

VET in Schools 2018 -19



empower learn succeed

RTO: 50354

Content

VET in Schools Program 2018-19

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Client Testimonials

Client Testimonials

FEC's Reputation is built on...

FEC's Vision and Mission



VET School Programs 2018-19

Dear VET Coordinator,

Fremantle Education Centre (FEC) is a Registered Training Organisation (RTO 50354) delivering a range of Certificate II, III, IV and Diploma Nationally Recognised VET Qualifications to schools across the Perth Metropolitan area and wider WA region.

FEC has been operating as a quality training provider since 1974 to a diverse range of clients.

FEC classes are well organised with highly skilled lecturers. All classes are programmed to suit the individual school needs.

FEC is situated close to all public transport systems in the heart of Fremantle and classes are delivered in Mandurah, Bunbury, Joondalup or in your school (upon request).

FEC prides itself on being a quality provider of vocational training.

FEC has a number of large classrooms. Alternatively we are happy to deliver at your school if you would prefer.

FEC delivers to over 80 schools across the Metropolitan area, Mandurah and Bunbury.

FEC offers a competitive price for all VET in School programs based on total numbers of students in each program. If you would like further information on FEC please email di.watts@fec.org.au

FEC would like to assist you with the planning of your VET programs and we look forward to hearing from you.

Yours sincerely

Di Watts

CEO

Fremantle Education Centre Inc (FEC)



Certificate III in Business

What is the Certificate III in Business?

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Pre Requisites none

Pathways Cert IV and Diploma in Business

Course duration:

The hours for this course are made up of the following:

Face to face lecturing and tuition:	198
Weekly school prep and consolidation:	66
Prep and off-site assignment / project work:	180
Additional holiday tuition: when required	150

Evidence of skills applied in a workplace setting is a component for completion of this qualification. A workplace log book will be issued to you by your Lecturer for sign-off against the required abilities.

Course Content

CORE UNIT

BSBWHS302

Apply knowledge of legislation of WHS legislation in the workplace

ELECTIVE UNITS

BSBBADM311

Maintain business resources

BSBBCMM301

Process customer complaints

BSBCUS301

Deliver and monitor a service to customers

BSBDIV301

Work effectively with diversity

BSBFLM311

Support a workplace learning environment

BSBINN301

Promote innovation in a team environment

BSBITU302

Create electronic presentations

BSBITU304

Produce Spreadsheets

BSBITU306

Design and produce business documents

BSBPRO301

Recommend products and services

BSBWOR301

Organise personal work priorities and development



General Notes:

- All Students (or the school) must supply FEC with their Unique Student Identifier.
- Students are asked to supply a USB for their studies and
- We encourage BYOD to ensure security of their work.



BSB40215

Certificate IV in Business



What is the Certificate IV in Business?

This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Pre Requisites none

Pathways Diploma in Leadership and Management

Course duration:

The hours for this course are made up of the following:

Workplace Learning Requirements:

Face to face lecturing and tuition:	204
Weekly school prep and consolidation:	56
Prep and off-site assignment / project work:	102
Additional holiday tuition: when required	100

Evidence of skills applied in a workplace setting is a component for completion of this qualification.

A workplace log book will be issued to you by your Lecturer for sign-off against the required abilities.

Course Content

CORE UNIT

BSBWHS401

Implement and monitor WHS policies, procedures and programs to meet legislative requirements.

ELECTIVE UNITS

BSBADM405

Organise meetings

BSBADM409

Coordinate business resources

BSBWRT401

Write complex documents

BSBMGT401

Show leadership in the workplace

BSBADM407

Administer projects

BSBINN301

Promote innovation in a team environment

BSBLED401

Develop teams and individuals

BSBMKG413

Promote products and services

BSBCMM401

Make a presentation



General Notes:

- All Students (or the school) must supply FEC with their Unique Student Identifier.
- Students are asked to supply a USB for their studies and
- We encourage BYOD to ensure security of their work.



BSB20215

Certificate II

in Customer Engagement



What is the Certificate II in Customer Engagement?

This qualification reflects the role of individuals who typically work with multiple communication channels, capture data and provide customer service. Typically, individuals in this role work under direct supervision, with limited authority to delegate.

Pre Requisites none

Pathways Cert III in Business

Course duration:

The hours for this course are made up of the following:

Face to face lecturing and tuition:	264
Weekly school prep and consolidation:	88
Prep and off-site assignment / project work:	66
Workplace learning:	60 22
Additional holiday tuition: when required	100

Workplace Learning Requirements:

Evidence of skills applied in the workplace is a component for completion of this qualification. A workplace log book will be issued to you by your Lecturer for your employer/supervisor to sign off against the required abilities.



Course Content

CORE UNIT

BSBCUE203

Conduct Customer Engagement

BSBCUE205

Prepare for work in a customer engagement environment

BSBCMM201

Communicate in the workplace

ELECTIVE UNITS

BSBCMM301

Process customer complaints

BSBCUS201

Deliver a service to customers

BSBITU101

Operate a personal computer

BSBWHS201

Contribute to health and safety of self and others

BSBWOR201

Manage Personal stress in the workplace

BSBWOR203

Work effectively with others

General Notes:

- All Students (or the school) must supply FEC with their Unique Student Identifier.
- Students are asked to supply a USB for their studies and
- We encourage BYOD to ensure security of their work.



CHC20112

Certificate II

in Community Services



What is the Certificate II in Community Services?

With this qualification the candidate may provide assistance and support to clients accessing a service or experiencing issues such as alcohol and/or other drug issues .

Assist people in meeting their immediate needs e.g. by providing shelter and food.

Provide short-term contact with clients in a crisis situation during which time they establish a helping relationship to define the crisis and provide referral information where appropriate. May provide ancillary services such as catering, cleaning, laundry, gardening and home maintenance.

Report directly to a supervisor and are not responsible for other workers.

Pre Requisites none

Pathways Cert III in Community Services

Course duration:

The hours for this course are made up of the following:

Face to face lecturing and tuition:	264
Weekly school prep and consolidation:	88
Prep and off-site assignment / Project work:	66
Workplace learning:	60
	22
Additional holiday tuition: when required	100

Workplace Learning Requirements:

Evidence of skills applied in the workplace is a component for completion of this qualification. A workplace log book will be issued to you by your Lecturer for your employer/supervisor to sign off against the required abilities

Course Content

CORE UNIT

BSBWHS401

Implement and monitor WHS policies, procedures and programs to meet legislative requirements.

ELECTIVE UNITS

BSBADM405

Organise meetings

BSBADM409

Coordinate business resources

BSBWRT401

Write complex documents

BSBMGT401

Show leadership in the workplace

BSBADM407

Administer projects

BSBINN301

Promote innovation in a team environment

BSBLED401

Develop teams and individuals

BSBMKG413

Promote products and services

BSBCMM401

Make a presentation



General Notes:

- All Students (or the school) must supply FEC with their Unique Student Identifier.
- Students are asked to supply a USB for their studies and
- We encourage BYOD to ensure security of their work.



CHC32015

Certificate III

in Community Services



What is the Certificate III in Community Services?

This qualification applies to community work delivered through a broad range of services which provide support to individuals and groups.

This level is appropriate for support workers, case workers and client contact officers.

Pre Requisites none

Pathways Cert IV in Community Services

Course duration:

The hours for this course are made up of the following:

Face to face lecturing and tuition:	221
Prep and off-site assignment / Project work:	170
Portfolio project assessment	50
Plus outside of class hours for completion of written practical assessments and / or collation of resources	30
Additional holiday tuition available	180

Workplace Learning Requirements:

Evidence of skills applied in the workplace is a component for completion of this qualification. A workplace log book will be issued to you by your Lecturer for your employer/supervisor to

Course Content

CORE UNITS

CHCCCS016

Respond to client needs

CHCCOM005

Communicate and work in health or community services

CHCDIV001

Work with diverse people

HLTWHS002

Follow safe work practices for direct client care

HLTWHS006

Manage personal stressors in the work environment

ELECTIVE UNITS

CHCCOM001

Provide first point of contact

CHCPRP001

Develop and maintain networks and collaborative partnerships

CHCCCS015

Provide individualised support

CHCDIV002

Promote Aboriginal and/or Torres Strait Islander cultural safety

CHCPRT001

Identify and respond to children and young people at risk

CHCDIS007

Facilitate the empowerment of people with disability

BSBWOR301

Organise personal work priorities and develop-



General Notes:

- All Students (or the school) must supply FEC with their Unique Student Identifier.
- Students are asked to supply a USB for their studies and
- We encourage BYOD to ensure security of their work.



CHC42015

Certificate IV

in Community Services



What is the Certificate IV in Community Services?

This qualification covers workers who provide a range of services and interventions to clients, and/or who implement community education and interventions which provide support to individuals and groups. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services and workers may have supervisory responsibilities.

Pre Requisites none

Pathways Diploma in Community Services

Course duration:

The hours for this course are made up of the following:

Face to face lecturing and tuition:	221
Prep and off-site assignment / Project work:	170
Portfolio project assessment	50
Plus outside of class hours for completion of written practical assessments and / or collation of resources	30
Additional holiday tuition available	180

Workplace Learning Requirements:

Evidence of skills applied in the workplace is a component for completion of this qualification. A workplace log book will be issued to you by your

Course Content

CORE UNITS

CHCCOM002

Use communication to build relationships

HLTWHS003

Maintain work health and safety

CHCPRP001

Develop and maintain networks and collaborative partnerships

CHCDIV001

Work with Diverse people

CHCLEG001

Work legally and ethically

CHCADV001

Facilitate the interests and rights of clients

CHCCCS004

Assess Co-existing needs

ELECTIVE UNITS

CHCDIS001

Contribute to ongoing skills development

CHCCCS010

Maintain high standard of service

CHCCCS015

Provide individualised support

CHCDIS007

Facilitate the empowerment of people with a disability

CHCPRT001

Identify and respond to children and young people at risk

CHCCCS006

Facilitate individual service planning and delivery

BSBLED401

Develop teams and individuals

BSBMGT401

Show leadership in the workplace



General Notes:

- All Students (or the school) must supply FEC with their Unique Student Identifier.
- Students are asked to supply a USB for their studies and
- We encourage BYOD to ensure security of their work.



CHC30213

Certificate III

in Education Support



What is the Certificate III in Education Support?

This qualification reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision.

This level is appropriate for support workers, case workers and client contact officers.

Pre Requisites none

Pathways Cert IV in Education Support

Course duration:

The hours for this course are made up of the following:

Face to face lecturing and tuition:	221
Weekly school prep and consolidation:	136
Prep and off-site assignment / Project work:	170
Workplace learning:	100
Additional holiday tuition: when required	180

Workplace Learning Requirements:

Evidence of skills applied in the workplace is a component for completion of this qualification. A workplace log book will be issued to you by your Lecturer for your employer/supervisor to sign off against the required abilities.

Course Content

CORE UNITS

CHCDIV002

Promote Aboriginal and / or Torres Strait Islander cultural safety

CHCEDS001

Comply with legislative, policy and industrial requirements in the educational environment

CHCEDS017

Contribute to health and safety of students

CHCEDS003

Contribute to student education in all developmental domains

CHCECE006

Support behavior of children and young people

CHCDIV001

Work with diverse people

CHCEDS005

Support the development of literacy and oral language skills

CHCEDS006

Support the development of numeracy skills

CHCEDS002

Assist implementation of planned educational programs

CHCEDS007

Work effectively with students and colleagues

CHCEDS018

Support students with additional needs in the classroom environment

CHCEDS004

Contribute to organisation and management of classroom or centre

ELECTIVE UNITS

CHCEDS008

Comply with school administrative requirements

CHCEDS011

Search and access online information

HLTWHS001

Participate in work health and safety

CHCPRT001

Identify and respond to children and young people at risk

CHCEDS012

Set up and sustain individual and small group learning areas



General Notes:

- All Students (or the school) must supply FEC with their Unique Student Identifier.
- Students are asked to supply a USB for their studies and
- We encourage BYOD to ensure security of their work.



CHC40213

Certificate IV

in Education Support



What is the Certificate IV in Education Support?

This qualification reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision.

Some job roles may require tasks to be performed with a moderate level of autonomy and/or the provision of supervision/leadership to other staff/volunteers

Pre Requisites none

Pathways Diploma in After School Hours Care

Course duration:

The hours for this course are made up of the following:

Face to face lecturing and tuition:	208
Weekly school prep and consolidation:	128
Prep and off-site assignment / Project work:	160
Workplace learning: 100 hours minimum	100
Additional holiday tuition: when required	180

Workplace Learning Requirements:

Evidence of skills applied in the workplace is a component for completion of this qualification. A workplace log book will be issued to you by your Lecturer for your employer/supervisor to sign off against the required abilities.

Course Content

CORE UNITS

CHCEDS022

Work with students in need of additional support

CHCEDS032

Support learning and implementation of responsible behaviour



General Notes:

- All Students (or the school) must supply FEC with their Unique Student Identifier.
- Students are asked to supply a USB for their studies and
- We encourage BYOD to ensure security of their work.

CORE UNITS continued...

CHCECE006

Support behaviour of children and young people

CHCEDS021

Assist in the facilitation of student learning

CHCEDS024

Use educational strategies to support Aboriginal and / or Torres Strait Islander education

CHCPRT001

Identify and respond to children and young people at risk

CHCPRP003

Reflect on and improve own professional practice

CHCDIV001

Work with diverse people

CHCDIV002

Promote Aboriginal and / or Torres Strait Islander cultural safety

CHCEDS001

Comply with legislative, policy and industrial requirements in the education environment

HLTWHS001

Participate in workplace health and safety

CHCEDS025

Facilitate learning for students with a disability

ELECTIVE UNITS

CHCEDS026

Deliver elements of teaching and learning programs

CHCEDS031

Provide support to students with autism spectrum disorder

CHCEDS020

Support students literacy learning

CHCEDS028

Assist in production of language resources

CHCDIS004

Communicate using augmentative and alternative communication strategies



CHC30113

Certificate III in Early Childhood Education and Care



What is the Certificate III in Early Childhood Education and Care?

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services national Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children’s wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

Pre Requisites none

Pathways Cert IV or Diploma in Early Childhood Education and Care or any other Cert IV or Diploma in the Community Services area.

Course duration:

The hours for this course are made up of the following:

Face to face lecturing and tuition:	221
Weekly school prep and consolidation:	136
Prep and off-site assignment / project work:	170
Workplace learning:	120
Additional holiday tuition: when required	180

Workplace Learning Requirements:

Evidence of skills applied in the workplace is a component for completion of this qualification. A workplace log book will be issued to you by your Lecturer for your employer/supervisor to sign off against the required abilities.

Course Content

CORE UNITS

CHCPRT001

Identify and respond to children and young people at risk

CHCECE002

Ensure the health and safety of children



General Notes:

- All Students (or the school) must supply FEC with their Unique Student Identifier.
- Students are asked to supply a USB for their studies and
- We encourage BYOD to ensure security of their work.

CORE UNITS continued...

CHCECE003

Provide care for children

CHCECE004

Promote and provide healthy food and drinks

CHCLEG001

Work legally and ethically

CHCECE010

Support the holistic development of children in early childhood

CHCECE007

Develop positive and respectful relationships with children

CHCECE005

Provide care for babies and toddlers

CHCECE001

Develop cultural competence

HLTWHS001

Participate in work health and safety

CHCDIV002

Promote Aboriginal and/or Torres Strait Islander cultural safety

HLTAID004

Provide an emergency first aid response in an education and care setting

CHCECE013

Use information about children to inform practice

CHCECE011

Provide experiences to support children’s play and learning

CHCECE009

Use an approved learning framework to guide practice

ELECTIVE UNITS

CHCPRT003

Work collaboratively to maintain an environment safe for children and young people

BSBWOR301

Organise personal work priorities and development

CHCEC006

Support behavior of children and young people



2013 CHAMBER OF COMMERCE FREMANTLE BUSINESS AWARDS

Fremantle Chamber
of Commerce



FEC 2013 Business of the Year Award.

FEC 2013 Service Industry Award.

Some more Chamber of Commerce Fremantle Business Awards

Fremantle Chamber
of Commerce



In 2012 FEC Corporate Social Responsibility Award.

FEC were close contenders in the **Service Industry Award 2012** and were highly commended for their role in the Community.

Di Watt's CEO of FEC **2012 Outstanding Personal Achievement Award**

FEC CURRENTLY DELIVERS VET IN SCHOOL PROGRAMS FOR

- All Saints' College
- Applecross Senior High School
- Aquinas College
- Ashdale Secondary College
- Atwell Senior High School
- Baldivis Secondary College
- Bullsbrook College
- Bunbury Catholic College Marist
- Bunbury Catholic College Mercy
- Bunbury Senior High School
- Canning Vale College
- Cecil Andrews Senior High School
- Christian Brothers College
- Christ Church Grammar School
- Churchlands Secondary College
- Comet Bay College
- Como Secondary College
- Corpus Christie College
- Cyril Jackson College
- Dalyellup College
- Duncraig Senior High School
- Emmanuel Catholic College
- Ellenbrook
- Fast Track—North Lake Senior High School
- Fremantle College
- Grace Christian College
- Greenwood College
- Hale School
- Halls Head College
- Hope Christian College
- Iona Presentation College
- John Forest Secondary College
- John XXIII College
- Kennedy Baptist College
- Lake Joondalup Baptist College
- Living Waters College
- Lumen Christi College
- Mandurah Catholic College
- Manea College
- Mater Dei College
- Melville Senior High School
- Mercedes College
- Methodist Ladies College
- Newton Moore Senior High School
- Ocean Reef Senior High School
- Penhros College
- Perth College
- Peter Moyes Anglican Community School
- Presbyterian Ladies College
- Rehoboth Christian College
- Rossmoyne Senior High School
- Sacred Heart College
- Safety Bay Senior High School
- Santa Maria College
- Scotch College
- Serpentine Jarradale
- Servite College
- Seton Catholic College
- Shenton College
- St Brigid's College
- St Hilda's Anglican School for Girls
- St Mark's Anglican Community School
- St Mary's Anglican Girl's School
- St. Norbert College
- St Stephen's School
- Trinity College
- Ursula Frayne Catholic College
- Wanneroo Secondary College
- Warwick Senior High School
- Wesley College
- Willetton Senior High School
- Woodvale Secondary Co

CLIENT TESTIMONIALS

FEC is a very professionally run training organisation that is committed to getting the best out of all of the students who attend. The lecturers are friendly, welcoming and caring and take the time to get to know the students in their class. St Stephen's and FEC will continue this successful partnership for many years to come.

NICKI HIPGRAVE (2015)

VET Coordinator

St Stephen's School, Duncraig & Carramar

Our school VET Coordinator and Dean of Curriculum have found FEC to be a professionally run adult learning environment. Our Year 12 students report that the lecturers at FEC are high standard, caring and supportive.

I can highly recommend FEC as a great Registered Training Organisation. We will continue to work in a collaborative partnership with FEC in the future.

ROBYN EKBERG

Aquinas College

The Fremantle Education Centre is the provider of the Business qualifications for our secondary students and we attest that their management systems are highly professional. They readily adapt to our requests in terms of reporting and targeted feedback on student performance. The result is that student outcomes are achieved, based on the capacity of the student which is supported by highly competent lecturers.

KATH DAVEY

Career and Planning

Corpus Christie

You produced and conducted a fantastic Education Assistant Certificate IV. It was a learning adventure from day one. FEC are very lucky to have you. You most definitely teach, encourage and inspire your students. I wish you well with you next bunch of students.

JULIE ROY

I can't believe there's only one more class, thank you for making this such an enjoyable experience. not only for future employment but as a mother with two young children starting their formal learning this has been so worthwhile and I would highly recommend yourself and FEC. On a personal level thank you for never making us feel stupid for asking any questions. You were always approachable, friendly and helpful and it never went unnoticed.

LENORA BUSWELL

FEC is one of the RTOs that I have no hesitation in recommending to VET Coordinators in my network. The staff/lecturers are very professional, knowledgeable and highly efficient in providing training to their students. They are extremely caring towards their students and their willingness to go that extra mile in many circumstances should be commended. Well done FEC and keep up the fantastic work!

KATHERINE VOOLA Education & VET Coordinator
Lumen Christi College

FEC'S REPUTATION IS BUILT ON...

- Welcoming Clients, Visitors and Colleagues
- Flexibility
- Integrity
- Nurturing and compassionate environment
- Commitment to our Client's successes
- Highly skilled and professional staff
- Client satisfaction
- Empowering others
- Community involvement
- Adaptability of Training Programs
- Responsiveness
- Quality training
- Support

FEC'S VISION & MISSION

PROFILE

FEC is a highly responsive and well regarded not for profit community based organisation Providing tailor ededucation,training and employment servicestocommunity.

VISION

To alleviate poverty and helplessness through being recognised as a community leader in nurturing individuals to reach their potential.

MISSION

Empowering individuals to contribute to community and quality of life.

empower
empower



learn
learn

succeed
succeed



empower learn succeed

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