

## **Vocational Training**

We offer a number of training courses which can give you a nationally recognised qualification.

### **Children's Services:**

#### **CHC30708 Certificate III in Children's Services**

Participants who complete this course successfully will receive a qualification from the nationally accredited Community Services Training Package CHC08. Completion of this course qualifies people to work in Children's Services including Early Childhood Education Centres, Childcare Centres and Family Day Care. Employment opportunities will include: Child care assistant, Playgroup supervisor, Family day care worker, Nanny, Child care worker, Mobile assistant.

#### **Pre requisites**

There are no formal prerequisites for undertaking this qualification, although applicants should have good reading, writing and oral communication skills.

#### **Delivery:**

Course delivery arrangements

- 360 hours total class time
- 12 hours class time per week for 30 weeks
- 6 hours (approximately) home work per week
- 105 hours work placement including workplace assessment

The course will be held at Laverton Community Education Centre for two days per week. It will consist of face to face trainer led sessions involving individual and group activities plus practical experience. Participants will be provided with manuals including materials used in training sessions and appropriate reference material. Written and practical assessment tasks will be required for each unit.

#### **CHC50908 Diploma of Children's Services (Early childhood education and care)**

Participants who complete this course successfully will receive a qualification from the nationally accredited Community Services Training Package CHC08.

The Diploma of Children's Services (Early childhood education and care) covers workers in Children's Services centres who are responsible for planning implementing and managing early childhood services in accordance with licensing, accreditation and duty of care requirements.

Workers at this level have responsibility for supervision of other staff and volunteers.

Employment opportunities include: Children's Services Coordinator , Centre Director/Manager, Group Leader, Program Leader, Early Childhood Educator, Child Development Worker

### **Pre requisites**

To gain entry to this qualification applicants must demonstrate competence through a recognised training program (such as Certificate III in Children's Services) or through recognition of prior learning, in the following units of competency:

CHCCHILD401A	Identify and respond to children and young people at risk
CHCCN301A	Ensure the health and safety of children
CHCCN302A	Provide care for children
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner
CHCCN305A	Provide care for babies
CHCCS400A	Work within a relevant legal and ethical framework
CHCFC301A	Support the development of children
CHCIC301D	Interact effectively with children
CHCPR301A	Provide experiences to support children's play and learning
CHCPR303D	Develop understanding of children's interests and developmental needs
HLTFA301B	Apply first aid
HLTOHS300A	Contribute to OHS processes

### **Delivery**

The course is part time: one day a fortnight ( generally Saturday's) for 6 hours (9.30 am to 4.00pm) over 18 months. It will consist of face to face trainer led sessions involving individual and group activities plus practical experience. Participants will be provided with manuals including materials used in training sessions and appropriate reference material. Written and practical assessment tasks will be required for each unit.

In addition to class and homework time, students who are not currently working within the Children's Services industry, are required to complete a minimum of 210 hours work placement with a Early Childhood Centre. This work placement will be arranged by Laverton Community Education Centre

### **Aged Care:**

#### **DUAL QUALIFICATION:**

**CHC30208 Certificate III in Aged Care**

**CHC30308 Certificate III in Home and Community Care**

These qualifications are to be conducted as a single course, with successful participants receiving both Certificates. Completion of these courses qualify people to work in residential aged care facilities, community services providing aged care or in the homes of aged care clients. Employment opportunities will include: Care assistant, Care worker, Community support worker, Accommodation support worker, Personal care assistant and Home care assistant.

### **Pre requisites**

There are no formal prerequisites for undertaking this qualification, although applicants should have good reading, writing and oral communication skills.

### **Delivery:**

Course delivery arrangements

- 216 hours total class time
- 12 hours class time per week for 18 weeks
- 6 hours (approximately) home work per week
- 120 hours work placement including workplace assessment

The course will be held at Laverton Community Education Centre for two days per week. It will consist of face to face trainer led sessions involving individual and group activities plus practical experience. Participants will be provided with manuals including materials used in training sessions and appropriate reference material. Written and practical assessment tasks will be required for each unit.

## **Hospitality:**

### **SIT20207 Certificate II in Hospitality**

The Certificate II in Hospitality is designed to provide participants with an understanding of the hospitality industry and skills at entry level. It includes competencies in key aspects of hospitality services with particular emphasis on food and beverage service.

The course aims to provide participants with practical training in food and beverage service, including restaurant equipment, serviette folding, table setting, plate carrying, sequence of service, beverage service, including preparation of espresso coffee, operating a bar & provision of responsible service of alcohol and gambling. The course also develops an awareness of the hospitality industry.

Successful completion of this training program provides participants with the basic skills and knowledge required to undertake food and beverage service. The course should assist participants in their application for entry level positions within the restaurants, cafes, and other food and beverage service sectors of the hospitality industry

## **Pre requisites**

There are no prerequisites for undertaking this qualification.

## **Delivery:**

Course is normally delivered 2 days a week for 6 weeks. A work placement of 12 services is also required.

Individual units from the Hospitality Training package:

## **SITXOHS002A Follow Workplace Hygiene Procedures**

(Commonly known as “Foodhandlers Certificate”)

This unit is from the nationally accredited **Hospitality** Training Package **SIT07**. This unit covers the skills and knowledge required to apply good hygiene practices within a range of service industry operations. This unit of competency complies with the legislative requirements for food safety & hygiene practices as outlined in the Australian New Zealand Food Standards Code and is appropriate for people working in or wishing to work in the hospitality industry. At the successful completion of the course students will be issued with a Statement of Attainment of Unit **SITXOHS002A Follow Workplace Hygiene Procedures**

## **Prerequisites:**

There are no prerequisites for undertaking this unit.

## **Delivery:**

The course is delivered in one five hour session.

## **SITXFSA001A Implement Food Safety Procedures**

(Commonly known as Food Safety Supervisors Certificate)

This unit is from the nationally accredited Hospitality Training Package SIT07. It covers the skills and knowledge required to apply good hygiene practices within a range of service industry operations. It refers to the following of food safety procedures in the workplace as part of a food safety program or plan. These procedures relate to a food safety program based on the HACCP method (Hazard Analysis and Critical Control Points) This unit complies with legislative requirements for food safety and the implementation of a food safety plan and is appropriate for people working in the hospitality industry. At the successful completion of the course students will be issued with a Statement of Attainment of Unit SITXFSA001A Implement Food Safety Procedures

## **Prerequisites**

- SITXOHS002A Follow Workplace Hygiene Procedures **MUST** be completed before undertaking this unit.

- People undertaking this unit must be currently working in the Hospitality or Food industries

**Delivery:**

The course is delivered in one five hour session.

## **SITHFAB009A Provide Responsible Service of Alcohol**

This unit is from the nationally accredited Hospitality Training Package SIT07. It deals with the skills and knowledge required to satisfy the relevant State/Territory legislative requirements and codes of practice to provide responsible service of alcohol and to provide information and assistance to customers. This unit is appropriate for people working in or wishing to work in hospitality industry. At the successful completion of the course students will be issued with a Statement of Attainment of Unit SITHFAB009A Provide responsible Service of Alcohol.

**Prerequisites:**

There are no prerequisites for undertaking this unit.

**Delivery:**

The course will be delivered in one four hour session

## **SITHGAM006A Provide Responsible Gambling Services**

This unit is from the nationally accredited **Hospitality** Training Package **SIT07**. This unit deals with the skills and knowledge required to satisfy the relevant State/Territory legislative requirements and codes of practice to provide responsible gambling services and to provide information and assistance to customers. This unit is appropriate for people working in or wishing to work in a gambling environment. At the successful completion of the course students will be issued with a Statement of Attainment of Unit SITHGAM006A *Provide responsible gambling services*.

**Prerequisites:**

There are no prerequisites for undertaking this unit.

**Delivery:**

The course will be delivered in one four hour session

## **Business**

We offer a number of individual units from BSB07 Business Services Training package & ICA05 Information and Communications Technology Training Package.

### **Bookkeeping units:**

**BSBFIA303A Process accounts payable & receivable  
& BSBFIA304A Maintain a general ledger  
From the Business Services Training Package BSB07**

(Commonly known as “Bookkeeping”)

These units of competency **BSBFIA303A Process accounts payable & receivable & BSBFIA304A Maintain a general ledger** are from the Business Services Training package BSB07. These units are appropriate for those wishing to learn the fundamental principles and practices of manual bookkeeping, to increase potential career options, & to gain national accreditation. At the successful completion of the course students will be issued with a Statement of Attainment of Units **BSBFIA303A Process accounts payable & receivable & BSBFIA304A Maintain a general ledger**

**Prerequisites**

Completion of FNSICGEN305A Maintain daily financial/business records or the equivalent thereof, is a pre-requisite.

**Delivery**

The course will be delivered over 10 sessions of 3 hours each

**ICAU1211A Operate Accounting Applications**

(Commonly known as MYOB)

This unit is from the nationally accredited **Information and Communications Technology** Training Package **ICA05**. This unit defines the competencies required to operate common accounting software packages in order to maintain enterprise financial records. This unit is appropriate for those wishing to build on their current knowledge of manual bookkeeping, & gain skills and knowledge to operate a common accounting package (MYOB). At the successful completion of the course students will be issued with a Statement of Attainment of Unit ICAU1211A **Operate Accounting Applications**.

**Prerequisites**

Completion of the Bookkeeping ( **BSBFIA303A Process accounts payable & receivable ; BSBFIA304A Maintain General Ledgers**) courses or the equivalent thereof is a pre-requisite. Basic Computer skills (**BSBITU101A Operate a personal computer**) or equivalent skills are essential.

**Delivery:**

The course will be delivered over eight sessions of 3 hours each.