

Registered Training Organisation Number: 50612

Alternative Training/Education Programs 2018

Student Information Pack for Accredited Courses Delivered at Fairbridge

CPC20112 Certificate II in Construction

AHC21016 Certificate II in Conservation & Land Management

AHC31416 Certificate III in Conservation & Land Management

52773WA Certificate I in Leadership

SIS30413 Certificate in III Outdoor Recreation

SIT20316 Certificate II in Hospitality

SIT30616 Certificate III in Hospitality

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Welcome

Hello and welcome to Training at Fairbridge WA Inc. 2018

As an RTO we are required to:

- Comply with the RTO 2015 Standards. These can be found by going to <http://www.comlaw.gov.au/Details/F2014L01377/Download>
- Employ qualified training and assessment staff
- Have and abide by, policies and procedures

Our registration is with the Training Accreditation Council (TAC) and covers our scope of delivery and the courses we are delivering. The Training Accreditation Council also carries out monitoring audits.

Being an RTO means we can:

- Deliver training and assessment in a nationally recognised qualification
- Offer recognition of current competencies and prior learning (RCC & RPL)
- Issue qualification certificates and Statements of Attainment where the learner has met the requirements
- Recognise other RTOs and the qualifications and Statements of Attainment they issue.
- Form partnerships with other RTOs for delivery of training that does not fall under our scope

As an RTO we have contracts from Department of Training and Workforce Development (DTWD) – Workforce Participation, Traineeship training schools and private companies.

The information provided in this booklet will help you choose and apply for a position at Fairbridge, and will explain to you how the course and services will operate.

Why choose Fairbridge?

We have been engaged in Alternative Training Programs for a number of years; we have seen plenty of success and shared some tough times with our students and families. We understand that school does not fit everyone, finding the correct career path can be difficult. Therefore, what we do is offer a product slightly different. This booklet will show you what we offer, so please take the time to read the information and feel free to contact us should you need any more information. Contact numbers listed below.

Proposed Dates

(Dates can change throughout the year, please contact us for confirmation)

CPC20112 Certificate II in Construction

(11 weeks - 5 days per week)

Intake 1 – 5th February

Intake 2 – Proposed start date 1st May

Intake 3 – Proposed start date 16th July

Intake 4 – Proposed start date 8th October



AHC21016 Certificate II in Conservation & Land Management

(13 weeks – 5 days per week)

Intake 1 – 5th February

Intake 2 – Proposed start date 1st May

Intake 3 – Proposed start date 27th August

AHC31410 Certificate III in Conservation & Land Management

(15 weeks – 5 days per week)

Intake 1 – Proposed start date 1st May

Intake 2 – Proposed start date 27th August



SIT20316 Certificate II in Hospitality

(10 weeks – 5 days per week)

Intake 1 – 5th February

Intake 2 – Proposed start date 30th April

Intake 3 – Proposed start date 16th July

Intake 4 – Proposed start date 8th October

SIT30616 Certificate III in Hospitality

(19 weeks – 4 days per week)

Intake 1 – Proposed start date 1st May

Intake 2 – Proposed start date 27th August

52773WA Certificate I in Leadership

(12 weeks – 3 days per week)

There will be 3 intakes

Intake 1 – Proposed start date

Intake 2 – Proposed start date

Other intakes can arranged on request & minimum numbers reached, please contact us to discuss.

SIS30413 Certificate in III Outdoor Recreation (Min 3 days per week)

Start dates will be dependent on the time of year, student needs with placement and work load of the activities Dept. The course is set at 20 weeks contact time, working with full time activity staff, working/learning with live school camps, self-study periods will also be required. More information below in or contact us for further discussions. This course suits those looking to move into the outdoor industry.

Eligibility

To be eligible for these courses students must meet **ALL** of the following criteria. The Dept. of Training & Workforce Development sets some of the criterion while Fairbridge set the rest; we are unable to accept anyone outside of these areas:

- Aged 15 to 24
- Not be fully engaged in education, employment or training
- Be referred by a youth at risk Referral Agents (see list below for Peel/SW area or click on the link below for the full list)

Future Skills - Referral Agents information

- Students aged 15 or 16 years but are not in their final two years of schooling an Exemption form is required. Exemptions are arranged and signed either by the:
 - School principal (for students in IPS); or
 - Regional Executive Director
- Students who are in the last two years of secondary schooling require a Notice of Arrangements (Contract between Parent and RTO)
- All students **MUST** be referred from a Youth at Risk Referral Agents (see table below)
- All Fairbridge forms to be completed before the commencement of the course
- Fees to be paid or part paid as per agreement below, before the end of the course.
- **All** students will require a Unique Student Identifier (USI) when involved in VET training. Go to www.usi.gov.au for more information. Please try to have your USI prior to commencement.

*Students between 1/7/00 to 30/6/2002 will need a NOA
Those after born July 2002 are not aged appropriate for NOAs and require an exemption form*

Some feedback from past students:

Loved doing the construction work around the village

Best course I have ever done and I have done 4

Loved learning new things and meeting new people

*Breakfast club is great. Darren is a great trainer
Everything, everything, everything is great*

I like it here as it is interactive

Enjoyed being able to learn and have fun at the same time

Thank you John and Jane for teaching us lots of things

*Love Fairbridge, good lecturers and lots of help
Great to get white card, first aid and pass cert II*

Referral Agents Details

Target Group	Referral Agents	Comments	CONTACT FOR STUDENTS
Youth at Risk	Aboriginal Drug and Alcohol Service		Mr. Sam Mesiti Project Officer smesiti@aads.org.au 211 Royal Street East Perth WA 6004 (08) 9221 1411
Youth at Risk	Aboriginal Workforce Development Centre	Aboriginal people only	Bunbury Office: bunbury.awdc@dtwd.wa.gov.au
Youth at Risk	Aboriginal Workforce Development Centre	Aboriginal people only	Perth office: awdc@dtwd.wa.gov.au
Youth at Risk	Accord West		Julie Smith or Lyn Mills info@accordwest.com.au 1800 155 799
Youth at Risk	Atwork Australia Pty Ltd		Armadale Branch (08) 93931400
Youth at Risk	Atwork Australia Pty Ltd		Rockingham Branch (08) 9500 7700
Youth at Risk	Calvary Youth Services		Lisa Dunne; coordinator@calvaryyouth.com.au
Youth at Risk	Coummunity Resource Centre - Waroona		Jocelyn Fraser Projects Officer Lina Look Administration Officer Waroona Community Resource Centre 08 9733 3011 or 08 9733 2545
Youth at Risk	Create Employment		Florinda Rodi ; (08) 9249 3132; florinda.rodii@tccp.com.au
Youth at Risk	Department for Child Protection and Family Support Services		broker@cpfs.wa.gov.au
Youth at Risk	Department of Corrective Services		Larry Smith Phone (08) 62509200 larry.smith@correctiveservices.wa.gov.au
Youth at Risk	Department of Education - Engagement and Transition Manager		BUNBURY c/ SOUTH WEST REGIONAL EDUCATION OFFICE Bunbury Senior High School 10-44 Haig Crescent BUNBURY WA 6230 Gaynor Manning: (08) 9781 2558; Gaynor.manning@education.wa.edu.au
Youth at Risk	Department of Education - Engagement and Transition Manager		FREMANTLE/PEEL C/ SOUTH METROPOLITAN REGIONAL OFFICE 148 Hampton Rd BEACONSFIELD WA 6162 mail North Lake Senior Campus

			188 Winterfold Road KARDINYA WA 6163 Joel Woods ph 9314 0456 Joel.Woods@education.wa.edu.au
Youth at Risk	Directions Workforce Solutions		reception@directionswa.com.au
Youth at Risk	Disability Services Commission		admin_lac@dsc.wa.gov.au
Youth at Risk	Employment Services Group (ESG) - Armadale		connect@esg.com.au
Youth at Risk	Employment Services Group (ESG) - Fremantle		connect@esg.com.au
Youth at Risk	Employment Services Group (ESG) - Kwinana		connect@esg.com.au
Youth at Risk	Employment Services Group (ESG) - Mandurah		connect@esg.com.au
Youth at Risk	Employment Services Group (ESG) - Rockingham		connect@esg.com.au
Youth at Risk	Forrest Personnel Inc		Penny Crittall; or Jacalyn Graham Ph 9792 3333
Youth at Risk	Fremantle Multicultural Centre		(08) 9336 8282
Youth at Risk	Headspace - Fremantle	Please do not contact other branches of Headspace	headspaceinfo@fremantleML.com.au
Youth at Risk	Intework		1300 Intework (1300 4683 9675)
Youth at Risk	Mercycare Limited		Aileen Armanasco Nicolle Straw Helen Murray Mirrabooka@mercycare.com.au
Youth at Risk	Milligan Community Learning and Resource Centre		Sash Milne, Nixi Program Coordinator nixi@milligan.org.au Ph 9721 8944
Youth at Risk	Mission Australia		Rachael Dalziell Training Manager westernaustralia@missionaustralia.com.au
Youth at Risk	Mitra Community		Aravindhan (Vinnie) Rajaratnam vinnie@mitracommunity.org.au 0435 040 779
Youth at Risk	Multicultural Services Centre of WA		Mr Pius Joseph Executive Officer pius@mscwa.com.au

Youth at Risk	Ngaanyatjarra Council Aboriginal Corporation		Clint Shaw General Manager Strategic Services Analyst clint.shaw@ngcouncil.org.au
Youth at Risk	Options Employment		(08) 9463 0562
Youth at Risk	Outcare Incorporated		Tammy Christie Case Manager for Employment (08) 6263 8622; Tammy.christie@outcare.com.au
Youth at Risk	Peel Youth Services Inc		Be Westbrook eo@pys.org.au 0419 906 330
Youth at Risk	St John of God Murdoch Hospital Ferns Counselling Centre		Paul Loseby Counselling Co-ordinator Community Mental Health paul.loseby@sjog.org.au
Youth at Risk	The Salvation Army Employment Plus - Armadale		Armadale Branch 9/49 William Street Armadale WA 6112; (08) 9391 7100
Youth at Risk	The Salvation Army Employment Plus - Fremantle		Fremantle, Level 2 26 Queen Street, Fremantle WA 6160 (08) 9432 6500
Youth at Risk	The Salvation Army Employment Plus - Mandurah		Mandurah Branch - Unit 7, 279 Pinjarra Road Mandurah WA 6210 Tel: (08) 9531 9800
Youth at Risk	The Salvation Army Employment Plus - Rockingham		Rockingham Branch - Unit 16, 5 Goddard Street Rockingham WA 6168 Tel: (08) 9599 2500
Youth at Risk	WA Police		Acting Inspector Mark Fleskens; Youth Policing Division Youth.Policing.Operations@police.wa.gov.au
Youth at Risk	Whitelion Incorporated		Mike Dixon Mike.Dixon@whitelion.asn.au 0407 702 922

CPC20112 Certificate II in Construction Course Outline

Venue:	Fairbridge Village, Training Precinct
Delivery mode:	Face to face – live projects – hands on training 10 week course
Entry Requirements:	None (also see referral document)
Lifestyle Development:	This is an integral part of each course; it is designed to provide additional skills that can help you in life, and is a combination of both fun and practical activities.

Course Description:

This course provides an occupational outcome and a range of support tasks applicable to a majority of construction work sites.

The course includes learning to use power tools & machinery, hands on training and experiences in a live construction environment, as well as the basic core industry skills.

Past projects included:

- Wooden benches for site
- Stud walling in Nursery
- Creating a new tool room
- Creating floor slabs and structure for shelters
- Concreting maintenance area
- CCTV base construction



Possible Pathways from this qualification include, but not limited to:

- Builder's labourer
- Trade assistant
- Certificate III in Construction
- Australian apprenticeship pathway
- Other national recognised courses
- Re-engagement with education options

Core Units:

CPCCCM1012A	Work effectively and sustainably in the construction industry
CPCCCM1013A	Plan and organise work
CPCCCM1014A	Conduct workplace communication
CPCCCM1015A	Carry out measurements and calculations
CPCCCM2001A	Read and interpret plans and specifications
CPCCCM2005B	Use construction tools and equipment
CPCCCM2006	Apply basic levelling procedures
CPCCCM2010	Work safely on scaffolding higher than 2 metres
CPCCCO2013A	Carry out concreting to simple forms
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry



Electives:

Electives chosen can vary depending on the time of year.

CPCCCM2008	Erect and dismantle restricted height scaffolding
CPCCCM2002A	Carry out excavation
CPCCCM2009A	Carry out basic demolition
CPCCSF2004A	Place and fix reinforcement materials
HLTAID003	Provide first aid

To complete this qualification you need to complete the 10 Core units plus 5 electives

AHC21016 Certificate II in Conservation & Land Management Course Outline

Venue:	Fairbridge Village, Training Precinct
Delivery mode:	Face to face – live projects – hands on training 11 week course
Entry Requirements:	None (also see referral document)
Lifestyle Development:	This is an integral part of each course; it is designed to provide additional skills that can help you in life, and is a combination of both fun and practical activities.

Course Description:

This course provides students with an occupational outcome in conservation and land management. The training and projects are carried out under general guidance and supervision from a full time trainer. The students will be educated on safe work practices and environmental sustainability. During the course, students will acquire core skills & knowledge, undertake revegetation works as well as gain an additional qualification in operating chainsaws and first aid.

Past projects include:

- Chainsaw jobs around the village
- Offsite local revegetation projects
- Nursery projects and planting
- New fences within the village and off site

Possible Pathways from this qualification include, but not limited to

- Conservation worker
- Landscape Gardener labourer
- Assistant Ranger
- Certificate III in Conservation and Land Management
- Australian apprenticeship pathway
- Re-engagement with education options

Core Units:

AHCWHS201	Participate in OHS processes
AHCWRK209	Participate in environmentally sustainable work practices

Electives:

Electives chosen can vary depending on the time of year.

AHCCHM201	Apply chemicals under supervision
AHCPMG201	Treat weeds
AHCFAU201	Recognise fauna
PUATEA001B	Work in a team
AHCPCM201	Recognise plants
AHCMOM203	Operate basic machinery and equipment
AHCPCM202	Collect, preserve and prepare plant specimens
AHCMOM213	Operate and maintain a chainsaw
AHCPMG202	Treat plant pests, diseases and disorders
AHCPHT201	Plant horticultural crops
AHCNSY203	Undertake propagation activities
AHCWRK205	Participate in workplace communication
AHCNSY202	Care for nursery plants
HLTFA201B	Provide basic emergency life support

To complete this qualification you need to complete the 2 Core units plus 14 electives.

AHC31416 Certificate III in Conservation & Land Management Course Outline

Venue: Fairbridge Village, Training Precinct
Delivery mode: Face to face – live projects – hands on training 15 weeks

Entry Requirements: Cert II qualification or proven skills/knowledge study ability (also see referral document)

Lifestyle Development: This is an integral part of each course, its design is to provide additional skills that help you in life, and is a combination of both fun and practical activities.

Course Description:

This qualification provides a general vocational outcome in the conservation and land management industry. The qualification enables individuals to get an understanding of Indigenous land management, lands, parks and wildlife with natural area management. Students are encouraged to seek work experience activities with current industry partners to better prepare them for the workplace. This course blends a good balance of conservation knowledge, practical experience, supervisor skills and required paperwork in the workplace.

Past projects include:

- Started work on the Community Garden in Pinjarra
- Planted annuals at the entrance to Fairbridge
- Started a Sensory Garden at Elliott's House
- Built gardens around the Learning Circle
- Installed a gardens around Training Precinct
- Maintenance of trees and shrubs around Fairbridge



Possible Pathways from this qualification include, but not limited to

- Indigenous lands worker
- National parks worker
- Revegetation worker
- Certificate IV in Conservation and Land Management /Higher education
- Australian apprenticeship pathway
- Re-engagement with education options
- Mine work opportunities
- Council/Shire work placements
- Environmental Science
- Wildlife Officer



Core Units:

- | | |
|-----------|--|
| AHCWHS301 | Contribute to work health and safety processes |
| AHCWRK309 | Apply environmentally sustainable work practices |

Electives:

Electives chosen can vary depending on the time of year.

- | | |
|-----------|---|
| AHCILM302 | Provide appropriate information on cultural knowledge |
| AHCNAR301 | Maintain natural areas |
| AHCPMG301 | Control weeds |
| AHCPMG302 | Control plant pests, diseases and disorders |
| AHCCHM303 | Prepare and apply chemicals |

AHCLSC301	Set out site for construction works
AHCMOM301	Coordinate machinery and equipment maintenance and repair
AHCPGD301	Implement a plant establishment program
AHCPGD304	Implement a landscape maintenance program
AHCARB309	Implement a tree protection program
AHCARB301	Implement a tree maintenance program
AHCBIO302	Identify and report unusual disease or plant pest signs
AHCMOM304	Operate machinery and equipment
AHCWRK305	Coordinate work site activities

To complete this qualification you need to complete the 2 Core units plus 14 electives.

52773WA Certificate I in Leadership Course Outline

Venue:	Fairbridge Village, Training Precinct
Delivery mode:	Face to face – live projects – hands on training 12 week course
Entry Requirements:	None (also see referral document)
Lifestyle Development:	This is an integral part of this course, its design is to provide additional skills that help you in life, and is a combination of both fun and practical activities.

Course Description:

The Certificate I in Leadership Development course is a pathway to our Certificate II courses and is designed to give students a taster of our Construction, CLM II courses and Fairbridge, helping them to choose a suitable pathway. Projects will be varied, be small and tailored to student's interest. The course can be taken as a standalone for clients who need to develop the necessary employability skills, which will support their transition to work, further education and community participation.

Core Units:

LWADEV101A	Develop self-awareness
LWALDR101A	Explore fundamentals of leadership
LWAPRO101A	Participate effectively in a team project
LWADIV101A	Explore personal role in society
LWAWOR101A	Develop problem solving skills
BSBCMM101	Apply basic communication skills



Electives:

Electives chosen can vary depending on the time of year.

AHCOHS101A	Work Safely
CPCCVE1001A	Undertake a basic construction project
CPCCCM2004A	Handle construction materials



To complete this qualification you need to complete the 6 Core units plus 3 electives.

SIS30413 Certificate III in Outdoor Recreation

Course Outline

Course Details

Venue:	Fairbridge Village, Activities Department
Delivery mode:	Face to face – on the job training – self-study 20 week course
Entry Requirements:	18 – 24 years old Cert II Outdoor Recreation - a mature student to study at the required level - happy with heights and talking in front of children.

You are required to gain a Working with Children Check (WCC) before you can commence this training course.

Course Description: FOA

These positions are limited throughout the year and will be ideal for those looking for a qualification within the Outdoor Industry. You will be required to attend 3 days per week and there maybe options for extra casual work during this time.

Course length will be over a period of 20 weeks; this may change according to students skill set and experience. Ongoing casual work maybe offered with the Department to the right students after the qualification has been gained.

Please contact the Training Department for further information.

Core Units:

- BSBWOR301B Organise personal work priorities and development
- HLTAID003 Provide first aid
- SISOODR302A Plan outdoor recreation activities
- SISOODR303A Guide outdoor recreation sessions
- SISOOPS201A Minimise environmental impact
- SISOOPS306A Interpret weather conditions in the field
- SISXCAI306A Facilitate groups
- SISXCCS201A Provide customer service
- SISXEMR201A Respond to emergency situations
- SISXOHS101A Follow occupational health and safety policies
- SISXRSK301A Undertake risk analysis of activities
- TAEDEL301A Provide work skill instruction



Electives:

Electives chosen can vary depending on the time of year.

- SISOCLA302A Apply top rope climbing skills on artificial surfaces
- SISOCLA303A Establish belays for climbing on artificial surfaces
- SISOCLA311 Guide top rope climbing activities on artificial surfaces
- SISOABL301A Assist in the facilitation of adventure-based learning activities
- SISOCR302A Conduct a high ropes session
- SISOARC301A Conduct an archery session

SISOODR404A	Manage risk in an outdoor activity
SISOOPS304A	Plan for minimal environmental impact
SISOCNE202A	Perform deep water rescues
SISOCNE303A	Apply canoeing skills
SISOCYT202A	Demonstrate basic cycling skills
SISOMBK201A	Demonstrate basic off-road cycling skills

To complete this qualification you need to complete the 12 Core units plus 12 electives

Friends of Adventure may provide on behalf of Fairbridge, training and assessment on the following practical parts of the skill sets from the Sport, Fitness and Recreation Package or agreed single units within the Skill Sets:

- SSISS00002 Abseiling Guide Single Pitch (Natural Surfaces)
- SSISS00003 Abseiling Guide Single Pitch (Artificial Surfaces)
- SSISS00006 Abseiling Instructor Single Pitch (Artificial Surfaces)
- SSISS00007 Abseiling Instructor Single Pitch (Natural Surfaces)
- SSISS00039 Climbing Guide (Artificial Surfaces) Top Rope
- SSISS00046 Climbing Instructor (Artificial Surfaces) Top Rope
- SSISS00032 - Challenge Ropes Course Conductor (High Ropes)
- SSISS00036 - Challenge Ropes Course Supervisor (High Ropes)

SIT20316 Certificate II in Hospitality Course Outline

Venue:	Fairbridge Village, Training Precinct
Delivery mode:	Face to face – live projects – hands on training 10 week course
Entry Requirements:	None (also see referral document)
Lifestyle Development:	This is an integral part of this course, its design is to provide additional skills that help you in life, and is a combination of both fun and practical activities.

Course Description:

This qualification provides a general vocational outcome in the hospitality industry. The qualification enables individuals to get an understanding of the hospitality industry. Students are encouraged to seek work experience activities with current industry partners to better prepare them for the workplace. This course blends a good balance of hospitality knowledge, practical experience, food handling skills and required paperwork in the workplace.

Possible Pathways from this qualification include, but not limited to

- bar attendant
- café attendant
- catering assistant
- food and beverage attendant
- front office assistant
- porter
- room attendant

Core Units:

BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITHIND003	Use hospitality skills effectively
SITXCCS003	Interact with customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices

Electives:

Electives chosen can vary depending on the time of year.

SITXFSA001	Use hygienic practices for food safety
BSBCMM201	Communicate in the workplace
SITHCCC003	Prepare and present sandwiches
SITHFAB005	Prepare and serve espresso coffee
SITHFAB007	Serve food and beverage
SITXFSA003	Transport and store food

To complete this qualification you need to complete the 6 Core units plus 6 electives.

SIT30616 Certificate III in Hospitality

Course Outline

Venue:	Fairbridge Village, Training Precinct
Delivery mode:	Face to face – live projects – hands on training 15 week course
Entry Requirements:	Cert II qualification or proven skills/knowledge study ability (also see referral document)
Lifestyle Development:	This is an integral part of this course, its design is to provide additional skills that help you in life, and is a combination of both fun and practical activities.

Course Description:

This qualification reflects the role of individuals who have a range of well-developed hospitality service, sales or operational skills and sound knowledge of industry operations. Using discretion and judgement, they work with some independence and under limited supervision using plans, policies and procedures to guide work activities.

Possible Pathways from this qualification include, but not limited to

- espresso coffee machine operator
- food and beverage attendant
- front desk receptionist
- front office assistant
- function attendant
- function host
- gaming attendant
- guest service agent
- senior bar attendant
- waiter

Core Units:

BSBWOR203	Work effectively with others
SITHIND002	Source and use information on the hospitality industry
SITHIND004	Work effectively in hospitality industry
SITXCCS006	Provide service to customers
SITXCOM002	Show social and cultural sensitivity
SITXWHS001	Participate in safe work practices
SITXHRM001	Coach others in job skills

Electives:

Electives chosen can vary depending on the time of year.

SITXFSA001	Use hygienic practices for food safety
SITHFAB004	Prepare and Serve non-alcoholic beverages
BSBSUS201	Participate in environmentally sustainable work practices
SITXINV001	Receive and store stock
SITHCCC002	Prepare and present simple dishes
SITHCCC006	Prepare appetisers and salads
SITHKOP002	Plan and cost basic menus
SITHKOP001	Clean kitchen premises and equipment

To complete this qualification you need to complete the 7 Core units plus 8 electives.

RPL and Credit Transfer

RPL

Through the process of Recognition of Prior Learning, clients will have the opportunity to have previously obtained skills assessed by a workplace assessor.

Upon completion of the client admission form it is noted that the student has existing skills and experience that may preclude them from undertaking part(s) of the course;

or

Upon admission a client seeking exemption from Unit(s) in the proposed course, the following process for RPL will be heeded:

- I. Client to complete an enrolment form.
- II. An interview is arranged between the client and the Training Coordinator where the process is outlined.
- III. If the client wishes to proceed in the RPL, the details of timeframe, cost, necessary evidence and workplace assessments will be supplied.
- IV. An application for RPL is completed by the client.
- V. Where possible, support is provided to the client in compiling evidence for the RPL assessment.

Credit Transfer

Students may be granted credit for the completion of formally recognised learning with another registered training organisation. The transfer of credit provides the students with exemption(s) from the relevant module(s) and/or unit(s) of competency within a course. Students are not charged for credit transfer.

Changes to agreed services

Where there are any changes to agreed services, Fairbridge will advise the student as soon as practicable, this will include any new third party arrangements or a change in ownership or changes to existing third party arrangements.

Should Fairbridge or a third party cease to operate or ceases to deliver any part of the training, all records of achievement are held electronically and would be submitted to the Training accreditation council to ensure all students are catered for and are not disadvantaged.

Unique Student Identifier

All students enrolling in training are required to apply for a Unique Student Identifier (USI).

Your USI will help keep your training records and results together in an online account controlled by you. Each time you enrol in study with a new training organisation, your USI will be used to store your training records and results.

By having a USI you will be able to access your training records and results (or transcript) whenever you need them. For example, for a new employer or when you enrol to study at a new training organisation.

Your USI can be accessed online from your computer, tablet or smart phone and gives you access to your training records and results at your fingertips.

You do create your USI online and this is the link to the site <http://www.usi.gov.au/Pages/default.aspx>
You are required to have **one** form of identification from the following list so please make sure you have this prior to commencing the process:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

If it is difficult for you to obtain your USI prior to commencing the course, we do have people onsite who can assist you but you must have the correct identification.

Dress Code

Fairbridge does have a dress code for all students. To minimize risk from the sun all students and staff who perform any work outdoors must wear long sleeves and long pants/trousers as well as a hat. Sunscreen must be applied to any exposed skin. Safety boots must be worn at all times. At approximately week two of your course you will be provided with two hi vis work shirts, work boots and a hat. Safety items such as glasses, gloves etc., will be provided on an as needs basis. The Resource Fee of \$50 goes partway to paying for these.

Each training area has a different colour for differentiation.

You must wear your uniform each day. No excuses may be given for not wearing the uniform and you may be returned on the bus if you do not come correctly attired. This is considered a safety factor.

Privacy Policy

Fairbridge complies with the Privacy Act 1988. Information; collected on clients is only used for the purpose of delivery of our services.

At enrolment Fairbridge will ask if you agree to the use of any photographs taken during the course to be used as promotion of Fairbridge's program and projects. Agreement may see your photographs utilized in marketing.

Your information will not be released to a third party without the written consent of yourself. You can request a copy of the information held about you by a written request to the Training Manager.

Is Fairbridge the right place for you and your child?

Fairbridge is committed to fostering long-term positive and sustainable change in young people's lives so they can be happy, healthy and contributing members of our community.

We encourage an active engagement with the world to prepare students for real world situations. That includes helping students be responsible for self-managing behaviours in accordance to Fairbridge policies which includes but not limited to mobile phone use, smoking, timekeeping and wearing their personal protective equipment.

Parental support of our staff in maintaining standards of behaviour will ensure a safe, enjoyable and productive environment for everyone.

We'll be direct, honest, thorough and responsible in communicating information to students about appropriate behaviours and respectful, diverse and inclusive relationships.

Students will be using toasters, stoves, blenders, microwaves, and cutlery.

During maintenance activities students may be up ladders, on roofs, changing light globes, using hammers, saws, mattocks, vacuum cleaners, power hoses, whipper snippers, chainsaws and electrical tools.

According to our assessment of students' maturity and abilities, we may teach them to use axes, log splitters, chainsaws and other power equipment.

Similarly, students will learn about and practice Aboriginal cultural ways including traditional fire lighting, axe construction along with spear making and throwing.

We may bring specialist services such as Psychology services to assist your child with developing skills that help them stay engaged, focused and functioning social members of the community. We do not have our psychology services diagnose, medicate or provide clinical interventions.

We pride ourselves on accommodating future community services, teaching, social and youth work students with supervised live practical placements. Your child will be expected to accommodate these placement students as a contribution to training the next generation of these workers.

We care for all students who want to come here, but previous academic success or failure is not a factor in that assessment. Destructive and/or self-destructive behaviour is a factor. We are pleased to see evidence of creative interests, selflessness and empathy in students who apply for places here.

We are always happy to supply written reports on request, or to meet with parents and students to discuss progress.

We are very happy for parents to be involved at Fairbridge, in all kinds of rich, exciting and rewarding ways.

We work on an 'invitation-acceptance' or an 'offer-acceptance' basis. In other words, we may invite parents to contribute to Fairbridge in some way, and they may accept our invitation; equally they may offer to help us in some way and we may accept their invitation. However, we are not happy with parents who want to impose

their own agendas on Fairbridge, and we do not tolerate parents who attempt to bully the organisation, trainers or other students.

Parents are respectfully asked to make an appointment with the Training Manager to raise their concerns, rather than just arriving. It is difficult for us to provide you with all the information and our undivided attention without prior notice.

The training we deliver is Nationally Accredited, our courses are designed around both theory, and practical tasks and both areas need to be completed. We work hard in the early stages of the course to ensure everyone has a good understanding of the Health and Safety requirements.

A performance review for each a student may take place if required. This identifies where the participant is at with attitude, performance and how they are performing on the course and what they can do to improve if necessary.

Any student(s) who poses a risk to themselves, staff, other students or other groups within the village, will be and taken home and removed from site.

We will endeavor to contact the parent/guardian/carer before this takes place and inform them of the situation. Fairbridge will give further direction on a case-by-case situation. We want our students and other users of Fairbridge to remain safe at all times, so it is important that students follow our safety rules at all times.

Please recognise that we will not suit everybody. If you are not comfortable with what you read here, we will not be the right training program for you or your child.

Of course as Trainers, it is up to us to raise students to a level where they can engage in the activities mentioned above in a safe and mature way. That is what a Trainer does. "Aim not where they are, but where they should be."

If you have any questions on the above please contact us.

Student Fees

Information supplied from

VET FEES AND CHARGES POLICY 2017 EFFECTIVE: 1 JANUARY 2018 VERSION: 1.0

1. POLICY STATEMENT

Fees and charges for students undertaking publicly funded vocational education and training (VET) in Western Australia must be collected in accordance with the provisions of the Vocational Education and Training Act 1996, Vocational Education and Training (Colleges) Regulations 1996 and/or, where appropriate, as specified in contractual arrangements with training providers.

The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees.

<i>Fees correct as of 19/2/18</i>	15+ year old rate* (under 18 max fee)	Concession Rate	Non-concession rate	Resource fee
Cert II Construction	\$420	\$488.04	\$1,620.16	\$50
Cert II CLM	\$420	\$680.61	\$2,559.44	\$50
Cert III CLM	\$420	\$704.13	\$2337.52	\$50
Cert I Leadership	\$65.10	\$65.10	\$65.10	\$50
Cert III Outdoor Recreation	\$420	\$757.05	\$2,513.20	\$200
Cert II Hospitality	\$420	\$496.86	\$1,649.44	\$50
Cert III Hospitality	\$420	\$407.19	\$1,351.76	\$50

* For secondary school aged persons not enrolled at school, the maximum course fee chargeable in 2017 is \$420. The maximum is the total fee for all courses the student is enrolled in.

Concessions on Courses

1. The following students are entitled to the concession rate on course fees:
 - a) Persons and dependants of persons holding:
 - i) A Pensioner Concession Card.
 - b) ii) A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
 - c) iii) A Health Care Card.
 2. b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
 3. c) Persons and dependants of persons in receipt of the Youth Allowance.
 4. d) Persons and dependants of persons who are inmates of a custodial institution.
 5. e) Secondary school aged persons, not enrolled at school.

Proof of eligibility for concession must be shown at the time of enrolment. For online or self-enrolments where a concession is claimed, proof of concession will be carried out on the first day.

Payment Options

On enrolment, students will take up one of the following payment options:

- a) Pay the full amount of fees and charges;
- b) Present a signed authority from an employer to invoice that employer for the student's fees and charges;
- c) Pay fee by instalment;
- d) The acceptance by the provider of the student's intent to defer payment and their eligibility to do so under the Commonwealth Government's VET FEEHELP program;
- e) Pay part of the full amount of fees and charges and defer payment of the other part under the Commonwealth Government's VET FEE-HELP program; or
- f) Make application on the grounds of severe financial hardship for fees and charges to be waived.
Contact the RTO for the Hardship form

Students who fail to take up one of the above options cannot be enrolled in a course

For any further information on payments plans, refund policies please contact Fairbridge Training Department. This information will also be provided in the student handbook, which is part of the induction process.

Refunds

The refunds process will allow students the option to disengage from training in a manner in which a negative impact may be negated or reduced, depending upon notification time frame.

Conditions

- If the student/participant wishes to transfer to another course, then greater than 7 days' notice is to be given.
- If a student commences a course, but does not complete the course, the full course fee is still payable
- Where circumstances warrant, an agreement may be with the Training Manager for a reduced fee to be paid.

General Rules

Refunds will NOT apply in the following circumstances if a student:

- Takes unauthorized leave during the course
- Is disqualified due to unsatisfactory attendance, performance or behavior
- Is in breach of any of Fairbridge's policies or procedures

If Fairbridge fails to provide you the agreed services and/or Fairbridge terminates the agreement early, a full refund will be issued. Ref: [U:\Policies and Procedures\Everyday Usable Versions\7_Education and Training\1_RTO\1_Policies\PP2000_09_P11 Refund Policy.pdf](U:\Policies and Procedures\Everyday Usable Versions\7_Education_and_Training\1_RTO\1_Policies\PP2000_09_P11 Refund Policy.pdf) . A copy will be available upon request.

Making an Appeal

There are two grounds for appeal:

- I. The judgement has been made incorrectly
- II. The judgement was not made in accordance with the assessment plan

A non-refundable lodgment fee of \$25 is required for all appeals. This may be waived at Fairbridge's discretion. Please talk to the Training Manager to talk about having the fee waived.

A request to appeal form should be completed at the earliest possible opportunity. For more details about the process talk to your Trainer/Assessor.

Procedure for Complaints and Appeals

1. If students have a complaint with any aspect of their training, they are encouraged to speak immediately with the Trainer to resolve the issue. The student will be asked to complete a Corrective Action Form available either from the Trainer or administration staff.
2. If the student is not satisfied that the issue has been resolved, they may wish to write a letter to the CEO or Training Manager of Fairbridge, setting out in detail the issue of concern. This may lead to occasions where an industry-training representative may be invited to act as an objective party in order to negotiate a satisfactory resolution.
3. If the student is not comfortable with disclosing the complaint then they can call National Training Complaints Hotline on 1800 000 674 and lodge the complaint with them. They will advise the student of what actions may be required to deal with the complaint.

Complaints Process

- a) All complaints should be committed to, in writing, within 5 days of the incident using the Corrective Action Form (CAF)
- b) A submitted CAF will constitute a formal complaint from the student
- c) The CEO of Fairbridge will be informed on receipt of all complaints
- d) The CEO of Fairbridge will delegate responsibility for the investigation of the complaint to the Fairbridge Training Manager
- e) Investigation findings will be reviewed and report completed by the CEO and Training Manager
- f) Assessment appeals will be processed in accordance with the Appeals Procedure - PP2000_09_P15 Complaints and Appeals Policy V1.1 Refer to 'U' drive for latest version. A copy of the policy will be made available upon request.

- g) Complaints where possible are to be resolved within 10 working days of the initial application
- h) In all cases the final conclusion will be endorsed by the CEO of Fairbridge. The student will be advised in writing of the outcome of their complaint
- i) If the outcome is not to the satisfaction of the student, they may seek an appointment with the Training Manager and then the CEO.
- j) The CEO of Fairbridge decision will be final. The student has the option to seek outside assistance to pursue the complaint
- k) All complaints will be handled as Staff-In-Confidence and will not affect or bias the progress of the student in any current or future training

Appeals

Fairbridge strives to deal with issues as soon as they emerge, in order to avoid further disruption or the need for a formal complaint process.

Appeals Process

- a) All appeals **must** be committed to in writing within 10 days of notification of the assessment decision using the Corrective Action Form (CAF)
- b) A submitted CAF will constitute a formal appeal from the client
- c) The CEO of Fairbridge will be informed on receipt of all appeals
- d) The CEO will delegate responsibility for the investigation of the appeal to the Fairbridge Training Manager
- e) Investigation findings will be reviewed and report completed by Training Manager and CEO
- f) Appeals where possible are to be resolved within 10 working days of the initial application
- g) In all cases the final conclusion will be endorsed by the CEO of Fairbridge
- h) The student will be advised in writing of the outcome of their appeal
- i) If the outcome is not to the satisfaction of the student, they may seek an appointment with the CEO of Fairbridge
- j) The CEO of Fairbridge's decision will be final. The student has the option to seek outside assistance to pursue the appeal
- k) All appeals will be handled as Staff-In-Confidence and will not affect or bias the progress of the student in any current or future training

Administration

All complaints and appeals will be reviewed at the RTO Management and Committee meetings for continuous improvement.

All Complaints and Appeals will be held on file by the Training Manager.

Fairbridge Contacts

Name	Job Role	Number	Email
Kim Tantrum	Training Manager	9531 7967	training@fairbridge.asn.au qualitymanager@fairbridge.asn.au
Amelia Hunter	Administrator	9531 7917	A.Hunter@fairbridge.asn.au
Reception	General Enquiries	9531 1177	fairbridge.village@fairbridge.asn.au

Support Services

To support the students during the course the following services are available

- Mentor
- Language, Literacy & Numeracy trainer
- Life Development Program (LDP)
- Bus service between Mandurah and Fairbridge
- Breakfast Club & regular lunch options
- Student Services
- Medical Service



Language, Literacy & Numeracy support

This person's focus is to help those who need extra support with the written work, understanding complexed questions and to assist student's complete assessments.

Under pinning skills for Industry

Under pinning skills for Industry can cover subjects like, white card application, apprenticeship pre-testing, job interview preparation, job networking, healthy living programs, culture programs, digital literacy, sports programs and more. At times, we have presenters with the aim of encouraging healthy lifestyle and future career choices.

Bus service

There is a bus service provided which runs daily for Fairbridge students at no extra cost.

For students under 18 years of age, permission will need to be given for them to access the service.

The main bus pick-up points are, Mandurah Train Station, bus stop in front of the Peel Ale House on Old Coast Road, Bus stop on Pinjarra Road outside the Good Guys (Corner of Lakes Road) and in front of the Telstra Exchange Building in Pinjarra. Pick-ups along this route (e.g. anywhere along Pinjarra Road) can be made by prior arrangement or with the driver. Please contact us for further details.

Any student under the age of 18 must get written or verbal permission to the Training Manager if they want to change their pick up or drop off point during the course.

The pick-up point at the train station is **not** in the National Bus depot lane. Proceed out of the train station, over the crossing, turn left and follow the path around to the coach pick up point.

Pickups/drop off could be completed in any of the follow vehicles.



Bus Timetable

MORNING BUS – To Fairbridge

Pick up Location	Bus Leaves at
Mandurah Train Station	07:30am
The Good Guys (bus stop)	07:35am
Pinjarra (Pull in by Shire)	07:50am

AFTERNOON BUS – From Fairbridge

Location	Leaves at
Fairbridge	2.00pm
Est. arrival time at Mandurah/Station is 2:30pm/2:45pm	

Using the bus service is provided to those who agree to the bus terms and conditions. If these conditions are not met, then the bus service will be removed for that student and they will need to find their own transport to Fairbridge. We do have basic CCTV on the buses to record any incidents that may occur.

Breakfast Club

Breakfast Club is supplied to the students when they arrive at 0800 until 0830. We have found this to be a great way to start the day by bringing all the students together. Students will have to prepare and clean up the area.

Support Services with future Pathways

Support Services is there to help the student with the next step. It could be enrolling into another Fairbridge course, further education, a traineeship, apprenticeship or work. Their role is to assist the student with this stage. We cannot promise that everyone's plans are met but we will work hard to make something happen.

Reward and Student Free Days

Fairbridge believes in rewarding good work and attitude. Towards the end of each course, we offer a "Reward Day". Students can nominate (within reason) what they would like to do on this day, then each participant can vote, and the option with the most votes will be taken up.

However, no one with more than one disciplinary complaint against them will be invited to go or take part in this. It will be an optional day for all participants but once they advise they wish to attend then it is important they do because of cost factors.

Graduations, held twice a year to celebrate the student successes. The dates for these will be given during the year.



Notification to Fairbridge of Non Attendance

Please ensure you or a parent/guardian contacts Fairbridge if you are not able to attend or intend to leave early during the course or day. We are happy to work with you if you need time off the course but you need to communicate this to us so we can work with you. Call 9531 1177 and leave a message at front reception between 0800 & 0900.

Class Arrangements

The timetable below is set as a guide only. Small changes can occur weekly which will be discussed with the students while any major changes will be notified via email/letters to all parties involved.

TIME PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY*
0800 to 0815	Morning breakfast club	Morning breakfast club	Morning breakfast club	Morning breakfast club	Morning breakfast club
0815 to 1000	Session 1	Session 1	Session 1	Session 1	Session 1
1000 to 1020	Morning Tea	Morning Tea	Morning Tea	Morning Tea	Morning Tea
1020 to 1200	Session 2	Session 2	Session 2	Session 2	Session 2
1200 to 1220	Lunch	Lunch	Lunch	Lunch	Lunch
1230 to 1400	Session 3	Session 3	Session 3	Session 3	Session 3
1400	Bus Leaves at 1400	Bus leaves at 1400	Bus leaves at 1400	Bus leaves at 1400	Bus leaves at 1400

Life Development Programs are at various times during the week and all students are expected to attend each of these sessions and contribute.

Personal Protective Equipment

Fairbridge supplies

- 2 long sleeve, high visibility shirts
- work boots
- gloves
- hats
- safety glasses during first 2 weeks

Personal Protective Equipment is essential at **all** times at Fairbridge and we treat it like a uniform. This does mean that at **all** times, long pants; long sleeved shirts, work boots and hats **must** be worn.

NO PPE = NO INVOLVEMENT IN OUTDOOR PRACTICAL TASKS AND ACTIVITIES

Bring

You are required to wear/ bring the following items at Fairbridge:

- USI Number if you have one or a copy of your Medicare Card or your Medicare Card (day 1 only)
- Fully enclosed shoes/boots (*Some PPE is supplied see above*)
- Long pants and long sleeved shirts are essential (*See above*)
- Hat
- Water bottle
- Lunch, or there is a small coffee shop onsite that sells cold drinks, tea / coffee and a limited variety of sandwiches
- Ensure you bring sufficient clothes for the time of year.

What is Provided

The following items are included:

- PPE (safety glasses, gloves, safety gear as required)
- Pens
- Paper
- Learning materials
- Computer use for job searching, resume etc
- Sunscreen
- Tea/coffee facilities
- Fridge classrooms

Student Training Agreement

All students will be presented with a Participation Training Agreement (PTA) and a Student Handbook on day one. Both documents will be explained to the student, with the PTA being signed by the student.

Please contact the Fairbridge training dept. 9531 1177 if you wish to view the PTA before commencing the course.