

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

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. 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.

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

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. 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.

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

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
BSBCMM311	Process customer complaints	30
BSBITU302	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

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

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



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