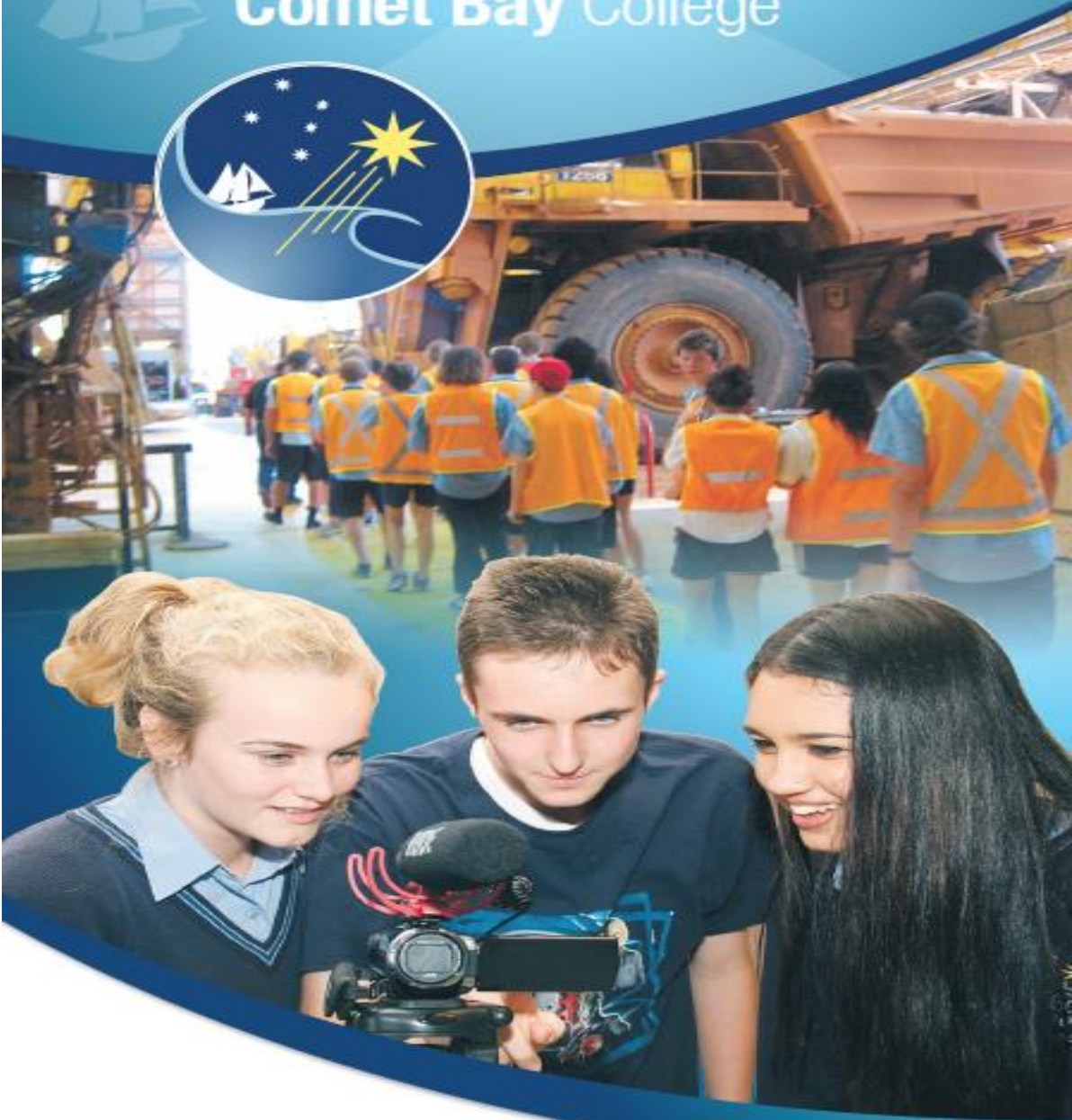




Comet Bay College



**VOCATIONAL EDUCATION AND TRAINING**



*True Excellence is a Constant  
Quest for Improvement*

COMET BAY COLLEGE - SECRET HARBOUR

**2020 Fee for Service Handbook**

## Information regarding Fee for Service Qualifications Offered in 2020

### Fee for Service Qualification Options

With a view to providing a greater range of options to students, in 2018 the college introduced an opportunity for students to access the following range of 'Fee for Service' qualifications. The new Fee for Service arrangement is a response to changes that have occurred across the State, which limited access to qualifications for many students.

### How are Fee for Service Qualifications different from other previously offered qualifications?

These qualifications are delivered and assessed by external Registered Training Organisations (RTO's), who directly charge the college for the full amount of the qualification PRIOR to the student commencing.

### Invoicing and Payment Arrangements for Fee for Service Qualifications

Fee for Service Qualifications MUST be paid for by families IN FULL prior to the commencement of Term 1, 2020 to enable the student to be enrolled.

Non-payment of the charge in full prior to Tuesday 28 January 2020 will result in the student's enrolment being withdrawn.

**IMPORTANT NOTE!** As the college is required by the RTO to pay these charges up front to confirm enrolment, where a student withdraws from a qualification after enrolment is confirmed and prior to completion, the charge is NON-REFUNDABLE.

Please consider the financial commitment that applies to these qualifications in the event you choose one of the following qualifications as part of your child's Course Selections for 2020.

### How are Fee for Service Qualifications identified on my Contributions and Charges Summary?

Fee for Service qualifications are identified on your Contributions and Charges Summary Sheet with the word 'fee' in brackets after the course description, e.g. Business Cert III (**fee**).

### Need more information?

For all enquiries regarding the Fee for Service Qualifications, please contact Mrs Jane Bryer - Dean of Vocational Education and Training: [jane.bryer@education.wa.edu.au](mailto:jane.bryer@education.wa.edu.au).

For Billing Enquiries, please contact our **Billing Officer** on **9553 8100** or email: [www.cometbay.cc@education.wa.edu.au](mailto:www.cometbay.cc@education.wa.edu.au).

## Fee for Service Qualification Descriptions

The following Fee for Service Qualifications are all subject to meeting RTO minimum number requirements.

Comet Bay College is mindful of the financial pressures many families are currently facing, and to this end, have agreed to subsidise 50% of the full charge payable to the relevant RTO.

The charges reflected against each of the Fee for Service Qualifications to follow indicate **THE REMAINING 50% PAYABLE BY FAMILIES.**

In addition, these charges are based on 2019 costs and are subject to change in 2020.

### BSB30115 Certificate III Business (CT3BUS) (fee) Cost: \$400/year

#### TWO YEAR qualification.

##### Prerequisites:

- Continuing students only.

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

This qualification is delivered by Skills Strategies International and Pathways Skills Centre (RTO #2401).

### BSB40215 Certificate IV Business (CT4BUS) (fee) Cost: \$557.50

#### ONE YEAR qualification.

##### Prerequisites:

- Available to Year 12 students only.

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

This qualification is delivered by Fremantle Education Centre Inc. (RTO #50354)

### CHC42015 Certificate IV Community Services (CT4COMV) (fee) Cost: \$707.50

#### ONE YEAR qualification.

##### Prerequisites:

- Available to Year 12 students only.

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

This qualification is delivered by Fremantle Education Centre Inc. (RTO #50354)

### CUA20111 Certificate II in Dance (CT2DAN) (fee) Cost: \$1450

#### ONE YEAR qualification.

##### Prerequisites:

- None.

This qualification include practical application of dance skills and techniques, it also involves written assessments and team-oriented activities such as an end of year concert. This course has been specifically developed to ensure students receive the very best training in a safe environment.

This qualification is delivered by Bec Leeson Dance Academy (RTO #40397).

### HLT35115 Certificate III Dental Laboratory Assisting (CT3DENT) (fee) Cost: \$1150

#### ONE YEAR qualification.

##### Prerequisites:

- None.

This qualification provides students with a VET qualification in the health sector and who like practical, manual work, working with their hands. Students will learn the role of dental laboratory assistants who are responsible for pouring impressions, producing custom-made trays, manufacturing occlusal registration rims, transferring oral records, articulating models for a range of prosthesis, and constructing mouth guards.

The units completed in this course may provide credit towards a range of health

qualifications, allowing students to continue with their health training.

This qualification will be delivered at Mandurah and Belmont campus.

A resource fee of \$145 will also be charged. This qualification is delivered by DNA Kingston Training (RTO #6811).

**CHC30113 Certificate III Early Childhood Education & Care (CT3ECE) (fee) Cost: \$703**

**ONE YEAR qualification.**

**Prerequisites:**

**None.**

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

An additional fee of \$150 for First Aid Certificate will be charged by the RTO.

This qualification is delivered by Fremantle Education Centre Inc. (RTO #50354)

**CHC30213 Certificate III Education Support (CT3EDS) (fee) Cost: \$507.50**

**ONE YEAR qualification.**

**Prerequisites:**

**None.**

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

This qualification is delivered by Fremantle Education Centre Inc. (RTO #50354)

**CHC40213 Certificate IV Education Support (CT4EDS) (fee) Cost: \$702.50**

**ONE YEAR qualification.**

**Prerequisites:**

**Continuing students only.**

Student will complete the Certificate III in Education Support in Term 1 and then progress on to the Certificate IV in Education Support. (Note: FEC makes the decision regarding students continuing on to the Certificate IV. The decision is based on successful completion of the Certificate III and meeting all workplace requirements).

The Certificate IV in Education Support reflects the role of workers in a range of education settings, including public and independent schools and community education settings, who provide assistance and support to teachers and students under broad-based supervision. Some job roles may require tasks to be performed with a moderate level of autonomy and/or the provision of supervision/leadership to other staff or volunteers.

This qualification is delivered by Fremantle Education Centre Inc. (RTO #50354)

**SIT30516 Certificate III Events (CT3EVE) (fee) Cost: \$400/year**

**TWO YEAR qualification.**

**Prerequisites:**

**Continuing students only.**

This qualification reflects the role of individuals who use a range of well-developed events administration or operational skills and knowledge to complete event-related work activities. Using discretion and judgement, they work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

Events are diverse in nature and this qualification provides a pathway to work for event or exhibition organisations operating in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors.

The diversity of employers includes event or exhibition management companies, event venues, or organisations that organise their own events. Work could be undertaken in an office environment where the planning of events takes place, on-site at venues where events are staged or a combination of both.

This qualification is delivered by Skills Strategies International and Pathways Skills Centre (RTO #2401).

### **FNS20115 Certificate II Financial Services (CT2FNS) (fee) Cost: \$400**

#### ONE YEAR qualification.

##### Prerequisites:

None.

This qualification is intended to meet the financial literacy and basic financial skill needs of remote and indigenous communities or new entrants wishing to build potential pathways into the industry, particularly through VET in Schools programs.

No licensing or certification requirements apply to this qualification at the time of publication. However, some units will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit. Refer to the FNS Implementation Guide Companion Volume for guidance on requirements.

This qualification is delivered by Skills Strategies International and Pathways Skills Centre (RTO #2401).

### **HLT33115 Certificate III Health Support Services Assistance (CT3HSA) (fee) Cost: \$1150**

#### ONE YEAR qualification.

##### Prerequisites:

- C grade in English.
- Available to Year 12 students only.

This qualification reflects the role of a variety of workers who use a range of decisions, practical procedures and knowledge to provide assistance and support to health professional staff for the care of patients. Health Services Assistance involves working with patients under supervision in a wide variety of health fields. This course is practical and endeavours to highlight the wide range of health sectors available to gain a career

A resource fee of \$190 will also be charged.

This qualification is delivered by DNA Kingston Training (RTO #6811).

### **52722WA Certificate IV Health Science Foundations (CT4HEAV) (fee) Cost: \$1500**

#### ONE YEAR qualification.

##### Prerequisites:

None.

The qualification is the perfect way to start off on the right track by studying something that complements your career choice and prepares you for university.

This qualification is available as a 1 year program and covers Chemistry, Physics, Human Biology, Sociology, Health and Mathematics, and also focuses on academic communication which provides students training on how to communicate at university levels.

This qualification is delivered by Tactic Learning and will be delivered at CBC in 2020 (RTO Code 52806)

### **CHC33015 Certificate III in Individual Support (Aged Care/Disability) (CT3INSU) (fee) Cost: \$1150**

#### ONE YEAR qualification.

##### Prerequisites:

None.

This course provides participants with the skills and knowledge to work in the community and/or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason. Work involves using discretion and judgement in relation to individual support as well as taking responsibility for your own outputs. Workers have a range of practical skills, procedural knowledge, as well as some theoretical knowledge regarding the concepts and practices required to provide person-centred care and support.

A resource fee of \$145 will also be charged.

This qualification is delivered by DNA Kingston Training (RTO #6811).

**SIR20216 Certificate II Retail Services  
(CT2RET) (fee) Cost: \$400**

**ONE YEAR qualification.**

**Prerequisites:**

**None.**

This qualification reflects the role of frontline retail team members who use a defined and limited range of operational skills to undertake workplace activities. They are involved in mainly routine and repetitive tasks and work under direct supervision of others.

This qualification provides a pathway to work in a diverse range of retail settings including specialty retailers, supermarkets, department stores and quick service restaurants.

Individuals with this qualification are able to perform roles such as frontline team member, customer service assistant and point-of-sale operator.

This qualification is delivered by Skills Strategies International and Pathways Skills Centre (RTO #2401).



**NATIONALLY RECOGNISED  
TRAINING**

# Vocational Education & Training (VET)

## Student Application Form – Work placement

### INSTRUCTIONS

- This form is to be completed by the student in consultation with parents or guardian.
- Use **BLOCK LETTERS** to complete this form.

### PERSONAL DETAILS

<b>Surname</b>	<b>First Name</b>	<b>Student Mobile</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth <input type="text"/>	Male/Female <input type="text"/>	
Street/PO Box <input type="text"/>	Telephone <input type="text"/>	
Town/Suburb <input type="text"/>	Postcode <input type="text"/>	

### PARENT/GUARDIAN

1 <sup>st</sup> Contact Name <input type="text"/>	Telephone <input type="text"/>	Mob No. <input type="text"/>
Street/PO Box <input type="text"/>	Town/Suburb <input type="text"/>	
2 <sup>nd</sup> Contact Name <input type="text"/>	Telephone <input type="text"/>	Mob No. <input type="text"/>
Street/PO Box <input type="text"/>	Town/Suburb <input type="text"/>	

### EMERGENCY CONTACT DETAILS (other than above)

Name <input type="text"/>	Phone <input type="text"/>	Mob No. <input type="text"/>
Relationship To Student: <input type="text"/>		
Doctor's Name <input type="text"/>	Telephone No. <input type="text"/>	Medicare Number <input type="text"/>

### MEDICAL DETAILS:

Do you suffer from seizures, fainting, epilepsy, diabetes or any other condition that may affect your safety during the workplace learning placement?

YES  NO

IF YES, provide details:

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Are you allergic to (please provide details):

- Penicillin Yes  No
- Any other drug Yes  No
- Any food Yes  No
- Other \_\_\_\_\_

Date of last tetanus vaccination: \_\_\_\_\_

## MEDICATION:

Parents/Guardians are requested to make arrangements with the coordinator of work placement programs for the safekeeping and handling of prescribed medications prior to the work placement.

Are you presently taking tablets and/or other forms of prescribed medication? YES  NO

Do you self-administer the medication? YES  NO   
If 'YES', state the name of the medication, dosage and frequency of use:

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Do you have a current Health Care Authorisation Plan at school? YES  NO

## WORK PLACEMENT:

Your Workplace Learning placement will be based on your current career preferences and the requirements of any Nationally Accredited qualifications you may be enrolled in.

## DECLARATION

Yes, I would like to accept a Workplace Learning placement in the Comet Bay College Workplace Learning Program and certify that the above details are true and correct.

To be involved in this program, we understand and accept that;

- Work placement commitments receive priority over school excursions/incursions.
- Give permission for disclosure of any health related or behavioural issues that may impact on the work placement.
- Complete all Logbook requirements.

Student Signature  Date

Parent/Guardian Signature  Date

Students are encouraged to provide the College with details of an employer who has agreed to accept them for a Workplace Learning placement. This enables students to select the employer that they would like to work with.

Where the student/family do not have contacts, the College will endeavour to find a placement and students will be required to fully commit to that workplace for the duration. While the College will attempt to find placements in the local area, students may be required to travel further afield.

Office Use Only:

### Workplace Contact

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Organisation: \_\_\_\_\_ Industry area: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE CAREER DEVELOPMENT OFFICE**



# UNIQUE STUDENT IDENTIFIER (USI)

## Student Information

### Unique Student Identifier Number Application

The recent implementation of this new reform requires all students enrolling into Nationally Recognised Courses to obtain a USI number. Comet Bay College offers a wide range of Nationally Recognised Courses to its students and therefore requires all students to obtain their individual USI.

**Please visit the link below to apply for your child's USI and forward the allocated number to Comet Bay College Administration.**

#### NOTE:

- Please take care to record the number accurately, we may need to contact you in the event an error is made.
- Applications MUST be made using the student's LEGAL first name and LEGAL surname.
- You will be required to provide details from your current Medicare Card and an additional form of ID (for example Drivers Licence). Please have them on hand prior to starting your application.

More comprehensive information regarding the USI is available from the USI website [www.usi.gov.au](http://www.usi.gov.au).

#### START YOUR APPLICATION HERE:

<https://www.usi.gov.au/students/create-your-usi>

#### Problems With Your Application?

Unfortunately, college staff are not able to assist with any technical issues you may experience in submitting your application. **Please refer to the USI website for contact details in the event you require support.**

## Training WA State Training Providers (Training WA)

State Training Providers (Training WA) offer courses for Vocational education and training, apprenticeships and traineeships, support for workplace learning and courses for business and industry.

To gain entry into a State Training Provider (TWA), applicants need to meet the entrance requirements for the chosen course. Where a course is deemed to be competitive, applicants are required to meet both the entrance requirements and selection criteria. Selection criteria will focus on secondary education achievement, skill development, previous qualifications and workplace learning (paid or unpaid).

Courses that require selection criteria to be met will clearly indicate this below the entrance requirement information.

Students who are interested in applying for State Training Provider courses are strongly advised to access the latest information from [www.dtwd.wa.gov.au](http://www.dtwd.wa.gov.au).

Students will find detailed information on the website, but if more information or clarification is needed, then contact:

**Phone:** 13 64 64 or 08 6551 5000



## The Links between State Training Providers and University

All Universities in Western Australia to a greater or lesser extent accept Training WA qualifications ie. Certificate IV and above, as admission for specific courses. The extent of this acceptance varies between Universities and courses and students should consult with the relevant university.

### State Training Provider (STP) Qualifications Australian Qualifications Framework

Training WA	UNIVERSITY
	Doctorate
	Masters Degree
	Graduate Diploma
	Bachelor Degree
Advanced Diploma	Advanced Diploma
Diploma	Diploma
Certificate IV	
Certificate III	
Certificate II	
Certificate I	

If you intend to follow this Pathway to University Admission then you are advised to consult with the Counsellors at the relevant University to identify which Training WA Courses are recommended.

## Alternative University Entry Pathways

(NB: Alternate Entry Programs are reviewed annually)

### Portfolio Pathway to Edith Cowan University (ECU)

In addition to the requirements outlined above, Edith Cowan University offers an additional pathway for entry by school leaver students. Detailed information about the requirements for the Portfolio Entry Pathway to ECU may be obtained from Student Recruitment on 13 43 28 or [www.ecu.edu.au/future-students/course-entry/portfolio-pathway](http://www.ecu.edu.au/future-students/course-entry/portfolio-pathway).

### Portfolio Entry to Murdoch University

In addition to the requirements outlined above, Murdoch University offers a portfolio pathway for admission to Bachelor degrees in Media, Mass Communication and in Digital Media. For more information see [www.murdoch.edu.au/School-of-Arts/Media-Portfolio-Entry/](http://www.murdoch.edu.au/School-of-Arts/Media-Portfolio-Entry/).

### Portfolio Entry to Curtin University

<http://futurestudents.curtin.edu.au/undergraduate/entry/flexible/portfolio/>

### Gaining Admission to University through Training WA

An Australian Tertiary Admissions Rank (ATAR) is not the only means of entry to University in Western Australia. Training WA can be your stepping stone to a University Education.

A significant number of Training WA graduates gain admission to Australian universities each year. Training WA graduates need to apply through the Tertiary Institutions Services Centre (TISC) for admission to the public universities, visit [www.tisc.edu.au](http://www.tisc.edu.au). Apply directly for admission to the University of Notre Dame Australia.

### Other Pathways

Each university also has a number of alternative entry pathways that provide options if results or educational background do not provide immediate eligibility for direct entry to undergraduate study.

**Bridging Courses are also available at a number of Universities.**

## University Access via Training Provider

At the time of printing, this chart shows the current entry requirements for each University for students applying after completing a state or private training provider Course. This needs to be checked for 2019 / 2020 as it can change annually.

University	Minimum Entry Requirement	Contact Information (Universities Admissions Centres)
<b>Curtin University of Technology</b>	<b>Certificate IV</b> is the minimum requirement for university entry, in some cases a diploma or higher is required. You must also satisfy English requirements.	<b>Curtin</b> will assess applicants with diplomas and/or Advanced Diplomas for advanced standing. The amount of credit given will depend on the relevance of the State or Private Training Provider's qualification to the course of study at Curtin. <b>Visit:</b> <a href="http://www.futurestudents.curtin.edu.au">www.futurestudents.curtin.edu.au</a>
<b>Edith Cowan University</b>	<b>Certificate IV</b>	<b>Edith Cowan</b> will assess applicants with Diplomas and/or Advanced Diplomas for advanced standing. The amount of credit given will depend on the relevance of the State or Private Training Provider's qualification to the course of study at Edith Cowan <b>Visit:</b> <a href="http://www.ecu.edu.au">www.ecu.edu.au</a>
<b>Murdoch University</b>	<b>Certificate IV</b>	<b>Murdoch University</b> will assess students with Certificate IV, Diploma, Advanced Diploma or <i>State or Private Training Provider WA</i> studies for advanced standing. Advanced standing is not dependent on the overlap, if any, between these studies and the proposed study at Murdoch University. However, the number of exemptions given will depend on the relevance of the State or Private Training Provider qualification to the course of study at Murdoch. <b>Visit:</b> <a href="http://www.murdoch.edu.au/Future-students">www.murdoch.edu.au/Future-students</a>
<b>University of Notre Dame Australia</b>	<b>Certificate IV</b> and English language competence	<b>Notre Dame</b> will assess applicants with a Diploma and/or Advanced Diploma for advanced standing. The amount of credit given will depend on relevance of the State of Private Training Provider qualification to the course of study at Notre Dame. <b>Visit:</b> <a href="http://www.nd.edu.au">www.nd.edu.au</a>
<b>University of Western Australia</b>	<b>Diploma,</b> English language and subject prerequisites.	On gaining a place at <b>UWA</b> , a diploma and/or advanced diploma graduate may be eligible for credit transfer (advanced standing). Applications for credit are assessed on an individual basis. The amount of credit granted will depend on the relevance of elements of the State or Private Training Provider qualification to the degree course, and on evidence of academic quality beyond "competent". <b>Visit:</b> <a href="http://www.study.uwa.edu.au">www.study.uwa.edu.au</a>