Mundubbera State P-10

Student Resource Scheme 2014

The purpose of the scheme is to provide parents/carers with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school’s bulk purchasing processes.

The school operates under the policy and guidelines of the Department of Education, Training & Employment. The scheme, while supported and approved annually by the School’s Parents & Citizens Association, is managed by the school and operates in accordance with Section 51 of the Education (General Provisions) Act 2006. This scheme was discussed and passed at the P & C meeting on Wednesday 11th December 2013.

As part of the scheme the school receives $115.00 per student in Years 8-10 Text Book Allowance from the Government. This is allocated to various subjects and resources as listed below. Year 7 students are not yet eligible for the Government Text Book Allowance. Levies for electives are also attached. Years 7 and 8 levies are for all students while Years 9 and 10 will depend on which subject your student has chosen.

Joining the Student Resource Scheme is optional. If you do not join the scheme, and hence access the savings due to bulk purchases, sharing of texts over a number of years and streamlined, enhanced resource provision, the $115.00 Text Book allowance will be paid to you by the school and you will need to purchase individual resources as required and listed below.

Conditions to enter the scheme and hire of Resources:

In 2014, all previously paid book hire deposits will be credited against school fees as the deposit is no longer charged.

A list of relevant levies to be paid can be found on the following pages.

Textbooks and other resources provided for temporary student use by the scheme shall be kept in good condition by the student. The school administration office shall be notified immediately of the loss or negligent damage to any issued item. Where an issued item is lost or negligently damaged, parents/carers will be responsible for payment to the scheme of the replacement cost of the item. Failure to make payment may result in the student being withdrawn from the Student Resource Scheme.

All Textbooks provided under the scheme remain the property of the scheme and must be returned when a student leaves or at the end of the school year. Books and resources provided under the scheme cannot be issued to students whose Parents/Caregivers choose not to participate.

All scheme monies received by the school on behalf of the Parents & Citizens Association will be banked in the School’s General Account, which is subject to annual audit.

Parents are reminded that participation in the Student Resource Scheme is voluntary. However, the Principal may refuse to admit a student to the scheme if there are hire payments overdue from the previous year.

Students not eligible by reason of incomplete agreements or unpaid funds will be:

• required to return texts to the school, and will not be issued with any further texts.
• issued with a list of required texts and resources to be purchased by the student.
• requested to pay a Sourcebook and Materials Charge of $50.

If you wish to join the scheme you are required to complete the attached Participation Agreement form.
There are terms and conditions on the back of the form. Please note this is a generic form for all Queensland Primary and Secondary Schools. Please return the form to the school office as soon as possible after school resumes as this is required before issuing students with their text books.

If you do not wish to join the scheme you are still required to complete and return the Participation Agreement form, indicating your intentions. It will then be your responsibility to provide your student with the resources they require. A list of these is included on the following pages for each year level.

It would be appreciated if levies could be paid as soon as possible after school commences. Payment may be made by cash, cheque, BPay or EFT (Mundubbera State School General Account; BSB 064421; Account No: 10263977).

If you wish to make term or pro rata payments please contact the Principal, Mr Townsend or Mrs Serisier, BSM. If a student is transferring, a pro-rata refund based on a 40-week year, will be calculated. The costs for outstanding resources and any unpaid fees will be deducted. A refund cheque or EFT payment will then be issued. Parents may request that the refund of the Textbook and Resource Allowance be paid directly to the next school.

**Non-payment of fees**

Parents should be aware that access to extra-curricular non-compulsory activities (Camps, Sport, Excursions) may be withheld if all relevant fees are not paid by the end of each term, or arrangements for the payments are not in place.

**Other Assistance**

For information on Abstudy, Austudy & Isolated Children’s Allowance please contact the following:

Abstudy – phone 132 317; Austudy – phone 132 490; Isolated Children Allowance – phone 132 318

Any questions regarding the Student Resource Scheme should be directed to the Business Services Manager and the Principal.

### YEARS 7 and 8 SUBJECT LEVIES

<table>
<thead>
<tr>
<th>Subject</th>
<th>Item</th>
<th>Item Cost</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Physical Education (HPE)</td>
<td>Transport to pool</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Art</td>
<td>Consumables (paint, charcoal, papers, glue) Folio</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>Music</td>
<td>Consumables (pencil, paper, manuscripts) Theory book</td>
<td>$10</td>
<td>$20</td>
</tr>
<tr>
<td>Horticulture</td>
<td>Seeds</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Information Technology (IT)</td>
<td>Nil</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Industrial Technology &amp; Design (ITD)</td>
<td>Consumables (sandpaper, glue, nails, screws) Assignment design project Solar boat</td>
<td>$20</td>
<td>$50</td>
</tr>
<tr>
<td>Home Economics</td>
<td>Consumables (flour, sugar, spices, butter, ingredients)</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td><strong>$175</strong></td>
</tr>
</tbody>
</table>
## YEAR 7 NON-LEVY ITEMS PAID BY SCHOOL RESOURCE SCHEME (SRS)

<table>
<thead>
<tr>
<th>Item</th>
<th>Hire fee</th>
<th>Approximate cost of item if purchased privately (not a member of SRS)</th>
<th>Loaned or consumed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English grammar book</td>
<td>$10</td>
<td>$10</td>
<td>consumed</td>
</tr>
<tr>
<td>Mathematics for Australia 7 (Hasse) text book</td>
<td>0</td>
<td>$65</td>
<td>loaned</td>
</tr>
<tr>
<td>Reproduced class workbooks, worksheets to supplement /substitute</td>
<td>$20</td>
<td>$20</td>
<td>consumed</td>
</tr>
<tr>
<td>School diary</td>
<td>$15</td>
<td>$15</td>
<td>consumed</td>
</tr>
<tr>
<td><em>You Can Do It</em> reproductions</td>
<td>$5</td>
<td>$5</td>
<td>consumed</td>
</tr>
<tr>
<td>Administration fee</td>
<td>$10</td>
<td>$10</td>
<td>consumed</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>$60</td>
<td></td>
</tr>
</tbody>
</table>

Funded by Text Book Hire Scheme (TBHS) 0

Student Resource Scheme fee $60

Approximate total if electing not to join SRS scheme - to be purchased privately $125

## YEAR 8 NON-LEVY ITEMS PAID BY SCHOOL RESOURCE SCHEME (SRS)

<table>
<thead>
<tr>
<th>Item</th>
<th>Hire fee</th>
<th>Approximate cost of item if purchased privately (not a member of SRS)</th>
<th>Loaned or consumed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Novel (Lockie Leonard)</td>
<td>$10</td>
<td>$25</td>
<td>loaned</td>
</tr>
<tr>
<td>English Grammar Book</td>
<td>$10</td>
<td>$10</td>
<td>consumed</td>
</tr>
<tr>
<td>Mathematics for Australia 8 (Hasse) text book</td>
<td>$20</td>
<td>$65</td>
<td>loaned</td>
</tr>
<tr>
<td>Science Text (TBA 2014)</td>
<td>$20</td>
<td>$60</td>
<td>loaned</td>
</tr>
<tr>
<td>SOSE Text (TBA 2014)</td>
<td>$20</td>
<td>$60</td>
<td>loaned</td>
</tr>
<tr>
<td>HPE Text</td>
<td>$15</td>
<td>$45</td>
<td>loaned</td>
</tr>
<tr>
<td>German Text</td>
<td>$5</td>
<td>$20</td>
<td>loaned</td>
</tr>
<tr>
<td>Reproduced class workbooks, worksheets to supplement /substitute</td>
<td>$40</td>
<td>$40</td>
<td>consumed</td>
</tr>
<tr>
<td>School diary</td>
<td>$15</td>
<td>$15</td>
<td>consumed</td>
</tr>
<tr>
<td><em>You Can Do It</em> reproductions</td>
<td>$5</td>
<td>$5</td>
<td>consumed</td>
</tr>
<tr>
<td>Administration fee</td>
<td>$10</td>
<td>$10</td>
<td>consumed</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$170</strong></td>
<td></td>
</tr>
</tbody>
</table>

Funded by Text Book Hire Scheme (TBHS) $115

Student Resource Scheme fee $55

Approximate total if electing not to join SRS scheme - to be purchased privately $355
# Year 9 Non-Levy Items Paid by School Resource Scheme (SRS)

<table>
<thead>
<tr>
<th>Item</th>
<th>Hire fee</th>
<th>Approximate cost of item if purchased privately (not a member of SRS)</th>
<th>Loaned or consumed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Novel (Extracts)</td>
<td>$10</td>
<td>$10</td>
<td>consumed</td>
</tr>
<tr>
<td>English grammar book</td>
<td>$10</td>
<td>$10</td>
<td>consumed</td>
</tr>
<tr>
<td>Mathematics for Australia 9 (Hasse) text book</td>
<td>$20</td>
<td>$65</td>
<td>loaned</td>
</tr>
<tr>
<td>Science Text (TBA 2014)</td>
<td>$25</td>
<td>$65</td>
<td>loaned</td>
</tr>
<tr>
<td>SOSE Text (TBA 2014)</td>
<td>$20</td>
<td>$60</td>
<td>loaned</td>
</tr>
<tr>
<td>Reproduced class workbooks,</td>
<td>$60</td>
<td>$60</td>
<td>consumed</td>
</tr>
<tr>
<td>worksheets to supplement / substitute</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School diary</td>
<td>$15</td>
<td>$15</td>
<td>consumed</td>
</tr>
<tr>
<td>You Can Do It reproductions</td>
<td>$5</td>
<td>$5</td>
<td>consumed</td>
</tr>
<tr>
<td>Administration fee</td>
<td>$10</td>
<td>$10</td>
<td>consumed</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$175</strong></td>
<td></td>
</tr>
</tbody>
</table>

Funded by Text Book Hire Scheme (TBHS) $115

Student Resource Scheme fee $60

Approximate total if electing not to join SRS scheme - to be purchased privately $290

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# Year 10 Non-Levy Items Paid by School Resource Scheme (SRS)

<table>
<thead>
<tr>
<th>Item</th>
<th>Hire fee</th>
<th>Approximate cost of item if purchased privately (not a member of SRS)</th>
<th>Loaned or consumed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Novel (Romeo &amp; Juliet)</td>
<td>$5</td>
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</tr>
<tr>
<td>English novel (TBA 2014)</td>
<td>$10</td>
<td>$20</td>
<td>consumed</td>
</tr>
<tr>
<td>English grammar book</td>
<td>$10</td>
<td>$10</td>
<td>consumed</td>
</tr>
<tr>
<td>Mathematics for Australia 10 (Hasse) text book</td>
<td>$20</td>
<td>$65</td>
<td>loaned</td>
</tr>
<tr>
<td>Science Text (TBA 2014)</td>
<td>$25</td>
<td>$65</td>
<td>loaned</td>
</tr>
<tr>
<td>SOSE Text (TBA 2014)</td>
<td>$20</td>
<td>$60</td>
<td>loaned</td>
</tr>
<tr>
<td>Reproduced class workbooks,</td>
<td>$40</td>
<td>$40</td>
<td>consumed</td>
</tr>
<tr>
<td>worksheets to supplement / substitute</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School diary</td>
<td>$15</td>
<td>$15</td>
<td>consumed</td>
</tr>
<tr>
<td>Year 10 Folio</td>
<td>$15</td>
<td>$15</td>
<td>consumed</td>
</tr>
<tr>
<td>You Can Do It reproductions</td>
<td>$5</td>
<td>$5</td>
<td>consumed</td>
</tr>
<tr>
<td>Administration fee</td>
<td>$10</td>
<td>$10</td>
<td>consumed</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$175</strong></td>
<td></td>
</tr>
</tbody>
</table>

Funded by Text Book Hire Scheme (TBHS) $115

Student Resource Scheme fee $60

Approximate total if electing not to join SRS scheme - to be purchased privately $315
Elective Subject Information 2014

**Agricultural Science**
Agricultural Science focuses on beef cattle production and vegetable production. Students are also involved in caring for poultry, hydroponics and fattening and showing cattle.

There are two possible options for students to choose from in Agricultural Science.

**Option 1**
**Certificate II in Rural Operations**
This certificate will be conducted in partnership with the Australian Agricultural College Corporation Emerald Campus. Students will need to undertake this subject in both years 9 and 10 to complete the certificate. There will also be a one lunch a week requirement for this option. There is quite a significant cost involved in this option (see below).

This subject will involve work done in the school setting and trips to the college’s Narayen property located 70 kilometres south west of Mundubbera. The property is a 9150 hectare working cattle station. At this property students will undertake practical work for the 15 units of competencies involved in the certificate including:

- Ride and muster on horses
- Muster, draft and process cattle
- Operate tractors
- Fence
- Apply chemicals
- And many other types of property work.

**Subject Levies for option 1:** $535 total spread across the 2 years of instruction to receive the Cert II in Rural Operations.
This fee is paid directly to the Emerald College. This has been heavily subsided by the college from a cost of $3160 that other external students pay or $1500 that other school students would have to pay to receive this certificate through the college. A payment plan may be available through consultation with Mrs Serisier.

There are also additional costs associated with the Narayen trips that occur each term.

**Option 2**
**Certificate I in Agrifood Operations**
This subject will be conducted in partnership with Burnett State College. Students can complete this certificate in 1 year with the work all being undertaken at school. Students do not travel to Narayen as a part of this option. This certificate involves the completion of 6 units of competency.

**Subject Levies for Option 2:** $100 (Estimate Cost as this is still to be finalised)
This is for one year of instruction. It covers the cost of the theory resources provided by Rural Skills online, an administration charge from Burnett State College as the RTO and an initial access payment.
## Art

### Term 1: Print making

This unit will build on students’ previous experiences in art and their knowledge of the Elements of Art and the Principles of Design.

**Key concepts:**
- collage
- photocopy transfer
- collagraph
- frottage
- relief
- intaglio
- screen processes

**Equipment required:**
- paint – acrylic, block, watercolour, inks
- textured materials
- screen printing
- specialised papers, cartridge, watercolour
- block mounts
- relief boards/stylus
- Overhead transparencies / copy materials
- Background mounting card - black

### Term 2: Masks

An introduction to mask-making, including history, techniques, materials and vocabulary of mask-making.

**Key concepts**
- the historical context of mask-making
- creating plans to communicate significant aspect of a culture of choice
- experiment with elements and principles of art
- learn about the elements of the art form including:
  a) sensory qualities-line, shape, texture, colour
  b) formal qualities-pattern, balance, centre of interest
  c) expressive qualities- how masks are used to create moods/feelings
  d) technical qualities- how masks are made

**Equipment required:**
- papier mache / plasters
- plaster bandages – fabric scrolls
- base masks
- clays
- decorating materials
- wires
- paints – acrylic
- glues
- Varnish/sealant
Term 3: Portraits

This term we will be drawing portraits and focusing on producing work that uses continuous line. You will be using a range of materials from ink and nib, coloured pencil and watercolour paint. Our focus artist will be Del Kathryn Barton, Egon Schiele and Gustav Klimt.

Equipment required:
- drawing materials – charcoals, specialized pencils, pastels, oil pastels, chalks
- pen and inks
- Magazines / text / picture sources
- Papers – watercolour, cartridge
- Boards – canvas, slate
- Background mounting card - black

Term 4: Street Art

Focus will be on the history of street art, beginning with paintings on cave walls. Students will look at the different forms and centrally on the messages they convey. Students will be required to submit a proposal for their final piece of assessment in this genre. This negotiated piece may take many forms. For example:
- Wearable art – clothing, t-shirts, shoes
- Skateboards
- Graffiti – wall / cement walk

Equipment required:
- Dependent on negotiated piece

Subject Levies for Art: $98, as below
- paint – acrylic, block, watercolour, inks $30
- charcoals, specialized pencils, pastels, oil pastels, chalks $25
- boards – canvas, slate $23
- clays $10
- Other consumable (eg pens, inks, glue, art paper) $10

Business

Students undertaking this subject will be eligible for a Certificate I in Business. This certificate will be offered in partnership with Burnett State College. (See appendix 1 for further information on the partnership with Burnett State College). The students will complete 6 units of competency including:
- Operate PC’s
- Keyboarding skills
- Communication
- Business equipment and resources
- Workplace Health & Safety
- Organise and complete daily work activities.
Subject Levies for Business: $75, as below
This is paid directly to Burnett State College for the use of the resources and administration costs processing the certificate.
This is made up of a one off payment of $15 Administration fees and $10 per competency resource fees for the 6 units of competency for the certificate.)

Hospitality:
This is a school-based Hospitality Course which will provide excellent preparation for Hospitality Certificate 11 in the future.
Hospitality is concerned with providing food and beverages as well as service in cafes, restaurants, food halls, motels, hotels and entertainment places, to meet the needs of customers while they are away from home. Aspects of the course will investigate possible career paths in the Hospitality industry.
Students will also cover other aspects of the industry such as cleaning and maintaining kitchen premises, hygiene procedures, preparing sandwiches both hot and cold, preparing and serving non-alcoholic beverages e.g. smoothies and coffees, and learn about important Workplace Health and Safety Procedures.

Subject Levies for Hospitality: -
$25.00 for classroom stock of basic kitchen ingredients (flour, sugar, spices, butter, etc).
Please NOTE
Other required ingredients for practical dishes must be purchased individually when advised

Information Technology
Information Technology (IT) is a subject based on developing students’ ability to use IT as a form of communication and to solve problems.
This will extend students’ abilities to use word processing, spread-sheeting, databases and publishing software.
Students will also consider the ethical issues involved with the use of technology.

Industrial Technology & Design (ITD)
This program is designed for Year 9 and 10 students even if they are just starting out in Industrial Technology and Design.
It aims to develop interest and the basic skills for ITD and an understanding of the processes used to shape the materials.
This program is also designed to develop work attitudes, safe work practices and pride in their individual work. The ability for students to gain the basic skills and knowledge in ITD may assist them in general life skills.
The program of work will provide the student with a useful object that may be used either at home or at school, therefore encouraging the student to determine the level of craftsmanship required for that particular item. The knowledge gained within this program may also assist the student in their preparation for Vocational Training as well as improving their life skills. The program provides the student with the opportunity to take ownership of their own learning and skill development.
### Year 9 Subject Levies for ITD

- $180, as below
  - Consumables (sand paper, glue, nails, screws, etc) $60
  - Assignment (design project) $20
  - Instrument case $20
  - CO2 dragster $20
  - Carry all $20
  - Engineers square $20
  - Footstool $20

### Year 10 Subject Levies for ITD

- $190, as below
  - Consumables (sand paper, glue, nails, screws, etc) $40
  - Assignment (design project) $40
  - Camping chair $35
  - Magazine table $35
  - Step ladder $40

### Music

Students will progress through a series of units designed to build musical skills. Units covered will include basic elements of music, music of other cultures, classical music and popular music styles including the study of film music and the music recording industry. Students will learn practical skills on the keyboard, guitar, percussion and voice and are expected to perform at least twice a year at the Musical Gala Evening in August and the School Carols Night in December.

Students who have not studied music previously should discuss enrolment with the teacher prior to choosing music as a subject of study.

**Assessment:**

Assessment tasks may include written exams and assignments, performances on a variety of instruments in small and large ensembles, compositions ranging from traditional string quartets to popular song writing.

### Subject Levies for Music

- $35, as below
  - Consumables: manuscript paper, pencils, erasers, fine-tip black pens, blank CDs $15
  - Theory workbook $20

### Physical Recreation

**Health & Physical Education (HPE)**

HPE is a two-year course offered to students in Years 9 and 10.

The subject will involve a wide range of physical pursuits including archery, canoeing, camping, bushcraft as well as some more mainstream sporting activities. Throughout the course the students will also be given the opportunity to achieve their First Aid Certificate and CPR accreditation.

Although this subject isn’t exclusively for students wishing to take senior physical education in years 11 and 12, there will be a strong focus on preparing these students for the rigor of the subject.

HPE is open to all students, although there is an understanding that they must be prepared to participate in all physical and theoretical components of the course.
<table>
<thead>
<tr>
<th>Term</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Beach Volleyball and water polo</td>
</tr>
<tr>
<td>Term 2</td>
<td>Archery and badminton</td>
</tr>
<tr>
<td>Term 3</td>
<td>AFL and Union</td>
</tr>
<tr>
<td>Term 4</td>
<td>Canoeing and water safety</td>
</tr>
</tbody>
</table>

**Subject levies for Physical Recreation:** $75, as below
- $50 First Aid and CPR
- $25 Travel (Canoeing and pool)
This has been written to provide students, parents and caregivers with important information about the vocational education and training (VET) qualifications offered at Burnett State College.

The information provided represents the key points of various VET policies and procedures developed by this College. A copy of the VET Quality Manual outlining the College’s VET policies and procedures can be obtained via the VETC if you wish further clarification on any of this content.

All of the VET courses offered by this College 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 successfully completed where the full qualification is not completed). This certificate/statement of attainment will be recognised in all eight states/territories in Australia.

Information pertaining to the qualification/s of interest or accredited course can be sourced from the following pages in this booklet. Burnett State College will ensure it will have the appropriate human and physical resources to deliver and assess any course currently on the College’s scope of registration. If the College loses access to these resources, the College will provide students with alternative opportunities to complete the course and the related qualification.


The College charges a VET Administration Fee which is payable by students who are undertaking Certificate I or II instruction in any vocational training area. This is a flat annual fee that is incurred regardless of the number of qualifications the student undertakes.

Students who enrol past the commencement of the school year will be charged student fees at a pro-rate basis for the duration of the school year.

The College operates on a no refund policy for the VET Administration Fee with the exception of those students who withdraw their enrolment prior to the third week of instruction.

Burnett State College will establish the needs of their students, and deliver services to meet their individual needs where applicable. All students at this College will have involvement with some or all of the following processes, designed to establish their educational needs:

- SET plans
- subject selection processes
- career guidance services
Students have access to a wide range of support, welfare and guidance services at this College, including:

- VET teachers
- Head of Departments
- Subject Area Coordinators
- Career Counsellor/Guidance Officer
- VET Coordinator
- Deputy Principal
- Principal
- Learning Support teachers

In order to be successful in gaining competency, students must demonstrate consistent application of knowledge and skill to the standard of performance required in the workplace. Students must be able to transfer and apply skills and knowledge to new situations and environments.

In most subjects assessment tasks are completed a number of times throughout the year. Results for each assessment item will be marked on a student profile sheet (or similar document) using terms such as Satisfactory or Unsatisfactory, or working towards competence. This assists students to become competent as their skills improve.

Final records of assessment of competencies will be awarded as either:

- **C** for Competent
- **NYC** for Not Yet Competent

Complaints and appeals are managed by the College in a fair, efficient and effective manner. The College will create an environment where student’s views are valued. Complaints arise when a student is dissatisfied with an aspect of the school RTO’s services, and requires action to be taken to resolve the matter. Appeals arise when a student is not satisfied with a decision that the school RTO has made.

All VET students have access to a procedure that gives RPL or Credit transfer at this College.

**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.

**Credit transfer**

Refers to the granting of credit to students of 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 or another institution or training organisation.

If you wish further clarification on any of this content, contact the VET Coordinator at the College.
**Subject Type:** VET  
**Duration:** One Year

**Qualification Description:**

This qualification prepares students to perform routine business tasks and demonstrate fundamental operational knowledge working under direct supervision. Job roles include administration assistant, receptionist and office junior.

**Entry Requirements:** There are no entry requirements for this course.

**Qualification Packaging Rules:** Total Units = 6 (1 core unit and 5 elective units)

**Core unit**

- BSBWHS201A Contribute to health and safety of self and others

**Elective units**

- BSBADM101A Use Business Equipment and Resources
- BSBWOR202A Organise and complete daily work activities
- BSBITU102A Develop Keyboard Skills
- BSBITU101A Operate a Personal Computer
- BSBCM101A Apply Basic Communication Skills

**Learning Experiences:**

A range of teaching and learning strategies will be used to deliver the competencies. These may include: folios of work, in-class tests, scenario based activities, internet activities, simulated workplace activities and integrated projects.

**Assessment Outline:**

Assessment is competency based and therefore no levels of achievement are awarded. Assessment for this qualification is continuous and units of competence have been clustered into groups and assessed this way.

**Pathways:**

After achieving this qualification candidates may undertake:

- BSB20112 Certificate II in Business.

**Fees:**

Students, through their school fees, have access to the photocopied class materials, internet, email facilities, required texts, software and hardware.