

# 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



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     |

| Additional costs  |  |  |
|---|--|--|
| \$999 administration fee charged per school, once per year to cover all courses |  |  |

## 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**



## BSB20115 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.

### POSSIBLE JOB TITLES INCLUDE:

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

### 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

### 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 UNIT & 11 ELECTIVE UNITS)**

**TOTAL NOMINAL HOURS = 340  
NTCET CREDITS = 45**

### UNITS OF COMPETENCY AND NOMINAL HOURS

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

## 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 UNIT & 11 ELECTIVE UNITS)**

**TOTAL NOMINAL HOURS = 480  
NTCET CREDITS = 55**

#### UNITS OF COMPETENCY AND NOMINAL HOURS

| Code      | Description   | Hours |
|-----------|---|-------|
| BSBWOR301 | Organise personal work priorities and development   | 30    |
| BSBADM311 | Maintain business resources                         | 15    |
| BSBWHS302 | Apply knowledge of WHS legislation in the workplace | 20    |
| BSBWRT301 | Write simple documents                              | 30    |
| BSBCUS301 | Deliver and monitor a service to customers          | 35    |
| BSBINM301 | Organise workplace information                      | 30    |
| BSBFLM312 | Contribute to team effectiveness                    | 40    |
| BSBFIA301 | Maintain financial records                          | 60    |
| BSBCMM301 | Process customer complaints                         | 30    |
| BSBITU312 | Create electronic presentations                     | 20    |
| BSBITU306 | Design and produce business documents               | 80    |
| BSBITU313 | Design and produce text documents                   | 90    |

## 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

**TOTAL NOMINAL HOURS = 848**  
**TOTAL NUMBER OF UNITS = 18**  
**(15 CORE UNITS & 3 ELECTIVE UNITS)**  
**WORK PLACEMENT HOURS REQUIRED = 120**  
**NTCET CREDITS = 115**

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



## CHC30213

# 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.

#### POSSIBLE JOB TITLES INCLUDE

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

#### STUDY PATHWAYS

- CHC40213 Certificate IV in Education Support
- CHC51308 Diploma of Education Support
- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma in Early Childhood Education and Care

#### COURSE DURATION

18 months or 24 months

#### DELIVERY MODE

Online

**TOTAL NOMINAL HOURS = 638**  
**TOTAL NUMBER OF UNITS = 17**  
**(12 CORE UNITS & 5 ELECTIVE UNITS)**  
**WORK PLACEMENT HOURS REQUIRED = 100**  
**NTCET CREDITS = 75**

#### UNITS OF COMPETENCY AND NOMINAL HOURS

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

\*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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