**(Insert Qualification eg Certificate III in ??????)**

**(Insert Host Organisation)**

[Do not insert information in fields marked in RED] Add any information required

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| Course Title | Certificate III in ?????? | |
| Short Title |  | |
| Course Code |  | |
| Trade Training Centre | *Yes or No* | |
| Program | *Eg Sport, Fitness and Recreation Industries* | |
| Host Organisation | *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. Courses cannot start before February 1st, 2021* ***Eg 33*** weekly sessions on***Tuesdays*** from ***09:00 until 15:00***. Commencement date ***is February 2nd, 2021*** | |
| Session Notes | [NB All courses MUST conclude by **November 19th, 2021** and exclude school holiday breaks or public holidays] | |
| Competencies | *MUST include competency title, code AND nominal hours* | |
| Competency Notes | **Nominal Hours are used as a reference for SACE. They are not reflective of delivery hours.**  *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 2021 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 DHS Child Related Clearance etc* | |
| Selection Process | *Eg Possible interview and/or written task* | |
| Orientation Details | Note: Course orientation occurs during the first training session | |
| 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* | |
| Qualification Type | *Eg Full or Partial (working towards completion )* | |
| 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 | *Insert fee for service 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. If so include any training ‘gap’ cost as well as the contact details for the person receiving the forms* | |
| Additional Costs | *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 | Department for Education Non-NASSSA students enrolling will incur a $50.00 additional Administration fee (Full year course – pro rata for semester/term courses). Non-Department for Education students enrolling will incur a $500.00 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. | |
| 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* | |