SCHOOLS PROGRAM

Self-marking quizzes

Online courses from $799 per student

Online learning management system for students, teachers, schools

Only $249 per student auspice delivery

Paperless learning and assessment

1300 959 540
foundationeducation.edu.au/schools
RTO 22557
As an educator, you face the daily challenge of balancing a pre-determined curriculum with individual learning styles while channeling the talents of each student into their interest areas and subjects.

Foundation Education is passionate about helping young people embrace their potential. We provide real-life tools and resources that students will need to succeed in an increasingly competitive employment market.

We pride ourselves on service and excellence and have tailored our learning pathway options and delivery resources to suit the needs of schools. Our Schools Program has a higher than average graduation rate nationally, ensuring students can take the first steps on their pathway to lifelong learning and success.

**AUSPICE & ONLINE COURSES**

Full auspice - Auspice available Australia-wide. Western Australia and South Australia only in non-government schools.

Online - Online available Australia-wide. South Australia only in non-government schools.

- BSB20120 Certificate II in Workplace Skills
- BSB30120 Certificate III in Business
- CHC30121 Certificate III in Early Childhood Education and Care
- CHC30221 Certificate III in School Based Education Support

**WHY CHOOSE FOUNDATION EDUCATION?**

- Self-marking quizzes
  - Most of our quizzes are self-marking to reduce Teacher load.

- Dedicated national Schools Team
  - Who provide support for school VET Coordinators, Teachers and Students.

- 1 or 2 year Auspice delivery options
  - Auspice courses are delivered online and submitted through our Learning Management System. Deliver the course on your timetable.

- Large range of online courses
  - Online courses are delivered online and submitted through our Learning Management System. All assessments are marked in-house by our industry qualified assessors for online courses.

**AUSPICE AND ONLINE OPTIONS**

<table>
<thead>
<tr>
<th>Online and Auspice Delivery</th>
<th>Online</th>
<th>Auspice</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB20120 Certificate II in Workplace Skills</td>
<td>$799</td>
<td>$249</td>
</tr>
<tr>
<td>BSB30120 Certificate III in Business</td>
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Online - Online available Australia-wide. South Australia only in non-government schools.

Additional costs

- $999 administration fee charged annually per school for auspice only

WA & NSW nominal hours are based on state guides. All other states nominal hours have been calculated using the Nationally agreed nominal hours.

**DETERMINE VET COURSES TO YOUR STUDENTS ON YOUR TIMETABLE**

- BSB20120 Certificate II in Workplace Skills
- BSB30120 Certificate III in Business
- CHC30121 Certificate III in Early Childhood Education and Care
- CHC30221 Certificate III in School Based Education Support
POSSIBLE JOB TITLES INCLUDE:
- Administrative assistant
- Office receptionist

STUDY PATHWAYS
- BSB30120 Certificate III in Business
- BSB30120 Certificate III in Business (Medical Administration)
- BSB30120 Certificate III in Business (Customer Engagement)

The BSB30120 Certificate III in Business equips you with the knowledge and skills to work productively in a variety of workplace settings. This business course could lead you to a career as a CEO’s personal assistant, an administration officer in a large corporation, or a word processing operator in an office.

STATE REQUIREMENTS*
*WA Work Placement is a mandatory WACE VET course requirement. Completion of 110 hours work placement will provide an additional 2 WACE credits. (Max 6 WACE Credits after completion). Non-completion of the workplace hours would still be credentialled for the AQF VET qualification.

Possible Job Titles Include:
- Administration Officer
- Administrative Assistant
- Customer Service Representative
- Personal Assistant
- Receptionist
- Records Clerk
- Word Processing Operator

### Certificates II in Workplace Skills

**Course Duration:** 12 months or 24 months

**Delivery Modes:**
- Foundation Education offers a variety of delivery options for this course, including:
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  - Online - Online available Australia-wide. South Australia only in non-government schools.

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**Total Number of Units (6 Core Unit & 7 Elective Units)**
- TAS: 13
- VIC: 13
- NT: 13
- SA: 13
- QLD: 13
- WA: 13
- NSW: 13

**Total Nominal Hours:**
- TAS: 545
- VIC: 545
- NT: 545
- SA: 545
- QLD: 545
- WA: 545
- NSW: 545

**Work Placement Hours Required:**
- TAS: 110*
- VIC: 35*
- NT: 70*
- SA: 70
- QLD: 70
- WA: 8
- NSW: 4

**Max Credits Available**
- TAS: 55
- VIC: 55
- NT: 70
- SA: 70
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**Units of Competency**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>TAS</th>
<th>VIC</th>
<th>NT</th>
<th>SA</th>
<th>QLD</th>
<th>WA</th>
<th>NSW</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS211</td>
<td>Contribute to the health and safety of self and others</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>BSBCOM211</td>
<td>Apply communication skills</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>35</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>BSBOPS201</td>
<td>Work effectively in business environments</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>BSBPEF202</td>
<td>Plan and apply time management</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>15</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>BSBUS211</td>
<td>Participate in sustainable work practices</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>30</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>BSBTEC201</td>
<td>Use business software applications</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>55</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>BSBWRT311</td>
<td>Write simple documents</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>BSBFIN302</td>
<td>Maintain financial records</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>55</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>BSBINS302</td>
<td>Organise workplace information</td>
<td>30</td>
<td></td>
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<td>50 50 50 50 50 45 15</td>
</tr>
<tr>
<td>BSBTKW301</td>
<td>Use inclusive work practices</td>
<td>30 30 30 30 30 30 15</td>
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POSSIBLE JOB TITLES INCLUDE:
- Long Day Care Educator
- Kindergarten Assistant
- Childcare Assistant
- Early Childhood Educator

This qualification will provide students with the skills needed to contribute to the management of a learning environment, support the development of literacy, oral and numeracy skills, and work in a variety of education settings. Students will learn how to develop support environments in primary or secondary schools, as defined by State/Territory legislation.

DELIVERY MODES
Foundation Education offers a variety of delivery options for this course, including:
- Full Auspice - Auspice available Australia wide. Western Australia and South Australia only in non-government schools.
- Online - Online available Australia-wide. South Australia only in non-government schools.

STATE REQUIREMENTS*  
*In SA only Early Childhood Education courses may require RAEC training (which may incur an additional cost).

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POSSIBLE JOB TITLES INCLUDE:
- Teacher Aide
- Teachers Assistant
Students to reference our Vet in Schools Handbook. Schools to reference the School Agreement with Foundation Education once onboarding is completed. The information provided is intended only as an introduction and guide to Foundation Education and its range of available products and services. While every endeavour has been made to supply accurate information, changes may apply due to training package requirements. Accordingly, Foundation Education does not accept any liability for consequences which may directly or indirectly result from information contained in this brochure. *$249 per student per course, and an additional $999 per annum administration fee are charged for Auspice delivery. Please enquire for online course delivery prices.