Queensland Pathways State College
Vocational Education and Training (VET)
RTO Code 45297

What is VET?

Vocational Education and Training (VET) is “education and training for work” and part of a broader educational network in Australia that includes schools, universities and adult and community education. Queensland Pathways State College is a registered training organization (RTO 45297) and delivers Certificate Courses which are nationally registered.

Queensland Pathways State College is committed to completing the outlined training and assessment once students have started study in their qualification/s or course/s from the course start date, and are meeting all of their student responsibilities. Where relevant, in the event of losing a specialist trainer, and the school as RTO 45297 is unable to obtain a suitable replacement, Queensland Pathways State College 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 school will gain a written agreement for a change of subject/course from the student and parent.
Qualifications delivered by Queensland Pathways State College RTO 45297 are one year duration. The school as RTO 45297 guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and VET information provided in the student induction booklet. Students successfully achieving all qualification requirements will be provided with a qualification and record of results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. The school RTO 45297 does not guarantee that a learner will obtain a qualification or statement of attainment by studying at Queensland Pathways State College.

**Vocational Qualifications and Fees**
Queensland Pathways State College is a Registered Training Organisation (RTO 45297.) We do not charge fees for service, meaning VET qualifications are fee free.

**External Providers**
Queensland Pathways State College has a Memorandum of Understanding and/or Licence Agreement with several external RTO’s including:
- Axiom College
- TAFE
- Youthplus

Fees for accessing VET qualifications through these external providers vary.
- VET qualifications under “fee for service” are not dependent on government funding. A small fee is charged by the RTO to students enrolling in the qualification.
- VET qualifications that are “VETis funding” are subsidised through the VET investment budget. These qualifications usually have no cost to students for the first qualification as it is fully government subsided. Additional qualifications usually incur a fee which can be the full cost of a VET qualification.

**About School-Based Apprenticeships and Traineeships**
As a school-based apprentice or trainee, you can:
- work for an employer (and get paid!)
- train towards a nationally recognised qualification
- complete your secondary school studies

You can combine a school-based apprenticeship or traineeship with studying for your Queensland Certificate of Education and/or ATAR.
Please note: You and your employer must seek permission and support from the school before starting.

How SATs work
There are two main differences between a school-based apprentice and a school-based trainee.

- A school-based apprentice is trained in a skilled trade and upon successful completion will become a qualified tradesperson. Trades include electrical, plumbing, cabinet making and automotive, just to name a few.
- School-based trainees are trained in a vocational area, such as office administration, information technology and hospitality, and upon completion will receive a minimum of a Certificate II in the chosen vocational area.

To be considered school-based, the training and/or employment must impact on the student's school timetable.

It is important to realise that a SAT will most likely require you to work during the school holidays and over the Christmas holidays. Students interested in SATs should see the Head of Department.

The school will monitor your engagement with the SAT. You will need to advise the school if you decide to terminate your contract with your employer.

Unique Student Identifier (USI)
The Australian Government requires all students studying Vocational Education and Training (VET) to have a Unique Student Identifier (USI). This includes students who are studying VET in Schools. There is no cost to the student.

The USI allows students to access their enrolment and achievement record for all VET learning online. Students should record their USI and keep it handy and in a safe place.

Registered Training Organisations (RTO) must have a valid USI for a student before issuing a qualification or statement of attainment. This includes school RTOs.

Further information on the USI can be accessed at:
Australian Qualifications Framework

The Australian Qualifications Framework (AQF) provides a comprehensive, nationally consistent yet flexible framework for all qualifications in post-compulsory education and training. The Framework was introduced Australia wide on 1 January 1995.

The AQF comprises twelve national qualifications issued in the secondary schools sector, in the vocational education and training sector (TAFE and registered private providers) and in the higher education sector (mainly universities).

Qualifications by Sector of Accreditation

<table>
<thead>
<tr>
<th>SCHOOLS SECTOR ACCREDITATION</th>
<th>VOCATIONAL EDUCATION &amp; TRAINING SECTOR ACCREDITATION</th>
<th>HIGHER EDUCATION SECTOR ACCREDITATION</th>
</tr>
</thead>
</table>
| Senior Secondary Queensland Certificate of Education (QCE) | Vocational Graduate Diploma  
Vocational Graduate Certificate  
Advanced Diploma  
Diploma  
Certificate IV  
Certificate III  
Certificate II | Doctoral Degree  
Masters Degree  
Graduate Diploma  
Graduate Certificate  
Bachelor Degree  
Associate Degree  
Advanced Diploma  
Diploma |

For further explanation refer to AQF Website www.aqf.edu.au

Flexible Education and Training Pathways

The AQF is a system of rational interconnections which remove traditional barriers between education sectors by creating a pathways concept to education.

The AQF supports efficient continuous learning and the elimination of wasteful repetition of learning by promoting:

- The articulation of education and training programs – programs designed so that they interconnect in a variety of logical ways, across schools, TAFE, adult education centres and university, across fields of study and across qualifications levels.
- Credit transfer arrangements – official credits granted towards qualifications through formal arrangements at institutional level.
Recognition of Prior Learning (RPL) – credits granted towards qualifications through assessment of an individual’s knowledge and skills gained through training, work and life experience.

Specific courses and qualifications at Queensland Pathways State College (RTO 45297)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Qualification Title</th>
<th>QCE Points on Full Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSK20113</td>
<td>Certificate II in Skills for Work and Vocational Pathways</td>
<td>4</td>
</tr>
<tr>
<td>10626NAT</td>
<td>Certificate I in Functional Literacy</td>
<td>2</td>
</tr>
<tr>
<td>10674NAT</td>
<td>Certificate II in Functional Literacy</td>
<td>4</td>
</tr>
<tr>
<td>22236VIC</td>
<td>Certificate I in General Education for Adults</td>
<td>Not offered at time of advertising</td>
</tr>
<tr>
<td></td>
<td>To be reviewed as 22472VIC</td>
<td></td>
</tr>
<tr>
<td>22473VIC</td>
<td>Certificate II in General Education for Adults</td>
<td>4</td>
</tr>
</tbody>
</table>

FSK20113 CERTIFICATE II in SKILLS FOR WORK and VOCATIONAL PATHWAYS
VET RTO – Queensland Pathways State College 45297
Qualification Description
This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. It is suitable for individuals who require:
  - A pathway to employment or vocational training
  - Reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3
  - Entry level digital literacy and employability skills
  - A vocational training and employment plan
Nominal Duration: 220 Hours

Entry Requirements
USI Number

Qualification Packaging Rules
14 units to be completed = 8 Core Units + 6 Electives

<table>
<thead>
<tr>
<th>Unit of Competency Code</th>
<th>Unit of Competency Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSKDIG03</td>
<td>Use digital technology for routine workplace tasks</td>
<td>Core</td>
</tr>
<tr>
<td>FSKLRG09</td>
<td>Use strategies to respond to routine workplace problems</td>
<td>Core</td>
</tr>
<tr>
<td>FSKLRG11</td>
<td>Use routine strategies for work related learning</td>
<td>Core</td>
</tr>
<tr>
<td>FSKNUM14</td>
<td>Calculate with whole numbers and familiar fractions, decimals and percentages for work</td>
<td>Core</td>
</tr>
<tr>
<td>FSKNUM15</td>
<td>Estimate, measure and calculate routine metric measurements for work</td>
<td>Core</td>
</tr>
<tr>
<td>FSKOCM07</td>
<td>Interact effectively with others at work</td>
<td>Core</td>
</tr>
<tr>
<td>FSKRDG10</td>
<td>Read and respond to routine workplace information</td>
<td>Core</td>
</tr>
<tr>
<td>FSKWTG0</td>
<td>Write routine workplace texts</td>
<td>Core</td>
</tr>
<tr>
<td>BSBCMM201</td>
<td>Communicate in the workplace</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBLED101</td>
<td>Plan skills development</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBIND201</td>
<td>Work effectively in a business environment</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBCMM101</td>
<td>Apply basic communication skills</td>
<td>Elective</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
<td>Elective</td>
</tr>
</tbody>
</table>
Learning Experiences
Flexible learning will be undertaken through a combination of modes of delivery appropriate to the units of competency in the qualification.

Assessment
Assessment is competency based and therefore no levels of achievement are awarded. Evidence gathering for this qualification is continuous and units of competency have been clustered and assessed this way. Evidence gathering methods include observation, portfolios, questioning and feedback from trainers and assessors.

Pathways
Participants who complete Certificate II in Skills for Work and Vocational Pathways will be eligible to be granted RPL or credit transfer when seeking recognition towards the full or partial achievement of Training Package qualifications or other accredited courses where the units are included in the packaging rules.

Fees
There are no additional fees for this qualification including no material costs. All costs are met under the Queensland Pathways State College Student Resource Scheme.

Further Information, Complaints and Appeals
For further information or for any complaints and appeals contact the RTO Manager Jude Di Giacomo jdigi1@eq.edu.au

10626NAT Certificate I in Functional Literacy (Version 1 May 2017)
VET RTO – Queensland Pathways State College 45297

Qualification Description
This course is intended to provide participants with the following general education outcomes:
- Communication
- Teamwork
- Problem Solving
- Initiative
- Planning & Organising
- Self-Management
- Learning

On successful completion of the course the young person should be able to:
- Develop and document, with support, a Student Education and Training Plan or similar document
- Set personal short term goals
- Read, interpret and comprehend information in a narrow range of familiar areas
- Write simple texts
- Participate in effective oral communication with other individuals
- Use appropriate communication technology for reading, writing and oral communication

The course will provide young people with:
- Basic fundamental knowledge and understanding in a narrow area of work and learning
- Basic skills to participate in everyday life and further learning, and pathways to entry level employment
- Cognitive and communication skills to receive, pass on and recall information in a narrow range of areas

**Nominal Duration: Minimum 190 Hours (up to 220 hours)**

**Entry Requirements**
USI Number

**Qualification Packaging Rules**
To achieve the Certificate I in Functional Literacy the learner must complete six core units. There are no elective units for the qualification.

<table>
<thead>
<tr>
<th>Unit of Competency Code</th>
<th>Unit of Competency Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMM101</td>
<td>Apply basic communication skills</td>
<td>Core</td>
</tr>
<tr>
<td>LITRDG001</td>
<td>Interpret and read basic text documents</td>
<td>Core</td>
</tr>
<tr>
<td>LITWRT002</td>
<td>Write to communicate</td>
<td>Core</td>
</tr>
<tr>
<td>LITLARN003</td>
<td>Set personal goals and learning pathways</td>
<td>Core</td>
</tr>
<tr>
<td>LITCOM004</td>
<td>Apply speaking and listening skills for effective communication</td>
<td>Core</td>
</tr>
<tr>
<td>ICTICT101</td>
<td>Operate a personal computer is from the Information and Communications</td>
<td>Core</td>
</tr>
</tbody>
</table>
**Learning Experiences**
Flexible learning will be undertaken through a combination of modes of delivery appropriate to the units of competency in the qualification, but will be primarily face-to-face.

**Assessment**
Assessment is competency based and therefore no levels of achievement are awarded. Evidence gathering for this qualification is continuous and units of competency have been clustered and assessed this way. Evidence gathering methods include writing, reading, observation, questioning and feedback from trainers and assessors.

**Pathways**
The Certificate I in Functional Literacy provides the foundation level skills to progress to the Certificate II Functional Literacy, the skills also enable learners to engage in other Certificate I or II Courses.

**Fees**
There are no additional fees for this qualification including no material costs. All costs are met under the Queensland Pathways State College Student Resource Scheme.

**Further Information, Complaints and Appeals**
For further information or for any complaints and appeals contact the RTO Manager Jude Di Giacomo jdigi1@eq.edu.au

---

**10674NAT Certificate II in Functional Literacy (Version 1 September 2017)**

**VET RTO – Queensland Pathways State College 45297**

**Qualification Description**
This course is intended to provide participants with the following general education outcomes:

- Develop general literacy skills (reading, writing and oral communication) to enable young people to function in the community
- Develop digital literacy skills in order to use technology to assist with daily activities in everyday life
- Set personal short and long term goals in relation to learning and engaging with the community
- Prepare for participating positively in society
- Gain literacy and learning skills to enable young people to progress on to a range of other vocational qualifications and into entry level jobs.
This course aims to develop a skill set in reading, writing and oral communication as well as developing the ability to prioritise and set goals in order for young people to participate in the community and develop future learning (and potentially employment) pathways.

**Nominal Duration:** Up to 390 hours

**Entry Requirements**

USI Number

**Qualification Packaging Rules**

to achieve the qualification Certificate II in Functional Literacy the learner must complete nine core units. There are no elective units for this qualification.

<table>
<thead>
<tr>
<th>Unit of Competency Code</th>
<th>Unit of Competency Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>LITRDG201</td>
<td>Interpret and comprehend text documents</td>
<td>Core</td>
</tr>
<tr>
<td>LITWRT202</td>
<td>Apply written communication skills</td>
<td>Core</td>
</tr>
<tr>
<td>LITLRN203</td>
<td>Design personal goals and negotiate learning pathways</td>
<td>Core</td>
</tr>
<tr>
<td>LITCOM204</td>
<td>Participate in oral communication</td>
<td>Core</td>
</tr>
<tr>
<td>LITADM205</td>
<td>Apply planning and organisational skills to achieve short and medium term goals</td>
<td>Core</td>
</tr>
<tr>
<td>ICTICT101</td>
<td>Operate a personal computer is from the Information and Communications Technology Training Package</td>
<td>Core</td>
</tr>
<tr>
<td>ICTICT102</td>
<td>Operate word processing applications is from the Information and Communications Technology Training Package</td>
<td>Core</td>
</tr>
<tr>
<td>ICTICT108</td>
<td>Use digital literacy skills to access the internet is from the Information and Communications Technology Training Package</td>
<td>Core</td>
</tr>
<tr>
<td>FSKLRG07</td>
<td>Use strategies to identify job opportunities is from the Foundation Skills Training Package administered by the Commonwealth of Australia.</td>
<td>Core</td>
</tr>
</tbody>
</table>
Learning Experiences
Flexible learning will be undertaken through a combination of modes of delivery appropriate to the units of competency in the qualification, but will be primarily face-to-face.

Assessment
Assessment is competency based and therefore no levels of achievement are awarded. Evidence gathering for this qualification is continuous and units of competency have been clustered and assessed this way. Evidence gathering methods include writing, reading, observation, questioning and feedback from trainers and assessors.

Pathways
Upon completion of this qualification, learners may continue on to enrol in any other AQF Certificate II level qualification (or possibly AQF Certificate III level) that they may now have the literacy skills to undertake.

This course focuses on educational and community outcomes. As such, it is anticipated that by developing literacy skills learners will have access to a

Fees
There are no additional fees for this qualification including no material costs. All costs are met under the Queensland Pathways State College Student Resource Scheme.

Further Information, Complaints and Appeals
For further information or for any complaints and appeals contact the RTO Manager Jude Di Giacomo j digi1@eq.edu.au

22473VIC Certificate II in General Education for Adults
VET RTO – Queensland Pathways State College 45297

Qualification Description
The 22473VIC Certificate II in General Education for Adults replaces and is equivalent to the 22237VIC Certificate II in General Education for Adults. There can be no new enrolments in the 22237VIC after 30 June 2018.

Certificate II in General Education for Adults outcomes focus on the development of literacy skills to create and engage with a range of familiar and unfamiliar complex texts types. The focus is on interpreting and creating a range of structurally intricate paper based and web based text types which may include some specialisation and to apply knowledge of everyday and formal numeracy in a range of contexts. Outcomes also focus on the skills and knowledge to conduct a project and to investigate pathways and develop, implement and review a learning plan.

Nominal Duration: Up to 340 – 440 hours
Entry Requirements
USI Number

Qualification Packaging Rules
To be eligible for the award of the 22473VIC Certificate II in General Education for Adults, learners must successfully complete a total of 11 units comprising, 8 core units and 3 elective units:
Core – 2 units
Core Skills Reading and Oracy – 2 units
Core Skills Writing – 2 units
Core Skills Numeracy and Mathematics – 2 units
Special Interest electives – 3 units which can be selected from:
• units listed in the Special Interest Electives, which have not previously been completed, and/or
• Core Skills Reading & Oracy, Writing and Numeracy & Mathematics units from the 22473VIC Certificate II in General Education for Adults, or the 22472VIC Certificate I in General Education for Adults or the 22474VIC Certificate III in General Education for Adults, which have not previously been completed, and/or
• units/modules which are first packaged in AQF level 2 or 3 qualifications in nationally endorsed training packages or accredited curriculum.

<table>
<thead>
<tr>
<th>Unit of Competency Code</th>
<th>Unit of Competency Title</th>
<th>Core/Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU22411</td>
<td>Research pathways and produce a learning plan and portfolio</td>
<td>Core</td>
</tr>
<tr>
<td>VU22412</td>
<td>Implement and review a project</td>
<td>Core</td>
</tr>
<tr>
<td>VU22422</td>
<td>Investigate and interpret shapes and measurements and related formulae</td>
<td>Core</td>
</tr>
<tr>
<td>VU22423</td>
<td>Investigate numerical and statistical information</td>
<td>Core</td>
</tr>
<tr>
<td>VU22414</td>
<td>Engage with a range of complex texts for learning purposes</td>
<td>Core</td>
</tr>
<tr>
<td>VU22419</td>
<td>Create a range of complex texts for learning purposes</td>
<td>Core</td>
</tr>
<tr>
<td>VU22413</td>
<td>Engage with a range of complex texts for personal purposes</td>
<td>Core</td>
</tr>
<tr>
<td>VU22421</td>
<td>Create a range of complex texts to participate in the community</td>
<td>Core</td>
</tr>
<tr>
<td>Code</td>
<td>Course Description</td>
<td>Type</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed documents</td>
<td>Elective</td>
</tr>
<tr>
<td>ICTICT106</td>
<td>Operate presentation packages</td>
<td>Elective</td>
</tr>
<tr>
<td>VU22428</td>
<td>Investigate Indigenous history</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**Learning Experiences**
Flexible learning will be undertaken through a combination of modes of delivery appropriate to the units of competency in the qualification.

**Assessment**
Assessment is competency based and therefore no levels of achievement are awarded. Evidence gathering for this qualification is continuous and units of competency have been clustered and assessed this way. Evidence gathering methods include writing, reading, literacy and numeracy based tasks, observation, questioning and feedback from trainers and assessors.

**Pathways**
Upon completion of this qualification, learners may continue on to enrol in any other AQF Certificate II level qualification (or possibly AQF Certificate III level) that they may now have the literacy skills to undertake.

This course focuses on educational and community outcomes. As such, it is anticipated that by developing literacy skills learners will have access to a

**Fees**
There are no additional fees for this qualification including no material costs. All costs are met under the Queensland Pathways State College Student Resource Scheme.

**Further Information, Complaints and Appeals**
For further information or for any complaints and appeals contact the RTO Manager Jude Di Giacomo idigi1@eq.edu.au