**Certificate (insert course title)**

**(Location/Host - insert)**

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| Course Title | Certificate III in XXX |
| Short Title |   |
| Course Code |   |
| Trade Training Centre | *Yes or No* |
| Program | *Eg Sport, Fitness and Recreation Industries* |
| Host | *Eg Northern Adelaide Senior College* |
| RTO name and National Training Provider Number |  |
| Location(s) | *Eg Site name and street adress* |
| Location Notes | *Eg Location within the site…Building G, Room 12, then Workshop X* |
| Sessions | *How many sessions, frequency, day, time and commencement date. Refer to the orientation session below and whether it counts as one of the sessions.****Eg 33*** weekly sessions on***Tuesdays*** from ***09:00 until 15:00***. Commencement date ***is February 14th, 2017 [NB orientation session on February 7th is compulsory – see below, and counts as one of the 33 sessions]*** |
| Session Notes |  *[NB All courses MUST conclude by* ***November 25th, 2016****and exclude school holiday breaks or public holidays]* |
| Competencies | *MUST include competency title, code AND nominal hours* |
| Competency Notes | *Insert anything pertinent to enable good decision making,* *eg With the addition of two competencies, a dual qualification may be achieved.* *Or Training Package/Qualification will be updated in 2015 so these competencies may change*  |
| Description | *The course descriptor plays an important role in assisting our NASSSA students and families, to interpret course information.**It should include:**What they will be doing in the course eg** 1. *Technical skills learnt (to a standard of performance expected in a workplace)* ***eg*** *learning to solder* ***or*** *learning to prepare food for young children* ***or*** *learning to use hand and power tools (can be multiple examples – better to provide plenty of information here!)*
	2. *Employability skills* ***eg*** *you will need to work with others or in teams, as well as on your own; or you will need to feel comfortable talking to a range of different people (communication) whilst doing your work and standing for extended periods of time; [NB the skills include Communication, Teamwork, Problem solving, Initiative and enterprise, Planning and organising, Self-management, Learning, Technology]*
	3. *Capabilities students need to come with* ***eg*** *strong numeracy and science (physics) skills and enjoyment of these subjects* ***or*** *enjoyment of outdoors and preparedness to work in all weather conditions*
	4. *Proportion of theory to practical* ***eg*** *this course has 30% practical activity and 70 % theory* ***or*** *60% practical and 40% theory*
	5. *Description of possible assessment tasks* ***eg*** *Students will be required to**keep a folio of evidence in the form of photographs of them using skills learnt* ***or*** *a theory workbook is required for each competency in the course* ***or*** *some competencies will require students to complete a theory test* ***or*** *a detailed logbook will be required to be completed during the compulsory work placements*
	6. *Expectations* ***eg*** *students will be required to wear the provided uniform during the course*

*Putting this all in “student friendly language” is very advisable, as is de-bunking misconceptions and promoting the most engaging aspects* ***eg*** *Although students do get to try the food that they make, they need to remember that they are cooking to learn, not to feed themselves*  |
| Pathways | *Include a range of possible career pathways – you can include other course pathways, but you must include careers related to the training…you can stipulate things like “with further training” or “further training then entry to university, could lead to…”* |
| Prerequisites | *Eg is there a subject which is required before beginning this course* |
| Requirements | *eg students required to bring exercise book and a pen to every session OR all students are required to arrange their own DCSI Child Related Clearance etc* |
| Selection Process | *Eg Possible interview and/or written task* |
| Orientation Details | *When, where etc Eg This will be an all-day session on February 3rd, 2015, beginning at NASC at 9am and then moving to the Aquadome to familiarise with the venue, finishing at 3pm* |
| Public Transport | *Eg Train to Elizabeth Interchange, then Bus 655 to Stop 33* |
| Minimum Students | *Insert number* |
| Maximum Students | *Insert number* |
| Length | *Eg one year, one semester* |
| Length Notes | *Eg Year I of 2 years etc* |
| Work Placement | *Insert number of work placement days required – this will appear on the student’s progress reports in WebVET!* |
| Work Placement Notes | *eg The qualification requires compulsory work placement and this is in addition to the training sessions. It may be done during the school holidays* |
| IPP | *This is for schools only* |
| Qualification Type | *Eg Full or Partial* |
| Qualification | *Insert exact Qualification eg Certificate III in Fitness* |
| Qualification Code | *Insert exact code eg SIS30310* |
| Qualification Notes |  |
| SACE Stage | Stage 1 / Stage 2 / Not applicable *[delete whichever is not applicable]– refer to the VET Recognition register at https://www.sace.sa.edu.au/subjects/recognised-learning/recognition-register/vet-recognition-register* |
| SACE Credits | *Eg 65* |
| SACE Notes | *Eg 458 nominal hours* |
| Training Cost (inc GST) | *Insert total training cost in this format: eg $2,010.00* |
| Training Cost Notes | *Indicate here if there is the ability to offer TGSS to appropriate students, after one term or one semester* |
| Additional Costs (inc GST) | *Insert costs like textbooks, PPE which are in addition to the training cost* |
| Additional Costs Notes | *Eg Students will be required to provide their own steel capped boots & wear these in the workshop and at any work placement* |
| Cost Notes |  DECD Non-NASSSA students enrolling will incur a $500.00 additional Administration fee (Full year course – pro rata for semester/term courses). Non-DECD students enrolling will incur a $1,000.00 administration fee. (Full year course – pro rata for semester/term courses) Enrolments for both these groups of students MUST be done through the WebVET Administrator at Paralowie School |
| EDSAS Industry Area *[Schools to complete – select one]* | 🗷 Arts, Entertainment, Sports & Recreation🞎 Automotive🞎 Building & Construction🞎 Community Services, Health & Education🞎 Finance, Banking & Insurance🞎 Food Processing🞎 TCF (Textiles clothing & footwear) & Furnishings🞎 Communications🞎 Engineering & Mining🞎 Primary Industry | 🞎 Process Manufacturing🞎 Sales & Personal Service🞎 Tourism & Hospitality🞎 Transport & Storage🞎 Utilities🞎 Business & Clerical🞎 Computing🞎 Science, Technical & Other🞎 General Education & Training🞎 Protective Services |
| Delivery Method | 🞎 By School🗷 By RTO🞎 By RTO & School🞎 By School Acting As RTO |
| Contact Person Details*[insert the details for the person to contact about the course]* | Name: Phone: Mobile:Email:  |
| Links | *Insert weblink to course information, school or RTO websites* |