

# 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



[foundationeducation.edu.au/schools](https://foundationeducation.edu.au/schools)

RTO 22557



# 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

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



## BSB30115 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.

### POSSIBLE JOB TITLES INCLUDE:

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

### STUDY PATHWAYS

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

### COURSE DURATION

12 months or 24 months

### DELIVERY MODES

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

- Full auspice
- Online

**TOTAL NUMBER OF UNITS = 12**  
(1 CORE & 11 ELECTIVE - TRAINING PACKAGE REQUIREMENTS. 7 MANDATORY & 5 ELECTIVE - NESA REQUIREMENTS)

**TOTAL INDICATIVE HOURS = 240**

**HSC CREDITS = 4 (240) 2 UNITS X 2 YEARS OR (240) 4 UNITS X 1 YEAR**

**WORK PLACEMENT HOURS = 70**  
(EXTERNAL TO COURSE - NESA REQUIREMENTS)

### UNITS OF COMPETENCY AND INDICATIVE HOURS

Code	Description	Hours
BSBWOR301	Organise personal work priorities and development	20
BSBADM311	Maintain business resources	20
BSBWHS302	Apply knowledge of WHS legislation in the workplace	20
BSBCUS301	Deliver and monitor a service to customers	20
BSBINM301	Organise workplace information	15
BSBFIA301	Maintain financial records	25
BSBITU302	Create electronic presentations	15
BSBITU306	Design and produce business documents	25
BSBSUS401	Implement and monitor environmentally sustainable work practices	25
BSBINN201	Contribute to workplace innovation	15
BSBIND201	Work effectively in a business environment	25
BSBCMM301	Process customer complaints	20

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## CHC30113 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.

### POSSIBLE JOB TITLES INCLUDE:

- Early Childhood Educator
- Occasional Care Educator

### STUDY PATHWAYS

- CHC50113 Diploma in Early Childhood Education and Care
- CHC30213 Certificate III in Education Support
- CHC40213 Certificate IV in Education Support
- CHC51308 Diploma of Education Support

### COURSE DURATION

12 months or 24 months

### DELIVERY MODES

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

- Full auspice
- Online

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**TOTAL INDICATIVE HOURS = 500**

**TOTAL NUMBER OF UNITS = 18  
(15 CORE UNITS & 3 ELECTIVE UNITS)**

**HSC CREDITS = 8 (480) 4 UNITS X 2 YEARS**

**WORK PLACEMENT HOURS REQUIRED = 120**

### UNITS OF COMPETENCY AND NOMINAL HOURS

Code	Description	Hours
HLTAID004*	Provide an emergency first aid response in an education and care setting	20
CHCECE002	Ensure the health and safety of children	40
HLTWHS001	Participate in workplace health and safety	15
CHCPRT001	Identify and respond to children and young people at risk	30
CHCECE007	Develop positive and respectful relationships with children	40
CHCECE003	Provide care for children	40
CHCECE005	Provide care for babies and toddlers	45
CHCECE004	Promote and provide healthy food and drinks	20
CHCECE001	Develop cultural competence	25
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25
CHCECE009	Use an approved learning framework to guide practice	10
CHCLEG001	Work legally and ethically	30
CHCECE010	Support the holistic development of children in early childhood	40
CHCECE011	Provide experiences to support children's play and learning	30
CHCECE013	Use information about children to inform practice	15
CHCECE006	Support behaviour of children and young people	25
CHCDIV001	Work with diverse people	20
BSBWOR301	Organise personal work priorities and development	30

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