

Caloundra State High School- Technology Faculty

TAS version: **12/02/2019**

Delivery period: 2017 - 2020

Approval School RTO training and assessment strategy			
School RTO name	Caloundra High School	QCAA number	198
Qualification code	CHC22015	National provider number	30058
RTO manager		Chief executive (principal)	
Name	Jan McLean	Name	Julie Pozzoli
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Date	12/02/2019	Date	12/02/2019

Section 1 Program overview

1.1 National requirements

School name	Caloundra State High School		
RTO ID	30058		
QCAA no.	198		
Qualification code	CHC22015		
Qualification title	Certificate II in Community Services		
Relevant standards	1.1–1.7, 1.8(a), 1.9–1.19, 1.26, 2.2, 5, 8.4		
Training package code	CHC08		
Current release date	6 August 2015		
Training package title	CHC Community Services Training Package 2.0- 3.0		
National register	https://training.gov.au/Training/Details/CHC20115		
Companion volume	https://training.gov.au/Comparison/ComparisonWizard?nrtId=51e21c95-c681-49d4-95ee-67c160a821e6 Companion volumes from the CS&HISC website - http://www.cshisc.com.au Check the Industry Skills Council website as linked from TGA.		
Qualification status	Current	<i>Note Standards 1.26b and 1.26a (extracts below).</i> 1.26 b) Where an AQF qualification is <i>no longer current and has not been superseded</i>, all [students'] training and assessment is completed and the relevant AQF certification documentation issued <i>within a period of two years</i> from the date the AQF qualification was removed or deleted from the National Register. 1.26 a) Where a [qualification] on [the RTO's] scope of registration is <i>superseded</i>, all [students'] training and assessment is completed and the relevant AQF certification documentation is issued or [students] are transferred into its replacement, <i>within a period of one year</i> from the date the replacement [qualification] was released on the National Register.	
Superseded, deleted, or no longer current date			
Latest date for student completion and AQF certification (Complete only if qualification status ≠ current)	28/11/2020		
TAS development date	25/01/2019	TAS expiry date	30 November 2020
Date of latest industry engagement	15/02/2019	Date of validation	17 October 2016 26 June 2018

Delivering and assessing information

Developed for (Select one only)	Individual student/s <input type="checkbox"/>	If yes, name/s of student/s	
	OR Class cohort <input checked="" type="checkbox"/>	If yes, current number of students enrolled	13
Total number of assessment tools for this qualification	18	Delivery period Start End	29/01/2019 28/11/2020

1.2 Qualification

Requirement	Packaging rules	Confirmed by RTOM
Qualification description and job roles	This qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.2 Qualification

Packaging rules

PACKAGING RULES

Total number of units = 9

5 core units

4 elective units, consisting of:

at least 2 units from the electives listed below

up to 2 units from the electives listed below, any endorsed Training Packages or accredited courses – these units must be relevant to the work outcome

All electives chosen must contribute to a valid, industry-supported vocational outcome.

Core units

CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community
CHCDIV001	Work with diverse people
HLTWHS001	Participate in workplace health and safety
BSBWOR202	Organise and complete daily work activities

Yes

No

1.2 Qualification

<p>Elective unit rules</p>	<p>Enter any elective rules.</p> <p>A wide range of elective units is available, including:</p> <p>Relevant electives listed below</p> <p>Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Community Services and/or Health Training Packages</p> <p>Where appropriate, to address workplace requirements, up to 2 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TGA or other public listing</p> <p><i>The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>								
<p>Information on elective choices and mandatory requirements</p>	<p>Indicate which electives the school RTO will be delivering from those available. Explain any mandatory units, prerequisite units and flexibility with elective choices.</p> <table border="1" data-bbox="400 1099 1238 1462"> <tr> <td>CHCECE002</td> <td>Ensure the health and safety of children</td> </tr> <tr> <td>CHCECE004</td> <td>Promote and provide healthy food and drinks</td> </tr> <tr> <td>FSKOCM07</td> <td>Interact effectively with others at work</td> </tr> <tr> <td>HLTAID002</td> <td>Provide basic emergency life support</td> </tr> </table> <p><i>This information is important for trainers and assessors to verify their suitability and to inform SDCS data operators on selection of units for enrolment purposes.</i></p>	CHCECE002	Ensure the health and safety of children	CHCECE004	Promote and provide healthy food and drinks	FSKOCM07	Interact effectively with others at work	HLTAID002	Provide basic emergency life support	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
CHCECE002	Ensure the health and safety of children									
CHCECE004	Promote and provide healthy food and drinks									
FSKOCM07	Interact effectively with others at work									
HLTAID002	Provide basic emergency life support									

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Entry requirements	<p>There are no formal qualification entry requirements.</p> <p>Entry requirements for this program include the student's agreement and ability to undertake the following:</p> <ul style="list-style-type: none"> • Demonstrate evidence of language, literacy and numeracy skills at the requisite ACSF level. • Attend and participate in scheduled training and assessment. • Participate in workplace tasks to employer expectations. • Be able to work in an industry environment and handle industry standard equipment. • Comply with the RTO code of conduct requirements, directions on work, and health and safety matters. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Add any additional requirements as necessary for the qualification, e.g. requirement to engage in activities outside of school hours, or any resource fees required.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Refer students to print/electronic source of further information on the entry requirements.</p> <p>www.caloundrashes.eq.edu.au/curriculum/seniorsecondary/year10curriculumhandbook</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Mode of delivery (Adjust as appropriate)	<p>The mode of delivery includes any combination of the following:</p> <ul style="list-style-type: none"> • face to face in a simulated workplace environment for required performance and knowledge evidence • work experience in commercial work site — third party report • online for some components of training for knowledge evidence • in a classroom ('off the job') for some components of training for knowledge evidence • topic booklets – written responses 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information		Confirmed by RTOM
Delivery location (Adjust as appropriate)	The delivery location is the principle place of business of the RTO. Classroom- Caloundra High School Various Child Care Centres, Kindergartens, Preps & Special School <i>Provide location details for each site if more than one site is being used for training and assessment.</i> 2019 Work Placement locations- Golden Beach SS Prep Goodstart ELC Mark Rd Caloundra C & K Childcare Goodstart ELC Baldwin St Aroona Childcare Currimundi Childcare Talara PC Prep	<i>If work experience is mandatory and travel to another location is required, this information must be included in Section 4.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Program duration (Adjust as appropriate)	Total program duration is 2 years of delivery and assessment. <i>Also include information on timetable allocations for this qualification and independent study time.</i>	<i>School RTOs may only deliver to students enrolled in a Queensland school in Years 10–12.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Amount of learning	The ‘amount of learning’ identifies the notional duration of all activities required for the achievement of the learning outcomes of this program. The nominal volume of learning for this program is <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> R 2 years . This includes: <ul style="list-style-type: none"> • <input type="checkbox"/> 110 hours <input checked="" type="checkbox"/> R 220 hours of scheduled training and assessment activity • one-on-one instruction as required • personal study time, either off the job or at home • additional language, literacy and numeracy training while enrolled and undertaking full-time school-based studies • online learning activities Total amount of learning: R 600–1200 hours <input type="checkbox"/> 1200–2400 hours	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Learning resources <i>(Std 1.3)</i>	There are sufficient learning resources, equipment and facilities to: <ul style="list-style-type: none"> • enable students to meet the requirements for each unit of competency • support the number of students undertaking the training and assessment. • DVD's, Clickview programs • General classroom learning area • Wet area practical activity room • Outside Childcare facilities e.g Caloundra C & K Childcare, Caloundra Kindergarten, Binnacle Training – First Aid (agreements established) 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment resources <i>(Adjust as appropriate)</i>	Assessments will be formative and conducted on the job, where skills, knowledge and understanding may be demonstrated in the simulated workplace environment. Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Submission of written work is based on the requirements of the units of competency. Evidence of skills and knowledge will be gathered simultaneously.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Evidence-gathering conditions	<ul style="list-style-type: none"> • Will be progressively gathered for groups of units simultaneously. • Methods will confirm consistency of performance over time and in a range of workplace-relevant contexts, rather than a single assessment event. • Will be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, training journals and reviews of work products/folios and third party reports. • Will be done under the specific assessment conditions required by the units. • Observation Checklists • Folios • Oral Questioning • Written Tests • Work Placement • Third Party Reports 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM	
Work placement arrangements for students	<p>Provide an overview or general statement here, and relevant details of work placement arrangements in Section 4 of this TAS.</p> <p>Students will be involved in work placement in day care centres, kindergartens, preps, special school.</p> <p>Work Placement will occur on Wednesdays 8.30am – 3.00pm OR alternative day which has been negotiated (e.g holiday time)</p> <p>X 3-4 days per term</p> <p>Min 80- 100 hours over 2 years</p> <p>Work placement may occur during the school holidays</p> <p>School Vocational Educational Officer will assist with organising work placement the student has TTC or a traineeship on a Wednesday.</p> <p>Work Placement may occur on other days</p> <p><i>If work placement is not included in this program, state that here.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<p>Refer students to print/electronic source of further information on work placement arrangements.</p> <p>Students receive a term calendar outlining the work placement days for the year. A Work Experience Agreement form is also signed by student, parent, work experience provider and Principal.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Third party arrangements (Adjust as appropriate)	<p>No services are delivered on behalf of the RTO.</p> <p>Local Day Care Centres, Kindergartens, Preps, Special School & Blue Care establishments are used for work placement. These centres provide a Third party report on completion of work placement.</p> <p>g/Coredata/Curriculum/FoodTechnology/Subjects/2019/11VCS/Third party Reports</p>	<p><i>'Third party' means any party that provides services on behalf of the RTO, but does not include a contract of employment between an RTO and its employee.</i></p> <p><i>The RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.</i></p> <p><i>The RTO must disclose to the student the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on the RTO's behalf.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
Educational and support services	<p>Learners in this cohort are school students.</p> <p>The RTO will schedule supervised training and assessment sessions based on the timetable. Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge.</p> <p>Individual students may require learning support from the Special Needs faculty.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Refer students to print/electronic source of further information on accessing additional support.</p> <p>https://caloundrashes.eq.edu.au/Curriculum/VocationalEducation/Pages/VocationalEducation.aspx</p> <p>VET Student Handbook</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Early termination of program	<p>In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:</p> <ul style="list-style-type: none"> students will be issued with a statement of attainment for any successfully completed units of competency any fees paid toward the program will be refunded on a pro rata basis. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Refer students to print/electronic source of further information on the RTO's refund policy.</p> <p>https://caloundrashes.eq.edu.au/Curriculum/VocationalEducation/Pages/VocationalEducation.aspx</p> <p>VET Student Handbook</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Transition	<p>This qualification's status on TGA is current at the time of this strategy's expected start date.</p> <p>If this qualification is superseded with a new version before the end of the expected duration of the program then:</p> <ul style="list-style-type: none"> if practical, students will complete training and assessment and receive any appropriate certificates in the old qualification within 12 months of the release of the new version if this is not practical, students will transition to the new qualification within 12 months and complete their training and assessment in the new version within the expected duration of the program. Credit will be arranged for units completed and deemed as equivalent. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.4 Certification

Requirement	Description	Confirmed by RTOM	
Certificates and Statements of Attainment	<p>If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days of all conditions being met:</p> <ul style="list-style-type: none"> • an AQF certificate and record of results will be issued if the qualification in which the learner is enrolled is complete • a statement of attainment will be issued if the qualification in which the learner is enrolled is partially complete 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Credit arrangements	<p>Transitioning from an old version to a new version of a training product</p> <p>If the national register (training.gov.au) deems a superseded unit of competency to be equivalent to its new replacement, students may claim credit for a successfully completed superseded unit.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<p>If a student already holds a unit of competency</p> <p>If a student has a statement of attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Recognition of prior learning (RPL) arrangements	<p>Students may request recognition of prior learning (RPL) assessment. Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<p>Refer students to print/electronic source of further information on the RTO's RPL policy.</p> <p>https://caloundrashes.eq.edu.au/Curriculum/Vocationaleducation/Pages/Vocationaleducation.aspx VET Student Handbook</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Reissuing of Certificates and Statements of Attainment	<p>The RTO maintains an auditable-quality register of all AQF qualifications (including statements of attainment) issued and authorised to issue. The register contains sufficient information to identify correctly the holder of the qualification, the AQF qualification by its full title, and date of issue/award/conferral.</p>	<p><i>The Standards require compliance with the AQF Register and Issuance policies. All RTOs will:</i></p> <ul style="list-style-type: none"> • <i>Maintain an auditable-quality register of AQF qualifications issued (including Statements of Attainment). containing sufficient information to identify correctly</i> <ul style="list-style-type: none"> – <i>the holder of the qualification</i> 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1.4 Certification

	<p>The RTO has a policy that permits the replacement of certification documentation, and maintains responsibility for authentication and verification of any replacement certification documentation.</p>	<ul style="list-style-type: none"> – <i>the AQF qualification by its full title</i> – <i>date of issue/award/conferral.</i> • <i>have a policy that permits replacement of certification documentation.</i> • <i>be responsible for authentication and verification of any replacement certification documentation.</i> <p>http://www.aqf.edu.au/resources/aqf/</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>Refer students to print/electronic source of further information on procedures, fees and proof of identity requirements for requests to issue a reprint of a certificate or statement of attainment.</p> <p>https://caloundrashes.eq.edu.au/Curriculum/VocationalEducation/Pages/VocationalEducation.aspx</p> <p>VET Student Handbook</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Unique Student Identifier (USI)</p>	<p>The school RTO will not issue an AQF certificate, record of results or statement of attainment to a student without having a verified USI for that individual.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<p>A student may access their training records and results (transcript) by accessing their USI account online from a computer, tablet or smart phone. For more information, see:</p> <p>http://usi.gov.au/Students/pages/default.aspx</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

1.5 Reporting

Requirement	Description	Confirmed by RTOM
<p>Recording results (Adjust the first three points as appropriate)</p>	<ul style="list-style-type: none"> • Evidence-gathering tools are used as evidence of a student's progress toward competency. • The interim outcome descriptors of 'Satisfactory' or 'Unsatisfactory' will be used on students' projects and evidence documents. • Descriptors WTC (working towards competency) OR NYC (not yet competent) will be used on assessment tasks to gather • Students may continue to submit evidence until they exit the program. • Assessor may determine final outcomes for units of competency at any time, but only after sufficient valid evidence has been gathered and assessed and any pre-requisite units have been successfully completed. • RTO management will record final outcomes (usually using the descriptors Competent, Not Competent, Credit Transfer, Superseded or Withdrawn) in Student Data Capture System (SDCS). • All final outcomes must be entered into SDCS before the end of the last term of the VET program or immediately after a student exits the program. • RTO management reports student enrolment data to QCAA within the first term of the student's commencement of the VET program. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<p>Student profiles (Adjust the first two points as appropriate)</p>	<ul style="list-style-type: none"> • Student profiles are updated by the assessor and are accessible to students on request. • Assessors update the profile to confirm an individual student's submission of evidence and record interim and final outcomes. • RTO management uses final outcomes recorded in student profiles to update SDCS. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>Projects and evidence-gathering instruments</p>	<ul style="list-style-type: none"> • All assessment activities, including projects and evidence-gathering tools, are identified by a code and listed in this document. • A mapping document provides evidence of how assessment activities, projects and evidence-gathering tools meet the requirements for each unit of competency. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Section 2 Core and elective components

List the units that are going to be delivered and assessed as part of this strategy.

Relevant standards: 1.1, 1.2, 1.4, 1.7, 1.8(a), 1.12, 3.5, Schedule 5

Note: A prerequisite unit may be delivered through an integrated approach with the secondary unit; it does not have to be fully completed before starting the secondary unit. However, to satisfy formal requirements, the prerequisite unit must be signed off prior to the secondary unit

Core and elective units being offered		Unit type	Pre-requisite unit required?
Enter the unit code and title. <i>Hyperlink to unit on TGA is recommended.</i>		Choose an item.	<input type="checkbox"/>
CHCCOM001	Provide first point of contact https://training.gov.au/Training/Details/CHCCOM001	Core Unit	<input type="checkbox"/>
CHCCOM005	Communicate and work in health or community Services https://training.gov.au/Training/Details/CHCCOM005	Core Unit	<input type="checkbox"/>
CHCDIV001	Work with diverse people https://training.gov.au/Training/Details/CHCDIV001	Core Unit	<input type="checkbox"/>
HLTWHS001	Participate in workplace health and safety https://training.gov.au/Training/Details/HLTWHS001	Core Unit	<input type="checkbox"/>
BSBWOR202	Organise and complete daily work activities https://training.gov.au/Training/Details/BSBWOR202	Core Unit	<input type="checkbox"/>
CHCECE002	Ensure the health and safety of children https://training.gov.au/Training/Details/CHCECE002	Listed Elective	<input type="checkbox"/>

CHCECE004	Promote and provide healthy food and drinks https://training.gov.au/Training/Details/CHCECE004	Listed Elective	<input type="checkbox"/>
FSKOCC007	Interact effectively with others at work https://training.gov.au/Training/Details/FSKOCC007	Listed Elective	<input type="checkbox"/>
HLTAID002	Provide basic emergency life support https://training.gov.au/Training/Details/HLTAID002	Listed Elective	<input type="checkbox"/>

Optional units and flexibility

If there are options regarding choice of electives explain these here. Include comments on flexibility and fairness considerations for the cohort and/or individuals. For example, if there are more units listed here than required by the packaging rules, explain here the options available to students and any RPL or credit transfer options.

