

# SCHOOLS PROGRAM



SELF-MARKING  
QUIZZES

ONLINE  
COURSES  
FROM \$699  
PER  
STUDENT

STUDENT/  
ADMIN PORTALS  
LIVE STUDENT  
PROGRESS/  
REPORTS

ONLY \$99  
PER STUDENT  
AUSPICE  
DELIVERY

PAPERLESS  
LEARNING AND  
ASSESSMENT



# MOTIVATE STUDENTS TO PURSUE THEIR DREAMS

As an educator, you face the daily challenge of balancing a pre-determined curriculum with individual learning styles while channelling 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 rates nationally, ensuring students can take the first steps on their pathway to life long learning and success.



## AUSPICE & ONLINE COURSES

\*Auspice available Australia-wide but only in non-government schools in Western Australia

BSB20115 Certificate II in Business  
BSB30115 Certificate III in Business  
CHC30113 Certificate III in Early  
Childhood Education and Care



## ONLINE COURSES ONLY

CHC30213 Certificate III in Education Support



NATIONALLY RECOGNISED  
TRAINING

# AUSPICE AND ONLINE OPTIONS

Online and Auspice Delivery	Online	Auspice
BSB20115 Certificate II in Business	\$699	\$99
BSB30115 Certificate III in Business	\$699	\$99
CHC30113 Certificate III in Early Childhood Education and Care	\$699	\$99
Online Delivery Only		
CHC30213 Certificate III in Education Support	\$999	N/A

\*Auspice available Australia-wide but only in non-government schools in Western Australia

## Additional costs

\$999 administration fee charged per school, once per year to cover all courses for auspice only

## WHY CHOOSE FOUNDATION EDUCATION?

### Self marking quizzes

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

### No assessment validation for Teachers

All done via our education department.

### Dedicated national Schools Team

Who develop, manage and maintain resources, and provide support for school VET Coordinators, Teachers and Students.

### 1 or 2 year Auspice delivery options

Deliver the courses on your timetable.

### Large range of online courses

No administration fee and no need to requalify your existing staff. All assessments are marked in-house by our industry qualified assessors for all online courses.

## TAILOR MADE LEARNING MANAGEMENT SYSTEM

My eCampus has been developed to provide a single platform for both Teachers and Students to manage all their requirements.

- > Arrange and manage Student cohorts by class and/or group
- > Generate and print reports as often as they are needed
- > Track individual Student's work and assessments
- > Upload additional learning resources and customise their delivery
- > Student and Teacher access, anywhere and anytime
- > Paperless learning and assessment

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

# CERTIFICATE II IN BUSINESS

With a Certificate II in Business, students will gain the skills and knowledge to secure an entry level position in the corporate world where they will effectively contribute to the successful running of a business.

During this course, students will refine their computer operation, business record-keeping, WHS, customer service, communication and document creation skills.

## STUDY PATHWAYS

- BSB30115 Certificate III in Business
- BSB40215 Certificate IV in Business
- BSB50215 Diploma of Business
- BSB30415 Certificate III in Business Administration
- BSB40515 Certificate IV in Business Administration
- BSB50415 Diploma of Business Administration

## POSSIBLE JOB TITLES INCLUDE:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Receptionist
- Office Assistant
- Information Desk Clerk

## COURSE DURATION

12 months or 24 months

## DELIVERY MODES

Foundation Education offers a variety of delivery options for this course, including:

- Full auspice  
\*Auspice available Australia-wide but only in non-government schools in Western Australia
- Online

## STATE REQUIREMENTS

For Western Australia, this qualification meets WACE requirements and students will receive four WACE units of credit upon successful completion.

For Victoria, this qualification meets VCE requirements. Students receive two VCE units of credit at Unit 1 and 2 level and two VCE units of credit at Unit 3 and 4 sequences.

	TAS	VIC	NT	ACT	SA	QLD	WA	NSW
TOTAL NUMBER OF UNITS (1 CORE UNIT & 11 ELECTIVE UNITS)	12	12	12	12	12	12	12	
TOTAL NOMINAL HOURS	340	340	340	340	340	340	270	
CREDITS			NTCET CREDITS 45		SACE CREDITS 45	QCE CREDITS 4		

## UNITS OF COMPETENCY

\*This course is not available for NSW Students.

Code	Description	Hours							
BSBCUS201	Deliver a service to customers	40	40	40	40	40	40	40	
BSBIND201	Work effectively in a business environment	30	30	30	30	30	30	20	
BSBWHS201	Contribute to health and safety of self and others	20	20	20	20	20	20	15	
BSBWOR202	Organise and complete daily work activities	20	20	20	20	20	20	15	
BSBINM201	Process and maintain workplace information	30	30	30	30	30	30	20	
BSBITU211	Produce digital text documents	60	60	60	60	60	60	40	
BSBITU212	Create and use spreadsheets	30	30	30	30	30	30	20	
BSBITU213	Use digital technologies to communicate remotely	20	20	20	20	20	20	20	
BSBWOR204	Use business technology	20	20	20	20	20	20	30	
BSBWOR203	Work effectively with others	15	15	15	15	15	15	20	
BSBINN201	Contribute to workplace innovation	35	35	35	35	35	35	20	
BSBSUS201	Participate in environmentally sustainable work practices	20	20	20	20	20	20	10	

# CERTIFICATE III IN BUSINESS

This course will equip students with essential business skills, enabling them to secure an entry level role in a range of industries.

During this course, students will develop office, computer and business skills, in addition to learning WHS processes, financial record keeping, monitoring and maintenance.

## STUDY PATHWAYS

- BSB40515 Certificate IV in Business
- BSB50215 Diploma of Business
- BSB30415 Certificate III in Business Administration
- BSB50415 Diploma of Business Administration

## POSSIBLE JOB TITLES INCLUDE:

- Clerical Officer
- Customer Service Officer
- Data Entry Operator
- Information Officer
- Payroll Officer
- Word Processing Operator

## COURSE DURATION

12 months or 24 months

## DELIVERY MODES

Foundation Education offers a variety of delivery options for this course, including:

- Full auspice  
\*Auspice available Australia-wide but only in non-government schools in Western Australia
- Online

## STATE REQUIREMENTS

For Western Australia, this qualification meets WACE requirements and students will receive six WACE units of credit upon successful completion.

For Victoria, this qualification meets VCE requirements. Students receive two VCE units of credit at Unit 1 and 2 level and two VCE units of credit at Unit 3 and 4 sequences.

	TAS	VIC	NT	ACT	SA	QLD	WA	NSW
TOTAL NUMBER OF UNITS (1 CORE UNIT & 11 ELECTIVE UNITS)	12	12	12	12	12	12	12	12 (Training package requirements. 7 mandatory & 5 elective-NESA requirement)
TOTAL NOMINAL HOURS	480	480	480	480	480	480	410	245
WORK PLACEMENT HOURS REQUIRED								70 (External to course-NESA requirements)
CREDITS			NTCET CREDITS 55		SACE CREDITS 55	QCE CREDITS 5-8		4 (240) 2 units x 2 years or (240) 4 units x 1 year

## UNITS OF COMPETENCY

Code	Description	Hours							
BSBWOR301	Organise personal work priorities and development	30	30	30	30	30	30	30	0
BSBADM311	Maintain business resources	15	15	15	15	15	15	20	15
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20	20	20	20	20	20	30	15
BSBWRT301	Write simple documents	30	30	30	30	30	30	30	
BSBCUS301	Deliver and monitor a service to customers	35	35	35	35	35	35	40	20
BSBINM301	Organise workplace information	30	30	30	30	30	30	20	20
BSBFLM312	Contribute to team effectiveness	40	40	40	40	40	40	30	
BSBFIA301	Maintain financial records	60	60	60	60	60	60	60	25
BSBCMM301	Process customer complaints	30	30	30	30	30	30	20	20
BSBITU312	Create electronic presentations	20	20	20	20	20	20	20	15
BSBITU306	Design and produce business documents	80	80	80	80	80	80	60	25
BSBITU313	Design and produce digital text documents	90	90	90	90	90	90	50	25
BSBIND201	Work effectively in a business environment								25
BSBINN201	Contribute to workplace innovation								15
BSBSUS401	Implement and monitor environmentally sustainable work practices								25

# CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

This qualification will provide students with the skills needed to work in a variety of education settings.

Students will learn how to support the development of literacy, oral and numeracy skills, and contribute to the management of a learning environment.

## STUDY PATHWAYS

- CHC50113 Diploma in Early Childhood Education and Care
- CHC30213 Certificate III in Education Support
- CHC40213 Certificate IV in Education Support

## POSSIBLE JOB TITLES INCLUDE:

- Early Childhood Educator
- Occasional Care Educator

## COURSE DURATION

12 months or 24 months

## DELIVERY MODES

Foundation Education offers a variety of delivery options for this course, including:

- Full Auspice  
\*Auspice available Australia-wide but only in non-government schools in Western Australia
- Online

## STATE REQUIREMENTS

For Western Australia, this qualification meets WACE requirements and students will receive six WACE units of credit upon successful completion.

	TAS	VIC	NT	ACT	SA	QLD	WA	NSW
TOTAL NUMBER OF UNITS (15 CORE UNITS & 3 ELECTIVE UNITS)	18	18	18	18	18	18	18	18
TOTAL NOMINAL HOURS	848	848	848	848	848	848	760	848
WORK PLACEMENT HOURS REQUIRED	120	120	120	120	120	120	120	120
CREDITS			NTCET CREDITS 115		SACE CREDITS 115	QCE CREDITS 5-8		8 (480) 4 UNITS x 2 YEARS

## UNITS OF COMPETENCY

Code	Description	Hours							
HLTAID004*	Provide an emergency first aid response in an education and care setting	20	20	20	20	20	20	20	20
CHCECE002	Ensure the health and safety of children	63	63	63	63	63	63	50	63
HLTWHS001	Participate in workplace health and safety	20	20	20	20	20	20	30	20
CHCPRT001	Identify and respond to children and young people at risk	40	40	40	40	40	40	30	40
CHCECE007	Develop positive and respectful relationships with children	70	70	70	70	70	70	60	70
CHCECE003	Provide care for children	70	70	70	70	70	70	60	70
CHCECE005	Provide care for babies and toddlers	60	60	60	60	60	60	60	60
CHCECE004	Promote and provide healthy food and drinks	35	35	35	35	35	35	30	35
CHCECE001	Develop cultural competence	70	70	70	70	70	70	70	70
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25	25	25	25	25	25	30	25
CHCECE009	Use an approved learning framework to guide practice	70	70	70	70	70	70	35	70
CHCLEG001	Work legally and ethically	55	55	55	55	55	55	50	55
CHCECE010	Support the holistic development of children in early childhood	70	70	70	70	70	70	60	70
CHCECE011	Provide experiences to support children's play and learning	40	40	40	40	40	40	40	40
CHCECE013	Use information about children to inform practice	40	40	40	40	40	40	35	40
CHCECE006	Support behaviour of children and young people	30	30	30	30	30	30	40	30
CHCDIV001	Work with diverse people	40	40	40	40	40	40	30	40
BSBWOR301	Organise personal work priorities and development	30	30	30	30	30	30	30	30

\*HLTAID004 Provide an emergency first aid response in an education and care setting to be completed with an external provider.

# CERTIFICATE III IN EDUCATION SUPPORT

By completing the Certificate III in Education Support, students will develop the knowledge and skills needed to provide assistance to teachers and students under supervision in public and independent schools and community education settings.

Students will learn how to support the behaviour of children and young people, including students from other cultures and those with disabilities. In addition, students will help implement education programs and contribute to the organisation and management of the classroom while gaining insight into legislative, policy and industrial requirements.

## STUDY PATHWAYS

- CHC40213 Certificate IV in Education Support
- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma in Early Childhood Education and Care

## POSSIBLE JOB TITLES INCLUDE:

- Teacher's Aide
- Support Worker (Community Services)

## COURSE DURATION

12 months or 24 months

## DELIVERY MODE

- Online

## STATE REQUIREMENTS

For Western Australia, This qualification meets WACE requirements and students will receive six WACE units of credit upon completion.

	TAS	VIC	NT	ACT	SA	QLD	WA	NSW
TOTAL NUMBER OF UNITS (12 CORE UNITS & 5 ELECTIVE UNITS)	17	17	17	17	17	17	17	
TOTAL NOMINAL HOURS	638	638	638	638	638	638	595	
WORK PLACEMENT HOURS REQUIRED	100	100	100	100	100	100	100	
CREDITS			NTCET CREDITS 75		SACE CREDITS 75	QCE CREDITS 5-8		

## UNITS OF COMPETENCY

\*This course is not available for NSW Students.

Code	Description	Hours							
HLTAID003*	Provide first aid	18	18	18	18	18	18	20	
CHCEDS001	Comply with legislative, policy and industrial requirements in the education environment	35	35	35	35	35	35	20	
CHCEDS002	Assist implementation of planned educational programs	40	40	40	40	40	40	40	
HLTWHS001	Participate in work health and safety	20	20	20	20	20	20	30	
CHCEDS003	Contribute to student education in all developmental domains	50	50	50	50	50	50	40	
CHCEDS004	Contribute to organisation and management of classroom or centre	30	30	30	30	30	30	30	
CHCEDS005	Support the development of literacy and oral language skills	55	55	55	55	55	55	70	
CHCEDS006	Support the development of numeracy skills	50	50	50	50	50	50	40	
CHCEDS007	Work effectively with students and colleagues	40	40	40	40	40	40	30	
CHCEDS017	Contribute to the health and safety of students	30	30	30	30	30	30	30	
CHCEDS018	Support students with additional needs in the classroom environment	30	30	30	30	30	30	30	
CHCECE006	Support behaviour of children and young people	30	30	30	30	30	30	40	
CHCEDS024	Use educational strategies to support Aboriginal and/or Torres Strait Islander education	55	55	55	55	55	55	45	
CHCEDS025	Facilitate learning for students with disabilities	50	50	50	50	50	50	40	
CHCDIV001	Work with diverse people	40	40	40	40	40	40	30	
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25	25	25	25	25	25	30	
CHCPRT001	Identify and respond to children and young people at risk	40	40	40	40	40	40	30	

\*HLTAID003 Provide first aid to be completed with an external provider.

To find out more contact  
our Schools Consultants  
on 1300 959 540 or visit  
[foundationeducation.edu.au/schools](http://foundationeducation.edu.au/schools)



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