistently demonstrate knowledge and skill and the application of that knowledge and skill to a performance required in the workplace. During the program of study, a variety of assessment techniques will be used. There are no A-E results attained in this course, the student will either be deemed Competent or Not Yet Competent at the completion of the course. As a result, the student will not receive a Level of Achievement.

Work placement

Students are not required to complete work placement for this course.

Pathways

- This qualification delivers underpinning skills and knowledge in a range of business tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships, or general employment in a business-related workplace.
- Achievement of competence in some units will provide credit towards a range of business qualifications.
- See other business qualifications at training.gov.au

BSB20120: CERTIFICATE II IN WORKPLACE SKILLS

Qualification description

- This qualification reflects the role of individuals in a variety of 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 carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles work under direct supervision.

Entry requirements

- There are no formal qualification entry requirements.
Entry requirements for this program include the student's agreement and ability to undertake the following:
 - Demonstrate evidence of language, literacy, and numeracy skills at the requisite ACSF level.
 - Attend and participate in scheduled training and assessment.
 - Participate in workplace tasks to employer expectations.
 - Be able to work in an industry environment and handle industry standard equipment.
 - Comply with the RTO code of conduct requirements, directions on work, and health and safety matters.

Duration and location

This is a two-year course delivered in Years 11 and 12 on site at Miles State High School.

Course units

UNIT CODE	TITLE
BSBCMM211	Apply communication skills.
BSBOPS201	Work effectively in business environments.
BSBPEF202	Plan and apply time management.
BSBSUS211	Participate in sustainable work practices.
BSBWHS211	Contribute to the health and safety of self and others
BSBCRT201	Develop and apply thinking and problem skills
BSBTEC201	Use business software applications
SIRXCEG002	Assist with customer difficulties
SIRXPDK001	Advise on products and services
SIRXMKT001	support marketing and promotional activities

RTO obligation

- The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

- Students who are deemed competent in all twelve units of competency will be awarded a Qualifications and a record of results.
- Students who achieve at least one unit competency (but not the full qualification) will receive a Statement of Attainment.
- If the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:
- Students will be issued with a statement of attainment for any successfully completed units of competency.

Delivery modes

- The mode of delivery includes any combination of the following:
- Face to face in a simulated workplace environment for required performance and knowledge evidence.
- Online for some components of training for knowledge evidence
- In a classroom ('off the job') for some components of training for knowledge evidence

Assessment

- Assessments will be formative and conducted so that skills, knowledge, and understanding may be demonstrated in the simulated workplace environment. Assessment of knowledge and skills will be integrated with assessment of their practical application.
- Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Evidence of skills and knowledge will be gathered simultaneously.

Work placement

Students are not required to complete work placement for this course.

Pathways

- This qualification delivers underpinning skills and knowledge in a range of business tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships, or general employment in a business-related workplace.
- Achievement of competence in some units will provide credit towards a range of business qualifications.
- See other business qualifications at training.gov.au

BSB30120: CERTIFICATE III IN BUSINESS

Qualification description

This qualification reflects the role of individuals in a variety of Business Services job roles. It is likely that these individuals are establishing their own work performance.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment, and relevant theoretical knowledge. They may provide technical advice and support to a team.

Entry requirements

There are no formal qualification entry requirements.

Entry requirements for this program include the student's agreement and ability to undertake the following:

- Demonstrate evidence of language, literacy, and numeracy skills at the requisite ACSF level.
- Attend and participate in scheduled training and assessment.
- Comply with the RTO code of conduct requirements, directions on work, and health and safety matters.

Duration and location

This is a two-year course delivered in Years 11 and 12 on site at Miles State High School

Course units

UNIT CODE	TITLE
BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXC301	Engage in workplace communication
BSBTEC302	Design and produce spreadsheets
BSBTEC301	Design and produce business documents
BSBPEF301	Organise personal work priorities
BSBOPS305	Process customer complaints
SIRXMKT001	Support marketing and promotional activities
SIRXCEG002	Assist with customer difficulties
SIRXPDK001	Advise on products and services

RTO obligation

- The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.
- Students who are deemed competent in all thirteen units of competency will be awarded a Qualifications and a record of results.
- Students who achieve at least one unit competency (but not the full qualification) will receive a Statement of Attainment.

If the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:

- Students will be issued with a statement of attainment for any successfully completed units of competency.
- Any fees paid toward the program will be refunded on a pro rata basis.

Delivery modes

The Training Course will be delivered to a blended group of Year 11 and 12 students over a 2-year period.

Fees

There are no charges payable for the delivery of the Training Course under this agreement provided that all students are eligible for, and access, Vocational Education and Training in Schools (VETIS) funding.

Assessment

Competency based assessment is the process of collecting evidence and making judgements on whether the student can consistently demonstrate knowledge and skill and the application of that knowledge and skill to a performance required in the workplace. During the program of study, a variety of assessment techniques will be used. There are no A-E results attained in this course, the student will either be deemed Competent or Not Yet Competent at the completion of the course. As a result, the student will not receive a Level of Achievement.

Work placement

Students are not required to complete work placement for this course.

Pathways

- This qualification delivers broad-based underpinning skills and knowledge in a range of business tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships, or general employment in a business-related workplace.
- Achievement of competence in some units will provide credit towards a range of business qualifications.

- A Certificate III completed via a Registered Training Organisation can be used to provide you with a rank or entrance score that can be used instead of Senior School results.

CPC:20220 CERTIFICATE II IN CONSTRUCTION

Qualification description

- This qualification provides a pathway to the primary trades in the construction industry except for plumbing. Trade outcomes are achieved through an Australian Apprenticeship and this qualification allows for inclusion of skills suited for entry to off-site occupations, such as joinery as well as carpentry, bricklaying, and other occupations in general construction.
- This qualification is designed to introduce learners to the recognised trade callings in the construction industry and provide meaningful credit in a construction industry Australian Apprenticeship.
- The qualification has core unit of competency requirements that are required in most Certificate III qualifications. The elective options are structured to allow choice from areas of trade skills as an introduction to a range of occupations.

Entry requirements

- There are no formal qualification entry requirements.
- General entry requirements for this program include the student's agreement and ability to undertake the following:
 - demonstrate evidence of language, literacy, and numeracy skills at the requisite ACSF level
 - attend and participate in scheduled training and assessment.
 - participate in workplace tasks to employer expectations.
 - be able to work in an industry environment and handle industry standard equipment.
 - comply with the RTO code of conduct requirements, directions on work, and health and safety matters.

Duration and location

This is a two-year course delivered in Year 11 & 12 on site at Miles State High School as required.

Course units

UNIT CODE	TITLE
CPCCOM1012	Work effectively and sustainably in the construction industry.
CPCCOM1013	Plan and organise work.
CPCCOM1015	Carry out measurements and calculations.
CPCCVE1011	Undertake a basic construction project.
CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry.
CPCCCM10011	Undertake basic estimation and costing.
CPCCCM2004*	Handle construction materials.
CPCCCM2006	Apply basic levelling procedures.
CPCCCM2012*	Work safely at heights.
CPCCVE1002	Undertake a basic computer design project

RTO obligation

- The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.
- Students who are deemed competent in all units of competency will be awarded a Qualifications and a record of results.
- Students who achieve at least one unit competency (but not the full qualification) will receive a Statement of Attainment.
- If the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:
- Students will be issued with a statement of attainment for any successfully completed units of competency.
- Any fees paid toward the program will be refunded on a pro rata basis.

Delivery modes

The mode of delivery includes any combination of the following:

- face-to-face in a simulated workplace environment in our dedicated Trade Training Centre for required performance and knowledge evidence.
- in a classroom ('off the job') for some components of training for knowledge evidence

Fees

No fees apply to this course.

Assessment

- Assessments will be formative and conducted so that skills, knowledge, and understanding may be demonstrated in the simulated workplace environment. Assessment of knowledge and skills will be integrated with assessment of their practical application.
- Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Evidence of skills and knowledge will be gathered simultaneously.

Work placement

There is no requirement for students to undertake work placement or work experience.

Pathways

This qualification delivers broad-based underpinning skills and knowledge in the construction industry which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships, or general employment in the construction industry-related workplace.

Achievement of competence in some units will provide credit towards a range of construction trade qualifications.

Achievement of competence in all the other units will provide advanced progress towards reaching competence in units contained in other construction industry qualifications.

See other construction industry qualifications at training.gov.au.

ICT20120: CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES

Qualification description

- This pathways qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts.
- The qualification is designed for those developing the necessary digital and technology skills in preparation for work in the media or photography industry.
- These individuals carry out a range of basic procedural and operational tasks that require digital and technology skills. They perform a range of routine tasks using limited practical skills and knowledge in a defined context. The qualification is suitable for someone performing under direct supervision.

Entry requirements

- There are no formal qualification entry requirements.
- General entry requirements for this program include the student's agreement and ability to undertake the following:
 - demonstrate evidence of language, literacy, and numeracy skills at the requisite ACSF level.
 - attend and participate in scheduled training and assessment.
 - participate in workplace tasks to employer expectations.
 - be able to work in an industry environment and handle industry standard equipment.
 - comply with the RTO code of conduct requirements, directions on work, and health and safety matters.

Duration and location

This is a two-year course delivered in Year 10, 11 and 12 on site at Miles State High School as required.

Course units

UNIT CODE	TITLE
BSBTEC202	Use digital technologies to communicate in a work environment
BSBWHS211	Contribute to the health and safety of self and others
ICTICT213	Use computer operating systems and hardware
ICTICT214	Operate application software packages
ICTICT125	Operate digital media technology packages
BSBSUS211	Participate in sustainable work practices
BSBTEC101	Operate digital devices
BSBTEC303	Create electronic presentations
ICTICT216	Design and create basic organisational documents
CUADIG303	Produce and prepare photo images
CUAPOS211	Perform basic vision and sound editing

RTO obligation

- The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.
- Students who are deemed competent in all eleven units of competency will be awarded a Qualifications and a record of results.
- Students who achieve at least one unit competency (but not the full qualification) will receive a Statement of Attainment.
- If the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:
- Students will be issued with a statement of attainment for any successfully completed units of competency.

Delivery modes

The mode of delivery includes any combination of the following:

- Face to face in a simulated workplace environment for required performance and knowledge evidence.
- Online for some components of training for knowledge evidence
- In a classroom ('off the job') for some components of training for knowledge evidence

Fees

No fees apply to this course.

Assessment

- Assessments will be formative and conducted so that skills, knowledge, and understanding may be demonstrated in the simulated workplace environment. Assessment of knowledge and skills will be integrated with assessment of their practical application.
- Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Evidence of skills and knowledge will be gathered simultaneously.

Work placement

Students are not required to complete work placement for this course.

Pathways

This qualification delivers broad-based underpinning skills and knowledge in a range of digital technologies which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships, or general employment in a digital technology-related workplace.

Achievement of competence in some units will provide credit towards a range of digital technology trade qualifications.

Achievement of competence in all the other units will provide advanced progress towards reaching competence in units contained in other digital technology qualifications.

MSF10122: CERTIFICATE I IN FURNISHING

Qualification description

Learners with this qualification have knowledge and skills that prepare them for further learning, community involvement, and entry-level work in the furnishing industry. They have basic technical and communication skills, undertake routine activities, and identify and report simple issues and problems. No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry requirements

There are no formal qualification entry requirements.

Entry requirements for this program include the student's agreement and ability to undertake the following:

- Demonstrate evidence of language, literacy, and numeracy skills at the requisite ACSF level.
- Attend and participate in scheduled training and assessment.
- Participate in workplace tasks to employer expectations.
- Be able to work in an industry environment and handle industry standard equipment.
- Comply with the RTO code of conduct requirements, directions on work, and health and safety matters.

Duration and location

This is a one-year course delivered in Year 10 on site at Miles State High School over one year.

Course units

UNIT CODE	TITLE
MSMWS100	Follow OHS procedures
MSMOPS101	Make measurements
MSMSUP102	Communicate in the workplace
MSMSUP106	Work in a team
MSMENV272	Participate in environmentally sustainable work practices
MSFFM1001	Construct a basic timber furnishing product
MSFFM1002	Operate basic woodworking machines
MSFPP1001	-Frame a simple artwork

RTO obligation

- The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.
- Students who are deemed competent in all eight units of competency will be awarded a Qualifications and a record of results.
- Students who achieve at least one unit competency (but not the full qualification) will receive a Statement of Attainment.
- If the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:
- Students will be issued with a statement of attainment for any successfully completed units of competency.

Delivery modes

The mode of delivery includes any combination of the following:

- Face to face in a simulated workplace environment for required performance and knowledge evidence.
- Online for some components of training for knowledge evidence

Fees

No fees apply to this course.

Assessment

- Assessments will be formative and conducted on the job, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment.
- Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Submission of written work is based on the requirements of the units of competency. Evidence of skills and knowledge will be gathered simultaneously.

Work placement

Students are not required to complete work placement for this course.

Pathways

- This qualification delivers broad-based underpinning skills and knowledge in a range of furnishing tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships, or general employment in a furnishing-related workplace.
- Achievement of competence in some units will provide credit towards a range of furnishing trade qualifications.
- Achievement of competence in all the other units will provide advanced progress towards reaching competence in units contained in other furnishing qualifications.
- See other furnishing qualifications at training.gov.au.

MEM20422: CERTIFICATE II IN ENGINEERING PATHWAYS

Qualification description

- This qualification applies to a learning and assessment environment where access to structured on-the-job learning in a workplace may not be available. This qualification is only for delivery in learning institutions.
- The qualification is intended for people interested in exposure to an engineering or related working environment with a view to entering employment in that area. This qualification will equip graduates with knowledge and skills which will enhance their prospects of employment in an engineering or related working environment.

Entry requirements

- There are no formal qualification entry requirements.

Entry requirements for this program include the student's agreement and ability to undertake the following:

- Demonstrate evidence of language, literacy, and numeracy skills at the requisite ACSF level.
- Attend and participate in scheduled training and assessment.
- Participate in workplace tasks to employer expectations.
- Be able to work in an industry environment and handle industry standard equipment.
- Comply with the RTO code of conduct requirements, directions on work, and health and safety matters.

Duration and location

This is a two-year course delivered in Years 11 and 12 on site at Miles State High School.

Course units

CODE and TITLE

MEM13015 Work safely and effectively in manufacturing and engineering.
MEMPE005 Develop a career plan for the engineering and manufacturing industry.
MEMPE006 Undertake a basic engineering project.
MSAENV272 Participate in environmentally sustainable work practices.
MEM16008 Interact with computing technology.
MEM18001 Use hand tools.
MEM18002 Use power tools/handheld operations.
MEMPE001 Use engineering workshop machines.

MEMPE002 Use electric welding machines.
MEMPE003 Use oxy-acetylene and soldering equipment.
MEMPE004 Use fabrication equipment.
MSAPCI101 Adapt to work in industry

RTO obligation

- The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.
- Students who are deemed competent in all twelve units of competency will be awarded a Qualifications and a record of results.
- Students who achieve at least one unit competency (but not the full qualification) will receive a Statement of Attainment.
- If the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:
- Students will be issued with a statement of attainment for any successfully completed units of competency.

Delivery modes

- The mode of delivery includes any combination of the following:
- Face to face in a simulated workplace environment for required performance and knowledge evidence.
- Online for some components of training for knowledge evidence
- In a classroom ('off the job') for some components of training for knowledge evidence

Fees

There is an Engineering subject levy as part of this course for materials.

Assessment

- Assessments will be formative and conducted on the job, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment.
- Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Submission of written work is based on the requirements of the units of competency. Evidence of skills and knowledge will be gathered simultaneously.

Work placement

Students are not required to complete work placement for this course.

Pathways

- This qualification delivers 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.
- Achievement of competence in all the other units will provide advanced progress towards reaching competence in units contained in other metal and engineering qualifications. See other engineering qualifications at training.gov.au.

AHC21216 CERTIFICATE II IN RURAL OPERATIONS

Qualification description

- This qualification provides an occupational outcome for industries and agencies in rural and regional Australia.
- Depending on the units selected individuals can be employed not only in rural industries but also other rural and regional sectors, such as local government, tourism, hospitality, transport, construction, community services, information technology and metals.
- Industry expects individuals with this qualification to carry out routine tasks under general supervision and exercise limited autonomy with some accountability for their own work.
- This qualification is suitable for an Australian Apprenticeship.

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

Entry requirements

There are no formal qualification entry requirements.
Entry requirements for this program include the student's agreement and ability to undertake the following:

- Demonstrate evidence of language, literacy, and numeracy skills at the requisite ACSF level.
- Attend and participate in scheduled training and assessment.
- Participate in workplace tasks to employer expectations.
- Be able to work in an industry environment and handle industry standard equipment.
- Comply with the RTO code of conduct requirements, directions on work, and health and safety matters.

Duration and location

This is a two-year course delivered in Years 11 and 12 on site at Miles State High School. Live work activities will be undertaken at the Columboola and Brindley Park properties (with other properties as may be agreed between the parties from time to time).

Course units

UNIT CODE	TITLE
AHCWHS201	Participate in work health and safety processes
AHCWRK209	Participate in environmentally sustainable work practices
AHCWRK204	Work effectively in industry
AHCWRK213	Participate in workplace communications
AHCMOM203	Operate basic machinery and equipment
AHCINF206	Install, maintain, and repair farm fencing
AHCLSK202	Care for health and welfare of livestock
AHCLSK205	Handle livestock using basic techniques
AHCLSK211	Provide feed for livestock
TLID0020	Shift materials safely using manual handling methods
AHCPCM204	Recognise plants
AHCCFP301	Identify the effects of climate change as a factor in land management
AHCAGB302	Keep production records for a primary production business
AHCBIO303	apply biosecurity measures
AHCWRK314	Monitor weather conditions
AHCLSK316	Prepare livestock for competition OPTIONAL
CPCWHS1001	Prepare to work safely in the construction industry. OPTIONAL

RTO obligation

- The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.
- Students who are deemed competent in all fifteen units of competency will be awarded a Qualifications and a record of results.
- Students who achieve at least one unit competency (but not the full qualification) will receive a Statement of Attainment.
- If the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:
- Students will be issued with a statement of attainment for any successfully completed units of competency.

Delivery modes

- The mode of delivery includes any combination of the following:
- Face to face in a simulated workplace environment for required performance and knowledge evidence.

- Online for some components of training for knowledge evidence
- In a classroom ('off the job') for some components of training for knowledge evidence

Fees

There are no charges payable for the delivery of the Training Course under this agreement provided that all students are eligible for, and access, Vocational Education and Training in Schools (VETiS) funding.

Assessment

- Assessments will be formative and conducted on the job, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment.
- Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Submission of written work is based on the requirements of the units of competency. Evidence of skills and knowledge will be gathered simultaneously.

Work placement

Students are not required to complete work placement for this course.

Pathways

- This qualification delivers broad-based underpinning skills and knowledge in a range of rural tasks which will enhance the graduates' entry-level employment prospects for apprenticeships, traineeships, or general employment in a rural-related workplace.
- Achievement of competence in some units will provide credit towards a range of rural qualifications.
- See other rural qualifications at training.gov.au.