

# JESUIT COMMUNITY COLLEGE



Providing people with skills for life, learning and work

## Course Information 2019



**Registered Training Organisation (TOID 21800):**

**Jesuit Social Services, trading as Jesuit Community College**

Jesuit Community College is the training arm of Jesuit Social Services, a social change organisation working to build a just society where all people can live to their full potential.

Jesuit Social Services works in four key areas:

- Justice and Crime Prevention
- Settlement and Community Building
- Mental Health and Wellbeing
- Education & Training

Jesuit Community College's central campus and administration is located in Collingwood, Victoria, Australia

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**Jesuit Community  
College**

[www.jesuitcommunitycollege.org.au](http://www.jesuitcommunitycollege.org.au)

# JESUIT COMMUNITY COLLEGE

## Course Information 2019

Jesuit Community College (TOID: 21800) is a program of Jesuit Social Services.

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# Welcome to Jesuit Community College

## Jesuit Social Services, trading as Jesuit Community College, TOID 21800

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Jesuit Community College is a community based adult education provider. The College is based in Collingwood, but delivers training at a range of locations across Melbourne, and in regional Victoria.

We are a registered Learn Local Organisation, and have been listed with the Australian Skills Quality Agency (ASQA, [www.asqa.vic.gov.au](http://www.asqa.vic.gov.au)), as a Registered Training Organisation (RTO) since 2006.

## Who are we?

Jesuit Community College is the training arm of Jesuit Social Services, a social change organisation working to build a just society where all people can live to their full potential.

Our goal is to provide people with real skills for life, learning and work. We draw on the rich tradition of Jesuit education, committed to 'care of the whole person'. The Jesuits have been educating people in schools, community colleges and universities around the world for nearly five hundred years.

We work with you to develop a practical and flexible training plan that recognises and builds on your talents and interests and is relevant to you. We offer:

- Nationally recognised qualifications
- Special programs for people needing extra encouragement and support to commence, or return to, study
- Group training, individual coaching or a combination
- Access to a range of support staff and services
- Mentoring
- Recognition of existing skills, prior learning and qualifications awarded in Australia
- Non-traditional learning settings
- A safe and supportive environment.

## What do we offer?

Jesuit Community College offers education training and employment pathways to people at stages of their life journey. We offer Foundation Skills courses to prepare for employment, short vocational courses, English language and literacy, as well as specialist Fee for Service programs.

### Preparation for employment (accredited)

- **Ready Set Work: Café Operations** (22476VIC Certificate I in General Education for Adults (Introductory))
- **Ready Set Work: Plan your Future** (FSK20113 Certificate II in Skills for Work and Vocational Pathways)
- **Ready Set Work: Hotel Operations** (FSK20113 Certificate II in Skills for Work and Vocational Pathways)

### English language and literacy (non-accredited)

- **Language for Life** improves English language skills for everyday living and learning about your local community

### Vocational courses (accredited and non-accredited)

- Introduction to Animal Care
- ACM20117 Certificate II in Animal Studies
- Ready Set Work Barista
- SITHFAB005 Prepare and Serve Espresso Coffee
- SITXFSA001 Use hygienic practices for food safety
- Hammertime
- Growing Mushrooms in the City
- Introduction to Permaculture

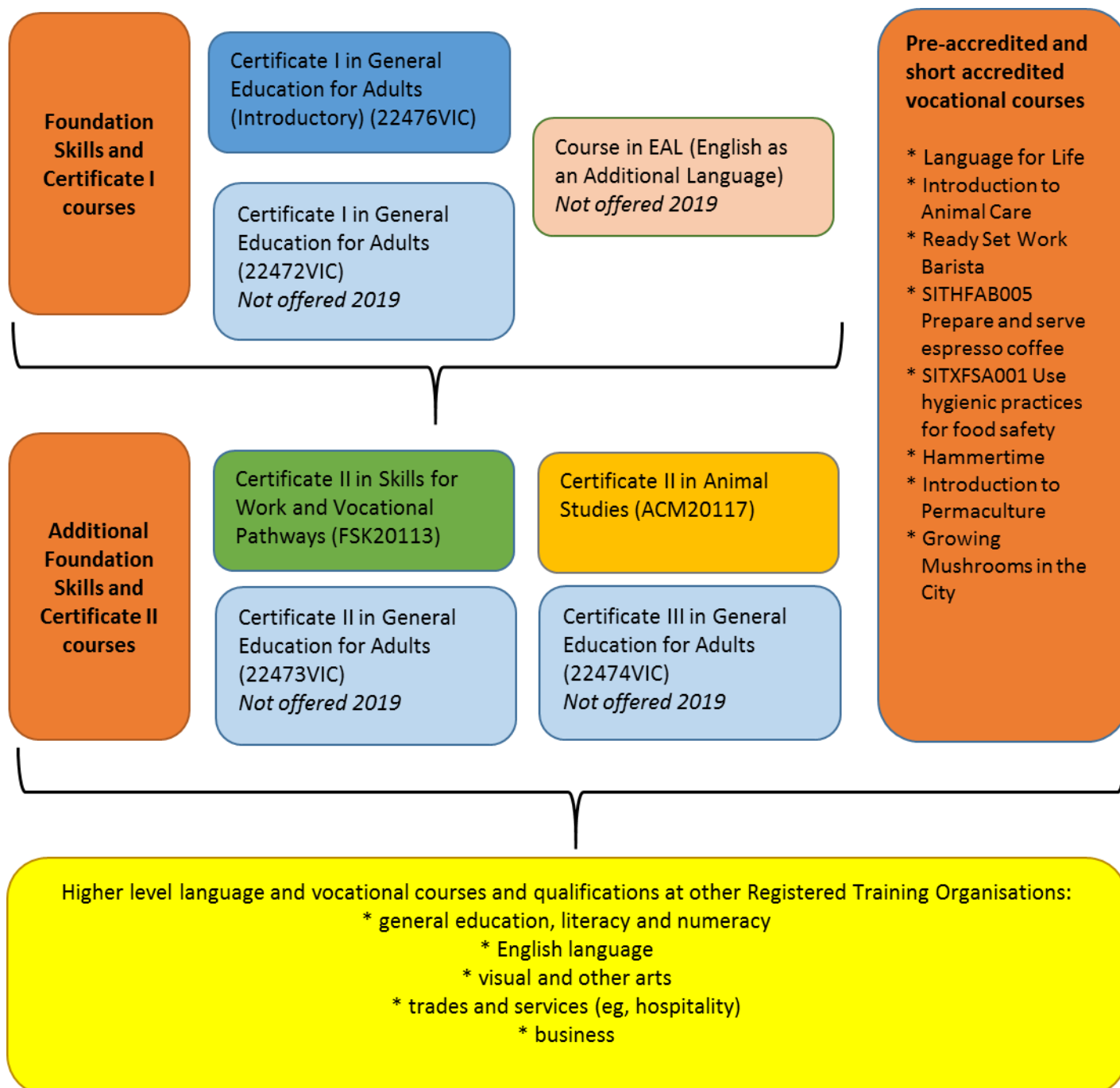
We can also prepare and help learners to access training offered by other providers, including TAFE. We work in range of locations and tailor our courses to suit different groups of learners.

Students can undertake a range of practical, skills-based training from developing English skills to prepare for the community or work, to foundation skills course to improve literacy and numeracy and employability skills for work, to specialised courses in coffee making.

### Education pathways

Jesuit Community College students are able to progress from Foundation Skills courses to further training in a range of areas.

Typical educational pathways are shown below.



## Our courses in 2019

Course Name	<b>22476VIC Certificate I in General Education for Adults (Introductory)</b>	
Course type	Nationally accredited training, Certificate I (Introductory), Foundation Skills	
Course Information	The Certificate I in General Education for Adults (Introductory) course provides learners who have low literacy and numeracy skills the opportunity to build confidence, re-engage with learning and pathway into AQF qualifications.	
Delivery Mode	The delivery mode is classroom based.	
Course Duration	Typical duration is 48 days over 6 or 12 months	
Course Structure	22476VIC Certificate I in General Education for Adults (Introductory) requires the completion of 16 units.	
	Core	VU22358 Develop learning goals VU22359 Conduct a project with guidance
	Core Reading units	VU22360 Engage with simple texts for personal purposes VU22361 Engage with simple texts for learning purposes VU22363 Engage with simple texts to participate in the community VU22362 Engage with simple texts for employment
	Core Writing units	VU22365 Create simple texts for personal purposes VU22366 Create simple texts for learning purposes VU22367 Create simple texts for employment VU22368 Create simple texts to participate in the community
	Core Numeracy units	VU22369 Work with simple numbers and money in familiar situations VU22450 Work with and interpret directions in simple familiar situations VU22370 Work with simple measurements in familiar situations VU22371 Work with simple design and shape in familiar situations VU22372 Work with and interpret simple numerical information in familiar texts
	Elective units	VU22374 Develop verbal communication skills VU22378 Communicate with others in a familiar and predictable context VU21318 Identify Community Options
Pre-requisites	There are no pre-requisites for entry into this qualification.	
Course outcomes and pathways	Successful completion of all units leads to the award of the Certificate I in General Education for Adults (Introductory). Pathways include further Foundation Skills courses to improve general literacy and numeracy (Certificate I in General Education for Adults 22472VIC), employment preparation and vocational pathways in hospitality, hotels and employment preparation (FSK20113 Skills for Work and Vocational Pathways), animal care (Introduction to Animal Care, ACM20117 Certificate II in Animal Studies), and a range of non-accredited courses in continuing areas of interest.	

Course Name	<b>22476VIC Certificate I in General Education for Adults (Introductory) (Short course)</b>	
Course type	Nationally accredited training, Certificate I (Introductory), Foundation Skills	
Course Information	This course is designed for learners who wish to build their language, literacy and numeracy skills, and develop their foundation and employability skills. The course focuses on life skills, personal development and team work, and combines hands on learning and project work. The objective is to prepare learners to continue into further education, training or employment. This course has been successful in re-engaging students who have been out of the workforce for a period, in learning and vocational preparation, and to provide pathways into Certificate II courses or employment.	
Delivery Mode	The delivery mode is classroom based.	
Course Duration	25 day course over 6 weeks, 3 facilitated mentoring sessions and 2 hours/day self-paced learning.	
Course Structure	22476VIC Certificate I in General Education for Adults (Introductory) requires the completion of 13 units.	
	Core	VU22358 Develop learning goals VU22359 Conduct a project with guidance
	Core Reading units	VU22360 Engage with simple texts for personal purposes VU22361 Engage with simple texts for learning purposes VU22362 Engage with simple texts for employment
	Core Writing units	VU22365 Create simple texts for personal purposes VU22366 Create simple texts for learning purposes VU22367 Create simple texts for employment
	Core Numeracy units	VU22369 Work with simple numbers and money in familiar situations VU22450 Work with and interpret directions in simple familiar situations
	Elective units	BSBWHS201 Contribute to health and safety of self and others VU21664 Prepare for employment VU22374 Develop verbal communication skills
Pre-requisites	There are no pre-requisites for entry into this qualification.	
Course outcomes and pathways	The Program is a partial completion of the 22476VIC Certificate I in General Education for Adults (Introductory), and successful completion of course units leads to the award of a Statement of Attainment. Students who successfully complete the course will have improved their communication skills, employability skills, and preparedness for work.	



Course Name	<b>Ready Set Work Café Operations</b> <b>22476VIC Certificate I in General Education for Adults (Introductory) (Short course)</b>							
Course type	Nationally accredited training, Certificate I (Introductory), Foundation Skills							
Course Information	<p>This accredited training course combines practical skills training on a commercial espresso machine, together with foundational skills training in literacy and numeracy. The course provides an opportunity to learn a range of employability skills necessary for work in hospitality, as well as improving language and literacy skills. Course content includes:</p> <ul style="list-style-type: none"> <li>➤ operating a commercial espresso machine and coffee grinder, to make coffees and beverages to industry standards</li> <li>➤ using hygienic and safe food practices</li> <li>➤ workplace skills and knowledge in health and safety, communications, customer service and customer relations</li> <li>➤ problem solving skills</li> <li>➤ employer expectations and employee responsibilities and rights</li> <li>➤ time management, and personal organisation and presentation</li> <li>➤ learning how to tailor résumés for work in hospitality.</li> </ul>							
Delivery Mode	The delivery mode is classroom based. An optional 25 hours unpaid work experience may also be arranged, subject to availability.							
Course Duration	Course duration may vary according to different circumstances and trainer availability. Typical course times are: 14 days over 4 weeks; 2 days per week over 7 weeks, or 3 days per week over 5 weeks.							
Course Structure	<p><b>Ready Set Work Café Operations</b> requires the completion of 7 units.</p> <table border="1"> <tr> <td>Core</td> <td>VU22358 Develop learning goals VU22359 Conduct a project with guidance</td> </tr> <tr> <td>Core Numeracy units</td> <td>VU22369 Work with simple numbers and money in familiar situations VU22450 Work with and interpret directions in simple familiar situations</td> </tr> <tr> <td>Elective units</td> <td>SITWHS001 Participate in safe work practices SITXFSA001 Use hygienic practices for food safety SITHFAB005 Prepare and Serve Espresso Coffee</td> </tr> </table>		Core	VU22358 Develop learning goals VU22359 Conduct a project with guidance	Core Numeracy units	VU22369 Work with simple numbers and money in familiar situations VU22450 Work with and interpret directions in simple familiar situations	Elective units	SITWHS001 Participate in safe work practices SITXFSA001 Use hygienic practices for food safety SITHFAB005 Prepare and Serve Espresso Coffee
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Core Numeracy units	VU22369 Work with simple numbers and money in familiar situations VU22450 Work with and interpret directions in simple familiar situations							
Elective units	SITWHS001 Participate in safe work practices SITXFSA001 Use hygienic practices for food safety SITHFAB005 Prepare and Serve Espresso Coffee							
Pre-requisites	There are no pre-requisites for entry into this qualification.							
Course outcomes and pathways	Successful completion of the course leads to a Statement of Attainment. Students who complete the course will have learned practical skills and knowledge required for working in hospitality, and improved their employability skills and job-readiness for ongoing employment. Successful completion may lead to a pathway plan to employment, further education and training, and the opportunity to pathway into Jesuit Community college's employer network programs.							

Course Name	<b>Ready Set Work: Plan your Future (16 day course)</b> <b>FSK20113 Certificate II in Skills for Work and Vocational Pathways *</b>					
Course type	Nationally accredited training, Certificate II, Foundation Skills					
Course Information	<p>This pre-employment course gives learners the skills and confidence to move into entry level employment or further education and training. The course develops reading, writing, maths and verbal communication skills for the workplace, and improves job readiness.</p> <p>During the course students will learn to read basic workplace documents, forms, signs and symbols and practise verbal workplace communications. Students will prepare a resume and cover letter and prepare for interview, and learn about employer expectations and employee rights and responsibilities.</p>					
Delivery Mode	Classroom based.					
Course Duration	The expected completion time is 16 days. This may be 4 days per week over 4 weeks, 3 days per week over 6 weeks or 2 days per week over 8 weeks.					
Course Structure	<p>FSK20113 Certificate II in Skills for Work and Vocational Pathways requires the completion of 14 units, 8 core and 6 electives.</p> <table border="1"> <tr> <td>Core units</td> <td>           FSKDIG03 Use digital technology for routine workplace tasks            FSKLRG09 Use strategies to respond to routine workplace problems            FSKLRG11 Use routine strategies for work-related learning            FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work            FSKNUM15 Estimate, measure and calculate routine metric measurements for work            FSKOCM07 Interact effectively with others at work            FSKRDG10 Read and respond to routine workplace information            FSKWTG09 Write routine workplace texts         </td> </tr> <tr> <td>Elective units</td> <td>           BSBWHS201 Contribute to health and safety of self and others            SITXFSA001 Use hygienic practices for food safety            FSKRDG02 Read and respond to basic workplace signs and symbols            FSKOCM02 Engage in basic spoken exchanges at work            FSKOCM06 Use oral communication skills to participate in workplace teams            FSKWTG02 Write basic workplace formatted text         </td> </tr> </table>		Core units	FSKDIG03 Use digital technology for routine workplace tasks FSKLRG09 Use strategies to respond to routine workplace problems FSKLRG11 Use routine strategies for work-related learning FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work FSKNUM15 Estimate, measure and calculate routine metric measurements for work FSKOCM07 Interact effectively with others at work FSKRDG10 Read and respond to routine workplace information FSKWTG09 Write routine workplace texts	Elective units	BSBWHS201 Contribute to health and safety of self and others SITXFSA001 Use hygienic practices for food safety FSKRDG02 Read and respond to basic workplace signs and symbols FSKOCM02 Engage in basic spoken exchanges at work FSKOCM06 Use oral communication skills to participate in workplace teams FSKWTG02 Write basic workplace formatted text
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Pre-requisites	There are no pre-requisites for entry into this qualification.					
Course outcomes and pathways	Successful completion of the units leads to the award of a nationally recognised qualification in FSK20113 Certificate II in Skills for Work and Vocational Pathways, improved employability skills and job readiness, improved communication skills, and the opportunity to pathway into Jesuit Community college's employer network programs.					

Course Name	<b>Ready Set Work: Plan your Future (18 day course)</b> <b>FSK20113 Certificate II in Skills for Work and Vocational Pathways</b>	
Course type	Nationally accredited training, Certificate II, Foundation Skills, 18 days	
Course Information	This pre-employment course gives learners the skills and confidence to move into entry level employment or further education and training. The course develops reading, writing, maths and verbal communication skills for the workplace and improves job readiness. The 18-day course focuses on preparation for employment in hospitality. During the course students will learn basic literacy and numeracy for the workplace, and communications skills, and learn how to prepare themselves for work in the café scene.	
Delivery Mode	Classroom based.	
Course Duration	The expected completion time is 18 days.	
Course Structure	FSK20113 Certificate II in Skills for Work and Vocational Pathways requires the completion of 14 units, 8 core and 6 electives.	
	Core units	FSKDIG03 Use digital technology for routine workplace tasks FSKLRG09 Use strategies to respond to routine workplace problems FSKLRG11 Use routine strategies for work-related learning FSKNUM14 Calculate with whole numbers and familiar fractions, decimals and percentages for work FSKNUM15 Estimate, measure and calculate routine metric measurements for work FSKOCM07 Interact effectively with others at work FSKRDG10 Read and respond to routine workplace information FSKWTG09 Write routine workplace texts
	Elective units	SITHFAB005 Prepare and serve espresso coffee VU21664 Prepare for employment FSKRDG02 Read and respond to basic workplace signs and symbols FSKWTG02 Write basic workplace formatted text FSKOCM02 Engage in basic spoken exchanges at work SITXFSA001 Use hygienic practices for food safety
Pre-requisites	There are no pre-requisites for entry into this qualification.	
Course outcomes and pathways	Successful completion of the units leads to the award of a nationally recognised qualification in FSK20113 Certificate II in Skills for Work and Vocational Pathways, improved employability skills and job readiness, improved verbal communication skills and job readiness, and the opportunity to pathway into Jesuit Community College's employer network programs	

Course Name	<b>Ready Set Work: Hotel Operations FSK20113 Certificate II in Skills for Work and Vocational Pathways (Short course)</b>					
Course type	Nationally accredited training, Certificate II, Foundation Skills					
Course Information	<p>This accredited courses focuses on preparing learners for entry-level employment pathways in the hotel industry (hotel operations and housekeeping).</p> <p>During the course students will learn:</p> <ul style="list-style-type: none"> <li>• about employer expectations and employee responsibilities and rights</li> <li>• employability skills, such as time management, personal organisation and presentation, workplace communications, and problem solving skills</li> <li>• basic hotel cleaning and sanitation</li> <li>• workplace health and safety</li> <li>• customer service and customer relations.</li> </ul> <p>Upon successful completion of the course learners may be selected to undertake work experience in a 4-5 star hotel, (subject to place availability).</p>					
Delivery Mode	The delivery mode is classroom based.					
Course Duration	15 Days					
Course Structure	<p>FSK20113 Certificate II in Skills for Work and Vocational Pathways requires the completion of 14 units, 8 core and 6 electives.</p> <table border="1"> <tr> <td>Core units</td> <td>           FSKDIG03 Use digital technology for routine work tasks            FSKLRG09 Use strategies to respond to routine workplace problems            FSKLRG11 Use routine strategies for work-related learning            FSKNUM14 Calculate with whole numbers and familiar fractions for work            FSKNUM15 Estimate, measure and calculate routine metric measurements for work            FSKOCM07 Interact effectively with others at work            FSKRDG10 Read and respond to routine workplace information            FSKWTG09 Write routine workplace texts         </td> </tr> <tr> <td>Elective units</td> <td>           SITXWHS001 Participate in safe work practices            VU22362 Engage with simple texts for employment            VU22367 Create simple texts for employment purposes         </td> </tr> </table>		Core units	FSKDIG03 Use digital technology for routine work tasks FSKLRG09 Use strategies to respond to routine workplace problems FSKLRG11 Use routine strategies for work-related learning FSKNUM14 Calculate with whole numbers and familiar fractions for work FSKNUM15 Estimate, measure and calculate routine metric measurements for work FSKOCM07 Interact effectively with others at work FSKRDG10 Read and respond to routine workplace information FSKWTG09 Write routine workplace texts	Elective units	SITXWHS001 Participate in safe work practices VU22362 Engage with simple texts for employment VU22367 Create simple texts for employment purposes
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Elective units	SITXWHS001 Participate in safe work practices VU22362 Engage with simple texts for employment VU22367 Create simple texts for employment purposes					
Pre-requisites	There are no pre-requisites for entry into this qualification.					
Course outcomes and pathways	<p>This program is a partial completion of the FSK20113 Certificate II in Skills for Work and Vocational Pathways. Successful completion of the course leads to a Statement of Attainment, greater understanding of the skills and knowledge required for entry level work in the hotel sector, greater understanding of workplace documents and communication, improved employability skills and job readiness, improved confidence and pathways to further education, training and employment.</p>					

Course Name	<b>ACM20117: Certificate II in Animal Studies</b>							
Course type	Nationally accredited training, Certificate II							
Course Information	<p>This is a general qualification for entry into sectors of the animal care and management industry, where workers provide care for animals in workplaces such as animal shelters, kennels, catteries, sanctuaries and veterinary clinics. It is recommended that learners gain a period of work placement or work experience in an animal care environment or workplace.</p> <p>Students will learn about various aspects of animal care, including handling, feeding and watering a variety of animals, caring for the health and well-being of animals, how to perform the tasks of an animal shelter attendant, or kennel hand, workplace communications, workplace health and safety, and employer expectations and employee responsibilities and rights.</p>							
Delivery Mode	Delivery is classroom based, in a simulated animal care environment. Excursions to a variety of animal care workplaces also take place.							
Course Duration	The expected completion time for the Certificate II in Animal Studies is up to 6 months.							
Course Structure	<p>ACM20110 Certificate II in Animal Studies requires the completion of 12 units.</p> <table border="1"> <tr> <td>Core units</td> <td colspan="2"> ACMGAS201 Work in the animal care industry  ACMGAS202 Participate in workplace communications  ACMGAS203 Complete animal care hygiene routines  ACMGAS204 Feed and water animals  ACMGAS205 Assist in health care of animals  ACMGAS206 Provide basic first aid for animals  ACMOHS201 Participate in workplace health and safety processes  ACMSUS201 Participate in environmentally sustainable work practices </td> </tr> <tr> <td>Elective units</td> <td colspan="2"> ACMGAS208 Source information for animal care needs  ACMGAS209 Provide information on companion animals, products and services  ACMSPE304 Provide basic care of domestic dogs  ACMSPE310 Provide basic care of mammals </td> </tr> </table>		Core units	ACMGAS201 Work in the animal care industry ACMGAS202 Participate in workplace communications ACMGAS203 Complete animal care hygiene routines ACMGAS204 Feed and water animals ACMGAS205 Assist in health care of animals ACMGAS206 Provide basic first aid for animals ACMOHS201 Participate in workplace health and safety processes ACMSUS201 Participate in environmentally sustainable work practices		Elective units	ACMGAS208 Source information for animal care needs ACMGAS209 Provide information on companion animals, products and services ACMSPE304 Provide basic care of domestic dogs ACMSPE310 Provide basic care of mammals	
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Elective units	ACMGAS208 Source information for animal care needs ACMGAS209 Provide information on companion animals, products and services ACMSPE304 Provide basic care of domestic dogs ACMSPE310 Provide basic care of mammals							
Pre-requisites	There are no pre-requisites for entry into this qualification.							
Course outcomes and pathways	Successful completion leads to award of the nationally accredited ACM20117 Certificate II in Animal Studies. Students will have gained practical skills and knowledge required for working in animal care. Successful graduates will also have gained greater self-confidence in approaching employers and applying for jobs, improved employability and job readiness for ongoing employment, a career pathway to qualifications in Animal Studies, Veterinary Nursing, Companion Services and Captive Animals. Graduates may also have the opportunity to pathway into Jesuit Community College's employer network.							

## Single units of competency

<b>Course Name</b>	<b>SITXFSA001 Use hygienic practices for food safety</b>
<b>Course type</b>	Single unit of competency, nationally accredited training
<b>Course Information</b>	This unit describes the performance outcomes, skills and knowledge required to use personal hygiene practices to prevent contamination of food that might cause food-borne illnesses. It requires the ability to follow predetermined organisational procedures and to identify and control food hazards.
<b>Delivery Mode</b>	The delivery mode is class-room based, in mainstream workplace environments.
<b>Course Duration</b>	The expected completion time for SITXFSA001 Use hygienic practices for food safety is 1 day.
<b>Pre-requisites for course</b>	There are no pre-requisites for entry into this course.

<b>Course Name</b>	<b>SITHFAB005 Prepare and serve espresso coffee</b>
<b>Course type</b>	Single unit of competency, nationally accredited training
<b>Course Information</b>	This unit describes the performance outcomes, skills and knowledge required to extract and serve espresso coffee beverages using commercial espresso machines and grinders. It requires the ability to advise customers on coffee beverages, select and grind coffee beans, prepare and assess espresso coffee beverages and to use, maintain and clean espresso machines and grinders.
<b>Delivery Mode</b>	The delivery mode is class-room based, in mainstream workplace environments.
<b>Course Duration</b>	The expected completion time for <b>SITHFAB005 Prepare and serve espresso coffee</b> is 3 days. From time to time, depending on the skill and knowledge of the cohort, the course may be extended or reduced to achieve competency.
<b>Pre-requisites for course</b>	SITXFSA001 Use hygienic practices for food safety

## English language and literacy

<b>Course Name</b>	<b>Language for Life</b>
<b>Course type</b>	Non-accredited training
<b>Course Information</b>	<p>The Language for Life course aims to help non-English speakers to acquire English language speaking, listening, reading and writing skills. This non-accredited course focuses on the valuable language skills and knowledge needed to participate in and engage with the community. Language for Life is intended to help participants with</p> <ul style="list-style-type: none"><li>➤ Language for everyday living</li><li>➤ speaking and listening in English</li><li>➤ reading and writing in English</li><li>➤ potential education, training and employment pathways</li></ul>
<b>Delivery Mode</b>	The course is classroom based.
<b>Course Duration</b>	The course runs during Victorian school terms in a number of locations across Melbourne
<b>Eligibility</b>	Permanent Resident and/or Australian Citizen/New Zealand Citizen, and not enrolled in mainstream secondary school
<b>Pre-requisites for course</b>	There are no pre-requisites for entry into this qualification.

## Short vocational courses

Jesuit Community College offers a number of short vocational and interest based courses in animal studies, hospitality, trade skills, and environmental sustainable practices.

A full list of current short courses is available from our Current Courses webpage

<https://jss.org.au/what-we-do/education-training-and-employment/jesuit-community-college/current-courses/>.

Short vocational courses are offered periodically through the year. Regular course offerings for 2019 include –

### *Introduction to Animal Care*

This is a practical course designed for people looking for employment and training for the animal care industry. Successful completion can lead to further studies in ACM20117 Certificate II in Animal Studies, improved employability skills and greater confidence, and work in a range of animal care industries.

### *Ready Set Work Barista*

This practical short course teaches basic barista skills, and how to use a commercial espresso machine to make a range of coffees. Pathways include the *Ready Set Work: Café Operations* course, leading to work in the vibrant café scene.

Contact Jesuit Community College:

**E: [courses@jss.org.au](mailto:courses@jss.org.au)**

**P: 03 9415 8700**

to find course times and dates for our short vocational courses.

### *Hammertime*

Hammertime provides an introduction to using hand and power tools for woodworking. Successful learners will have made two to three timber projects together with a Statement of Participation by the end of the course.

### *Introduction to Permaculture*

This practical introductory course teaches skills in building garden boxes with recycled timber, and landscaping and horticulture, and builds understanding of the basic principles of ecosystems.

### *Growing Mushrooms in the City*

Students learn to create and maintain their own home mushroom grow kit, and to grow oyster mushrooms.

Contact Jesuit Community College on [courses@jss.org.au](mailto:courses@jss.org.au) or 03 9415 8700 to find course times and dates.

## **Our policies and procedures**

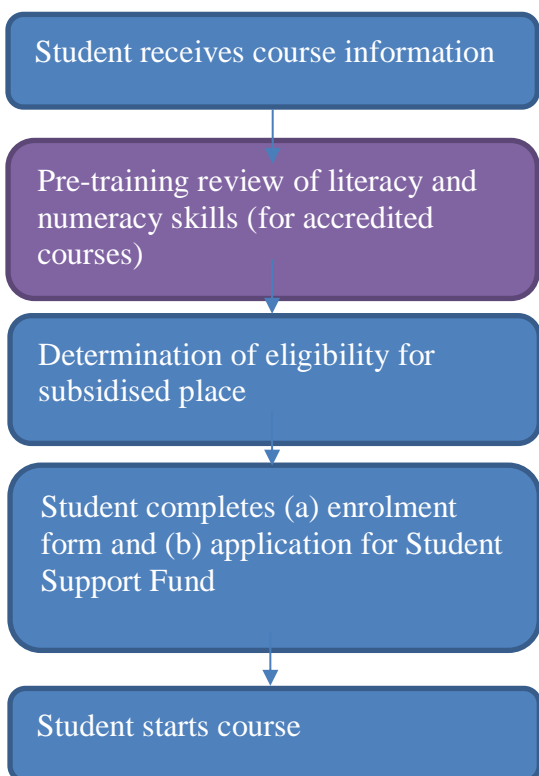
Jesuit Community College has developed a range of policies and procedures that applies to trainers, students and all staff of the College.

Below are explanations of some of the key commitments we make to support your training and the environment in which your training occurs.

## **Course enrolment**

### **Enrolment processes**

Our enrolment process is simple:



1. Students are given information about the course, course times, dates, and locations, and information about expected outcomes.
2. Students enrolling in an accredited course then undertake a Pre-training Review so that a determination can be made about support they might need to complete the course successfully (see additional information below).
3. The enrolment process includes a determination to check if the student is eligible for a Government subsidy, or if any additional concessions apply.
4. The enrolment form is completed, together with an application for support from the Jesuit Social Services Student Support Fund which helps defray costs.



## **(RPL) Recognition of Prior Learning and Credit Transfer**

During your enrolment interview, you will be offered the opportunity to apply for Recognition of Prior Learning (RPL). Your RPL application will be processed by an RTO designated by the Victorian Government.

You may also be eligible for Credit Transfer for any formal training you have already completed relevant to the course. Original transcripts of your previous qualification/s will be required to verify this.

## **Flexible learning and assessment**

We will ensure your individual learning needs are met by evaluating the effectiveness of different methods of learning and assessment. To ensure our training suits different learning styles, our assessments include a variety of methods:

- *observation/demonstration*
- *oral and written questions/answers or reports*
- *case studies*
- *individual and group assessments*
- *presentations*
- *research projects*
- *role plays*
- *written assignments or tests,*
- *visual and audio media.*

## **Access and equity**

Jesuit Community College is committed to ensuring you are aware of ALL available options in order to meet your individual training needs and to give all participants the opportunity to reach their full potential. We strive to ensure our training and assessment programs are fair, inclusive and conducted in a manner that includes and reflects diversity.

## **Pre-learning requirements**

Before enrolling you will receive specific information relevant to your course including schedule, location, times and key contacts.

Students enrolling in an accredited course complete a Pre-training Review to assess their literacy and numeracy skills. This is done so that trainers can determine whether the course is suitable for you, and to gain a good understanding of your skills and thus determine the kinds of support you might require to successfully complete the course.

The Pre-training Review:

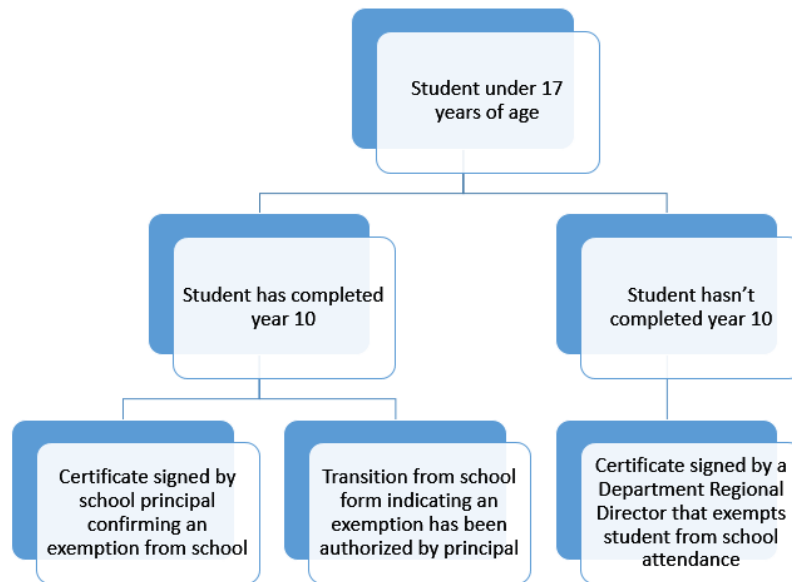
- helps you articulate your learning goals
- assesses your skills and abilities in reading and writing
- assesses your skills in dealing with numbers
- helps the trainer work out what support you might need.

## **Eligibility for very young people**

If you are under 17 years of age, some additional processes apply. These are:

- a certification by a Department of Education Regional Director that exempts you from school attendance, if you have not yet completed Year 10
- if you have completed Year 10, a certification from the school principal confirming exemption from school
- a Transition from School form authorised by the school principal.

These requirements are explained in the diagram below



## Human rights and disability

Jesuit Community College is an Equal Opportunity Organisation (EEO) committed to equity and access in the provision of its services and employment.

Jesuit Community College recognises and abides by the *Charter of Human Rights and Responsibilities Act 2006*. The Charter ensures human rights are valued and protected within the community.

Jesuit Community College recognises and abides by the *Disability Act 2010*. The Act provides for a stronger whole of government, whole of community response to the rights and needs of people with a disability, and is framework for the provision of high quality services and support for people with a disability.

## Eligibility Criteria for a Subsidised Place

If you are eligible for a Government subsidised place you may not need to pay fees directly to the College for training. The following criteria generally applies for a subsidised place for nationally accredited training or training, as follows:

- an Australian citizen or
- an Australian permanent resident (holder of a permanent visa)
- a New Zealand citizen (holder of a current New Zealand passport) or
- an Asylum Seeker holder of a current valid Bridging Visa Class E (BE), Safe Haven Enterprise Visa (SHEV) or Temporary Protection Visa (TPV) as verified via the Commonwealth's Visa Entitlement Verification Online (VEVO), and
- not enrolled in mainstream education (any secondary schooling from Years 7-12, including High Schools, Specialist schools and Secondary Colleges, and
- not enrolled in the Commonwealth Government's Skills for Education and Employment program, and
- not have completed an Australian qualification at Diploma level or above.

Eligibility criteria for places funded through the Adult and Community Further Education are:

- an Australian citizen or an Australian Permanent Resident (holder of a permanent visa)
- a New Zealand citizen (holder of a current New Zealand passport) **AND**
- not enrolled in mainstream education (school means any secondary schooling including, House Schooling, VCE and VCAL delivered at TAFE and other RTO's)
- not enrolled in the Commonwealth Government's Skills for Education and Employment program.

# Fees and Charges

Your tuition fee is set by the Government and may be partially funded by *the Skills First Program* fund. It is partially funded based on the number of hours of your enrolment, at a rate that is dependent on the category of the course, as listed below.

Course and Fee Charges 2019											
Program/Course details			Govt subsidy per nominal hour	Govt concession tuition fee contribution per nominal hour	Concession Tuition fee per nominal hour (WITH concession)*	Concession Tuition fee per nominal hour (NO concession)	Victorian Govt total subsidy toward qualification	Victorian Govt subsidised course fees (WITH concession)*	Victorian Govt subsidised course fees (NO concession)	Resources Fee	Full-fee place for non-Government funded students
Name and code	Duration in days	Nominal hours									
22476VIC Certificate I in General Education for Adults (Introductory)	48	430	\$7.00	\$3.06	\$0.77	\$3.83	\$3,010.00	\$331.10	\$1,646.90		\$4,656.90
22476VIC Certificate I in General Education for Adults (Introductory) (Short Course)	25	315	\$7.00	\$3.06	\$0.77	\$3.83	\$2,205.00	\$242.55	\$1,206.45		\$3,411.45
FSK20113 Certificate II in Skills for Work and Vocational Pathways	16	180	\$7.00	\$3.06	\$0.77	\$3.83	\$1,155.00	\$138.60	\$689.40		\$1,844.40
FSK20113 Certificate II in Skills for Work and Vocational Pathways (Short Course)	12	165	\$7.00	\$3.06	\$0.77	\$3.83	\$1,155.00	\$127.05	\$631.95	\$113.05	\$1,900.00
ACM20117 Certificate II in Animal Studies	28	410	\$8.00	\$2.26	\$0.57	\$2.83	\$3,280.00	\$233.70	\$1,160.30		\$4,440.30
SITXFSA001 Use hygienic practices for food safety	1		Full fee applies								\$100.00
SITHFAB005 Prepare and serve espresso coffee	3		Full fee applies								\$300.00

\*You may be eligible for a concession on your Tuition Course fee if you are in a Victorian Government subsidised place and you meet the eligibility criteria to apply for a concession. Tuition fees are subject to change depending on a student's individual circumstances.

## NEED PARA ON FEES/FUNDING FOR ACFE

### Fee for Service

Individuals may or may not be eligible to attract funding under an available funding stream, but may still be able to undertake any of College qualifications on a Fee for Service basis. Full course fees apply to this delivery method; payment plans are available for those who wish to take up this option.

Please speak with the College Training and Administration Manager in the first instance.

### Concessions

With a relevant concession, the minimum tuition contribution for a course category will apply.

All students who enrol and commence training in Government subsidised training and who are holders of a Commonwealth Health Care Card, Pensioner Concession Card or Veterans' Gold Card will pay the minimum fee. If you have a low income, we recommend you contact Centrelink to determine if you are eligible for one of these cards – telephone 131021 or website [www.centrelink.gov.au](http://www.centrelink.gov.au).

To qualify for the concession you must provide a copy of the original at the time of enrolment that shows that you are the card holder (or the dependent spouse or dependent child of the card holder if your name appears on your spouse's or parent's Health Care Card or Pensioner Card).

### Jesuit Social Services Student Support Fund

Jesuit Social Services is committed to working with people who experience significant social and economic disadvantage, to engage in further education, training and employment. Many people in these circumstances need support to engage in learning, to succeed in their learning programs, and to continue on to further training and employment.

In some cases, meeting the cost of training course fees may impose additional hardship. In order to assist students of Jesuit Community College who, due to financial or other forms of hardship, may not be able to meet the cost of their Jesuit Community College Course tuition fees, Jesuit Social Services has established a Student Support Fund. The establishment of this Fund draws on the rich tradition of Jesuit education committed to 'care of the whole person' and development of active and informed citizens.

Applications for assistance through the Student Support Fund are open to students who require financial support to meet the cost of their Jesuit Community College course tuition fees.

Applications are open to be received all year round. They can be handed to your Jesuit Community College Trainer/Assessor or enrolment officer, emailed to [courses@jss.org.au](mailto:courses@jss.org.au), sent by post to PO Box 1141, Collingwood VIC 3066, or lodged by hand at Jesuit Community College, 1 Langridge St Collingwood.

Before you apply for this financial support, you should consider alternative funding options.

Applicants must:

- be studying a course at Jesuit Community College;
- be an Australian citizen, or
- hold permanent Residency status, or
- hold a permanent humanitarian visa;
- be a Centrelink Concession Card holder; or,
- hold a current New Zealand passport; and,
- demonstrate adequate academic progress for the duration of their funding.

For any queries please contact Jesuit Community College by email to [courses@jss.org.au](mailto:courses@jss.org.au) or by phone on (03) 9415 8700.

### **Withdrawals and Refunds**

Students who officially withdraw from a course within certain time limits may be eligible for a refund of any fees paid. For more information and access to a copy of the Jesuit Community Student Information Handbook 2018 please ask your trainer or visit:

<http://jss.org.au/what-we-do/education-training-and-employment/jesuit-community-college/>

## **Consumer protections**

### **National Privacy Act**

Jesuit Community College understands individuals' concerns regarding confidentiality and is committed to respecting and upholding individuals' rights to privacy protection under the National Privacy Principles (NPPs) contained in the *Privacy Act 1988 (Cth)*. We respect the privacy rights of all individuals during their training to ensure compliance with the NPPs.

You are welcome to access your training records or confidential information. Requests should be made via email to [training@jss.org.au](mailto:training@jss.org.au), marked Attn: Training and Administration Manager.

### **Jesuit Social Services' Consumer Protection Policy**

Jesuit Social Services, including the Jesuit Community College, uses a comprehensive and systematic strategy to ensure that consumers' rights are protected and the organisation follows all related legislation and regulatory requirements. For more information please refer Jesuit Social Services' Consumer Protection Policy.

## **Student entitlements and obligations**

### **Student entitlements**

1. Students will have an agreed study program and will be advised of the date, time, location and the cost of the program.
2. During the program, students will be provided with suitably qualified and experienced Trainers to deliver the program.

3. Trainers will attend all timetabled lessons or training sessions on time, or the student will be advised of the staff absence.
4. Students will receive an induction into the campus and the study program.
5. Students will be provided with appropriate resources during their study program, including access to study resources.
6. Any course expenses incurred by students will be explained prior to paying any fees.
7. Students will have access to referral agencies for counselling services and disability support services where appropriate.
8. Students will undertake assessment after training is being delivered.

### Student obligations

1. Students need to ensure all fees or program expenses are paid prior to commencing the course.
2. Students will attend all classes at the time, date and location advised. Minimum attendance is 80%
3. Students will take responsibility for their own learning with the support of their Trainer.
4. Students will maintain a satisfactory standard of behaviour within Jesuit Community College and will care for all Jesuit Community College and other campus property.
5. Students will comply with occupational health and safety, smoke-free, road traffic rules, and other JCC policies.
6. Students will present themselves for all assessment requirements.

### Student Code of Conduct

A Code of Conduct applies to all enrolled students, and is set out in the Student Handbook. You can download a copy from Jesuit Community College's website, [http://jss.org.au/wp-content/uploads/2018/08/JCC-Student-Handbook\\_V5.0\\_July2018.pdf](http://jss.org.au/wp-content/uploads/2018/08/JCC-Student-Handbook_V5.0_July2018.pdf).

### Complaints and appeals procedure

'Complaints' refer to any issue a person might have with any aspect of our services;

'Appeals' refer to appeals against any of our decisions, such as assessment decisions.

Information about complaints and appeals procedure are set out in the Student Handbook, which can be downloaded from [http://jss.org.au/wp-content/uploads/2018/08/JCC-Student-Handbook\\_V5.0\\_July2018.pdf](http://jss.org.au/wp-content/uploads/2018/08/JCC-Student-Handbook_V5.0_July2018.pdf).

Complete details of our Complaints procedure is also available on our website: <http://jss.org.au/feedback-and-complaints/>.

The following groups and organisations may also be consulted for more information or to help with dispute resolution.

**National Training Complaints Hotline**

Tel: 1800 000 674 (free call)

**Australian Skills Quality Authority Complaints Unit**

Tel: 1300 701 801

website: <http://www.asqa.gov.au/complaints/making-a-complaint.html>

**Consumer Affairs Victoria**

Tel: 1300 55 81 81

email: [consumer@justice.vic.gov.au](mailto:consumer@justice.vic.gov.au)

website: [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

**Victorian Equal Opportunity & Human Rights Commission** Phone: 1300 292 153

website: <https://www.humanrightscommission.vic.gov.au/make-a-complaint>

## Further Study at Jesuit Community College

Prior to completion of your course, qualified and trained staff are available to meet with you to discuss your further education opportunities and possible pathways.

Please speak with the Training Administration Manager, to book in a time with the designated staff member.

### Contact

Training and Administration Manager

[courses@jss.org.au](mailto:courses@jss.org.au)

Tel: 03 9415 8700

**Jesuit Community College  
and its staff**

**wish you all the very best**

**for your future journey  
and engagement with**

**LIFELONG LEARNING!**

