

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

(Insert Host)

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

Course Title	Certificate III in ??????
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 address
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 11th, 2020 [NB orientation session on February 4th is compulsory – see below, and counts as one of the 33 sessions]
Session Notes	[NB All courses MUST conclude by November 20 th , 2020 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 2020 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 <ul style="list-style-type: none"> a. 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!) b. 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] c. 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 d. Proportion of theory to practical eg this course has 30% practical activity and 70 % theory or 60% practical and 40% theory e. 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 f. 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	Note: No Orientation sessions are to occur before the end of week 1, term 1, 2020
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 1 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 (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 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	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 \$250.00 additional Administration fee (Full year course – pro rata for semester/term courses). Non-Department for Education 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.	
EDSAS Industry Area [Schools to complete – select one]	<input checked="" type="checkbox"/> Arts, Entertainment, Sports & Recreation <input type="checkbox"/> Automotive <input type="checkbox"/> Building & Construction <input type="checkbox"/> Community Services, Health & Education <input type="checkbox"/> Finance, Banking & Insurance <input type="checkbox"/> Food Processing <input type="checkbox"/> TCF (Textiles clothing & footwear) & Furnishings <input type="checkbox"/> Communications <input type="checkbox"/> Engineering & Mining <input type="checkbox"/> Primary Industry	<input type="checkbox"/> Process Manufacturing <input type="checkbox"/> Sales & Personal Service <input type="checkbox"/> Tourism & Hospitality <input type="checkbox"/> Transport & Storage <input type="checkbox"/> Utilities <input type="checkbox"/> Business & Clerical <input type="checkbox"/> Computing <input type="checkbox"/> Science, Technical & Other <input type="checkbox"/> General Education & Training <input type="checkbox"/> Protective Services
Delivery Method	<input type="checkbox"/> By School <input checked="" type="checkbox"/> By RTO <input type="checkbox"/> By RTO & School <input type="checkbox"/> 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	