



# AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

**2022**

## VET STUDENT HANDBOOK

**NATIONAL PROVIDER NUMBER RTO #45673**

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## PURPOSE OF THE VET STUDENT HANDBOOK

Vocational and Tertiary study is combined with Senior Subjects for successful outcomes in Year 12. This handbook has been written to provide VET students with important information about the VET programs offered by Australian International Islamic College (AIIC), how this aligns with the curriculum, as well as information about your rights and responsibilities as a VET student.

This handbook provides you with the information you will need during your Vocational Education and Training course of study. Please make sure you have ongoing access to this manual as you will need to refer to it throughout your course. Your VET teacher will induct you and issue resource requirements of each VET subject. You will be asked to acknowledge on the VET Student Induction Checklist that that you have read and understood this handbook, so please take the time to read it carefully. Should you have any problems or queries, please contact your VET teacher or the Head of Vocational Education Training and Careers. [vet.admin@aiic.qld.edu.au](mailto:vet.admin@aiic.qld.edu.au).

This handbook is available electronically on our website and is updated electronically as required.

## VET STUDENT INDUCTION PROCEDURES

Each course area is responsible for student induction. At the beginning of the year, all VET students will receive an induction and electronic access to a copy of this handbook. VET teachers will also ensure that students are informed about assessment and the specific competencies covered. Induction will cover AIIC Work Health and Safety procedures and the following:

- The Australian Qualifications Framework (AQF)
- Unique Student Identifier (USI) application
- Enrolment Procedures
- Course Information
- Language, Literacy, Numeracy and student support
- Disciplinary Procedures
- Access and Equity
- Flexible Learning and Assessment
- RTO Complaints and Appeals Procedures
- Recognition of Prior Learning (RPL) and Credit Transfer
- Certification and Issuing of Qualifications.

### THE AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

In Australia we have a national qualifications framework called the Australian Qualification Framework (AQF). This framework governs the different types of qualifications that all students can attain.

In addition to the Senior Secondary Certificate of Education (QCE), there are 10 different levels of qualifications students can obtain in Australia, as shown below.



AQF Qualifications by Education Sector

	Senior Schools Sector	Vocational Education and Training Sector (e.g. TAFE, Private RTOs)	Higher Education Sector (e.g. Universities, TAFE and Colleges)
Level 10			Doctoral Degree
Level 9			Masters Degree
Level 8			Bachelor Honours Degree Graduate Certificate Graduate Diploma
Level 7		Bachelor Degree	Bachelor Degree
Level 6		Associate Degree / Advanced Diploma	Associate Degree / Advanced Diploma
Level 5		Diploma	Diploma
Level 4	Certificate IV	Certificate IV	

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Level 3	Certificate III	Certificate III	
Level 2	Certificate II	Certificate II	
Level 1	Certificate I	Certificate I	
	Senior Secondary Certificate of Education (QCE)		

All VET programs at AIIIC form part of this national framework and lead to nationally recognised qualifications. If you complete all of the requirements of the VET qualification you are enrolled in, you will receive a Certificate or Statement of Attainment for those modules that you do successfully complete.

### UNIQUE STUDENT IDENTIFIER (USI)

A Unique Student Identifier (USI) is a reference number made up on numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications. You are required to have a USI to complete a Vocational Course. During the Year 10 SET Planning, students apply for a USI with their teacher.

The USI collates VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost. The USI is available at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from 1st January 2015. Further information on the USI can be obtained at [www.usi.gov.au](http://www.usi.gov.au).

### ENROLMENT PROCEDURES

Previous school reports and Certificates are required to be presented at an Interview or given to the main office upon enrolment.

All students will receive information about VET courses available in the College in Term 3 of Year 10. Subject Selection forms are part of the SET Plan procedure. This is reviewed in Year 11 and Year 12. The Head of Secondary and the Head of VET are responsible for subjects including Vocational options for Year 11 and 12.

### COURSE INFORMATION 2022

Below is a list of VET and Tertiary qualifications currently available for students. All qualifications are Accredited and Nationally Recognised.

[SIS30115 Certificate III Sport and Recreation \(RTO #45673 Australian International Islamic College\)](#)

[CHC34015 Certificate III in Active Volunteering \(RTO #45673 Australian International Islamic College\)](#)

[FNS30317 Certificate III in Accounts Administration \(CQ University\)](#)

[HLT23215 Certificate II in Health Support Services \(RTO #5210 Mater Education\)](#)

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[HLT33115 Certificate III in Health Services Assistance \(RTO #5210 Mater Education\)](#)  
[10283NAT Certificate IV in Crime and Justice Studies \(RTO #0275 TAFE Qld\)](#)  
[BSB30120 Certificate III in Business \(RTO #31981 Prestige Service Training\)](#)  
[BSB40120 - Certificate IV in Business \(Administration\) \(RTO #91088 MCI Institute\)](#)  
[ICT30118 Certificate III in Information, Digital Media and Technology \(RTO #0275 TAFE Qld\)](#)  
[CUA30715 Certificate III in Design Fundamentals \(RTO #0275 TAFE Qld\)](#)  
[52700WA - Certificate II in Plumbing \(RTO #0275 TAFE Qld\)](#)  
[AUR21516 Certificate II in Automotive Cylinder Head Reconditioning \(RTO #0275 TAFE Qld\)](#)  
[CPC10111 Certificate I in Construction \(RTO #0275 TAFE Qld\)](#)  
[AUR20416 Certificate II in Automotive Electrical Technology \(RTO #0275 TAFE Qld\)](#)  
[CUA31020 Certificate III in Screen and Media \(RTO #31981 Prestige Service Training\)](#)  
[HLT33015 Certificate II in Sampling and Measurement \(RTO #0275 TAFE Qld\)](#)  
[MSL30118 - Certificate III in Laboratory Skills \(RTO #0275 TAFE Qld\)](#)  
[AVI30419 Certificate III in Aviation – Remote pilot \(RTO #31690 Australian Global Institute\)](#)  
[MEM20413 Certificate II in Engineering Pathways \(RTO #40489 Axiom College\)](#)  
[TLI21815 Certificate II in Logistics \(RTO #0275 TAFE Qld\)](#)  
[SIT20316 - Certificate II in Hospitality \(RTO #0275 TAFE Qld\)](#)  
[USQ – Uni at School](#)  
[Unilearn Ready Program, TAFE](#)

#### QCE-QCIA HANDBOOK:

<https://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook>

#### RESOURCE LEVY

Students are not charged fees for Vocational courses at the College, which are on the scope of AIIC registration. A resource levy is payable per Semester, for senior students for courses at AIIC.

Where the College enters into a partnership agreement with an external RTO (eg. TAFE), or a Third Party provider, the course fees will be payable at enrolment, to the provider. Requests for refund of fees from external RTO's will be addressed between the parent and the organisation – as per their policy.

The College has qualified VET teachers, resources and equipment to deliver VET courses. If the College loses access to these resources, the College will provide students with alternative opportunities to complete the course and the related qualification. The College retains the right to cancel the course, for example – due to lack of numbers.

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VET Qualification	RTO & Code	2021 VET Resource Levy Fee		
		Year 10	Year 11	Year 12
CHC34015 Certificate III in Active Volunteering	Volunteering Qld RTO #6020	\$80 per semester		
SIS30115 Certificate III in Sport and Recreation	Australian International Islamic College RTO #45673		\$80 per semester	\$80 per semester

### MARKETING AND ADVERTISING OF COURSE INFORMATION

The College will ensure that its marketing and advertising of AQF qualifications and Tertiary courses to prospective students are transparent, ethical, accurate and consistent with its scope of registration.

The AIIC logo will only be employed in accordance with its conditions of use. Where VET accredited courses are being delivered onsite through outside RTOs (Third Party arrangement) permission to advertise these courses to students in subject selection booklets will be obtained from the outside RTO and the correct procedures followed.

### LEGISLATIVE REQUIREMENTS

Australian International Islamic College will observe all Australian, State and Territory laws governing Vocational Education and Training. The College will also meet all legislative requirements of the:

- [Education \(General Provisions\) Act 2006](#)
- [National Vocational Education and Training Regulator Act 2011](#)
- [Copyright Act 1968 \(2006\)](#)
- [Education \(Work Experience\) Act 1996](#)
- [Child Protection Act Qld 1999 \(2018\)](#)
- [Work Health and Safety Act 2011](#)
- [Anti-Discrimination Act 1991](#)
- [Privacy Act 2009 \(2014\)](#)
- [Information Privacy Act 2009](#)

### LANGUAGE, LITERACY AND NUMERACY ASSISTANCE

Language, literacy and numeracy assistance can be obtained through your course teacher. Where additional assistance is required this can be requested from the Intensive Education Department with Learning Support via your course teacher. See link [here](#) and complete the attached document.

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## STUDENT SUPPORT, WELFARE AND GUIDANCE SERVICES

Students have access to vocational, educational, and personal counselling.

The key personnel are:

- VET Trainer of your program
- Head of Student Engagement
- Head of Vocational Education, Training and Careers
- Intensive Education
- Islamic and Arabic Teachers
- VET Administrator and Career Advisor

Appointments can be arranged through the VET office or Main office.

## DISCIPLINARY PROCEDURES

The same practices and protocols relevant for all students at Australian International Islamic College apply for the behaviour and work ethic of students involved in VET courses. In case a student is not able to attend the VET training session, the student is to advise their Trainer or VET Administrator they will be absent [Vet.admin@aiic.qld.edu.au](mailto:Vet.admin@aiic.qld.edu.au)

Appeal or mediation is available to students via teachers, Heads of School or the Principal.

## FLEXIBLE LEARNING AND ASSESSMENT

Learning and assessment materials are contextualised to AIIC specifically, and are developed to accommodate class sizes, student needs, delivery methods and assessment requirements. These are reviewed regularly to best meet the needs of the students.

### Training and Assessment Strategies Policy

Training and assessment strategies are developed for each qualification that is delivered and assessed at AIIC. Projects are contextualised to match the particular requirements at AIIC. These strategies are developed in consultation with industry and will be validated through the internal review procedures. These strategies will reflect the requirements of the relevant Training Package and identify target groups.

The College has access to the staff, facilities, equipment, training and assessment materials required to provide the training and/or assessment services within its scope of registration and scale of operations, to accommodate client numbers, client needs, delivery methods and assessment requirements.

Each Trainer will maintain a student profile for every student and on completion of the program of study; a result awarded. Trainers will also record progress, progress notes and any special considerations or reasonable adjustments required for learning or assessment.

Elements of competency will be assessed and recorded once the teacher is satisfied that a student has demonstrated consistent competency in an element or unit of competency. Students may also be assessed if they apply for and meet the requirements for, Recognition of Prior Learning (RPL). A master record, detailing students' achievements of the units of competency is maintained at the school on our database. This will record

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all units of competency achieved or not. This will be held by the school and a certificate or statement of attainment will be issued to the student once they complete the program of study or within 30 days of exit.

### Competency Based Assessment

Units studied at the College are part of accredited courses and National Training Packages. To be successful in gaining competency, students must demonstrate they have the necessary underpinning knowledge and can apply this in a practical way, to industry standard over a range of different contexts.

Various methods of collecting evidence occur throughout the qualification. Results for each assessment item will be marked on a subject **profile sheet**. This assists students to become competent as their skills improve. Tasks and activities throughout the courses will be marked as Satisfactory or Unsatisfactory. Competent will be awarded when all elements specified in a Unit of Competency have been achieved.

What does it mean to be competent? Learners will be considered competent when they are able to apply their knowledge and skills to complete work activities successfully in a range of situations and environments, in accordance with the standard of performance expected in the workplace.

Due to privacy, students are to submit their assessment tasks only to their respective trainers. School emails are to be used, not personal emails. Students are required to sign and confirm that all assessment tasks are their own work.

### Marking and Feedback

VET qualifications are based on progression. Students will be provided with feedback on assessments by the trainer. They will be provided with up to three attempts on assessment to be deemed Competent. The assessment feedback will be returned within five to ten working days of assessment submission.

### Resources

The College has access to all relevant physical resources as outlined in the relevant Training Package or course. Staff are involved and consulted when purchasing and resourcing for the courses they teach. AIIC ensures to provide satisfactory human resource requirements for individual courses.

If, for whatever reason, the college cannot maintain the relevant resources to deliver the Training Package or course, the college will attempt to provide students with alternative opportunities to complete the course and the related qualification. The college retains the right to cancel the course if it is unable to meet requirements.

### RTO COMPLAINTS AND APPEALS PROCEDURES

Complaints and appeals are managed fairly, efficiently and effectively. The Australian International Islamic College creates an environment where clients' views are valued. Any person wishing to make a complaint against the College, concerning its conduct as an RTO, or an appeal regarding an RTO decision, shall have access to the complaints and appeals procedure. A [complaint](#) or [appeal](#) may be made in writing, or emailed to [vet.admin@aiic.qld.edu.au](mailto:vet.admin@aiic.qld.edu.au).

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All formal complaints and appeals will be acknowledged and finalised as soon as practicable. The VET Department receives, records and finalises all formal complaints and their resolution. Any substantiated complaints will be reviewed as part of the continuous improvement procedure.

### Complaints Procedure

- All formal complaints must be in writing and addressed to the RTO Manager.
- On receipt of a written complaint:
  - A written acknowledgement is sent to the complainant
  - The complaint will be entered into the RTO Complaints and Appeals Register
- If the complaint is not finalised within 60 calendar days, the complainant is informed of the reasons in writing and regularly updated on the progress of the matter
- The Principal and/or the Head of Vocational Education, Training and Careers will either deal with the complaint or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee
- The complaints committee shall not have had previous involvement with the complaint and may include representatives of:
  - The Principal
  - Head of Senior
  - A Trainer
  - An independent person
- The complainant shall be given an opportunity to present their case and may be accompanied by another person as support or as representation.
- The relevant staff member, third party or student (as applicable) shall be given an opportunity to present their case and may be accompanied by another person as support or as representation.
- The outcome/decision will be communicated to all parties in writing within 60 days and recorded in the RTO Complaints and Appeals Register. All paperwork pertaining to the complaint will be filed in the student files in Administration.
- If the processes fail to resolve the complaint, the individual making the complaint will have the outcome reviewed (on request) by an appropriate party independent of the RTO.
- If the complainant is still not satisfied, the Principal will refer them to the QCAA website for further information about making complaints ([www.qcaa.qld.edu.au/3141.html](http://www.qcaa.qld.edu.au/3141.html)).

The root cause of any complaint will be included in the systematic monitoring and evaluation processes of the RTO so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of reoccurrence.

### Appeals Procedure

- All formal appeals must be in writing and addressed to the RTO Manager
- On receipt of a written appeal:
  - A written acknowledgement is sent to the appellant
  - The appeal will be entered into the RTO Complaints and Appeals Register
- If the appeal is not finalised within 60 calendar days, the appellant is informed of the reasons in writing and regularly updated on the progress of the matter

- The Principal and/or the Head of Vocational Education, Training and Careers will either deal with the appeal or convene an independent panel to hear the complaint; this shall be the complaints and appeals committee
- The appeals committee shall not have had previous involvement with the appeal, and will include representatives of:
  - The Principal
  - Head of Senior
  - A Trainer
  - An independent person
- The appellant shall be given an opportunity to present their case and may be accompanied by another person as support or as representation.
- The relevant staff member, if applicable, shall be given an opportunity to present their case and may be accompanied by another person as support or as representation.
- The outcome/decision will be communicated to all parties in writing within 60 days and recorded in the RTO Complaints and Appeals Register. All paperwork pertaining to the appeal will be filed in the student files in Administration.
- If the processes fail to resolve the appeal, the individual making the appeal will have the outcome reviewed by an appropriate party independent of the college.
- If the appellant is still not satisfied, the principal will refer them to the QCAA website for further information about making complaints ([www.qcaa.qld.edu.au/3141.html](http://www.qcaa.qld.edu.au/3141.html)).

The root cause of any appeal will be included in the systematic monitoring and evaluation processes of Australian International Islamic College so appropriate corrective action will be instigated to eliminate or mitigate the likelihood of reoccurrence.

### RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of prior learning (RPL) is the process used to assess individuals' existing level of knowledge and skills against individual or multiple units of competencies. Students are provided with the College's RPL policy prior to enrolment into SMA. They are made aware of the RPL application form. As part of their student induction, the process and types of evidence that can be used to support RPL applications is provided to them.

RPL applications will only be considered if the College's RPL application form is used. RPL applications must be submitted to the teacher of the qualification in the first instance. Please see Appendix 1. Attached please find the [RPL booklet](#).

### RPL Procedure

Students with an application for RPL have access to the following procedures:

The Australian International Islamic College RPL application form must be used.

- All applications for RPL go to the teacher of the qualification in the first instance. Students will need to provide sufficient documented evidence to support their claim for recognition to their teacher e.g. resume, certificates, photos, references from supervisors, third-party verification of skills, performance reviews and job descriptions.
- The RPL and its outcome will be recorded in writing in the RPL register. Trainers and assessors/teachers dealing with the RPL application will provide feedback throughout the process to the student.

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- The teacher responsible for the delivery of the qualification will review the evidence provided by the student and give a written and verbal response (within 10 days of receipt of the evidence) to the student regarding whether the evidence is suitable for RPL.
- The teacher handling the RPL application will develop and assess any alternative methods of assessment required as a result of an RPL application. The student may be asked to complete practical demonstrations of their skills to support their application for RPL. Assessment methods should be fair and flexible and reflective of assessment tasks delivered as part of the training and assessment strategy.
- The teacher will update the student records if RPL is granted, following consultation with the Head of Vocational Education & Training and Careers.
- The student will be made aware of any gaps in training as a result of the review of their application evidence.
- The student will be also made aware of the appeals procedure if they are not satisfied with the decision on their RPL application.

### RPL Appeal Procedure

- A student dissatisfied with the response to the RPL application may initiate an appeal.
- The Australian International Islamic College RPL appeal form must be used.
- All RPL appeal applications are go to [vet.admin@aiic.qld.edu.au](mailto:vet.admin@aiic.qld.edu.au)
- The Administrator will receive from the VET teacher the original RPL application, including the documented evidence that supported the student's initial claim.
- The RPL appeal and its outcome will be recorded in writing in the RPL register. The Head of Vocational Education, Training and Careers will provide feedback throughout the appeal process to the student.
- The Head of Vocational Education, Training and Careers will make arrangements for the student's application to be re-assessed for RPL by another subject matter expert (VET Trainer and Assessor/Teacher) NOT involved in the original assessment.
- The appeal review will be conducted within 15 days of receipt of the RPL appeal form.
- The Head of Vocational Education, Training and Careers will forward the original RPL application and the findings of the re-assessment to the Principal to make the final decision.
- The outcome of the RPL appeal will be made available to the student.

### RECOGNITION OF AQF QUALIFICATIONS/STATEMENT OF ATTAINMENTS ISSUED BY ANOTHER RTO AND CREDIT TRANSFER

Australian International Islamic College recognises AQF qualifications and statements of attainment issued by any other RTO and has a separate policy and procedure regarding the credit transfer process for this, as outlined in the Recognition of Qualifications Issued by Other RTOs Policy

The College will recognise all AQF qualifications issued by any other RTO. The college will seek verification of the certification from the relevant RTO where there is some ambiguity.

### Credit Transfer Procedure

- In the first VET class of the year, the teacher shall make students aware that any existing AQF qualifications or statements of attainment they possess will be recognised by the College.
- If a student presents an AQF qualification or statement to the teacher, the teacher will take a copy to the Head of Vocational Education, Training and Careers, to verify authenticity.

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- The verified copy of the qualification or statement will be forwarded to VET Administrator to enter a credit transfer into VET database and then placed in the student's file.
- The teacher will advise the student of the credit for the units of competency or modules identified in the qualification or statement and update the student's records accordingly.
- Where a student has achieved competency in a unit, they are not to be enrolled or assessed at a future date in the same unit.

### CERTIFICATION AND ISSUING OF QUALIFICATIONS

Australian International Islamic College will issue certification to students assessed as competent in accordance with the requirements of the Training Package or VET accredited course, a VET qualification or VET statement of attainment, that meets the requirements of the RTO Standards.

The College will ensure that through the implementation of the AQF Issuance and Replacement Policy:

- Students will receive the certification documentation to which they are entitled
- AQF qualifications are correctly identified in certification documentation
- AQF qualifications are protected against fraudulent issuance
- Certification documentation is used consistently across the College.
- The College has anti-fraud mechanisms by including the College's own logo and seal on each document issued or equivalent measures to ensure there is no fraudulent reproduction or use of credentials.
- All AQF documentation must be issued to students by mail or in person within 30 days of the award/attainment or issuance date
- Students and Parents are confident that the qualifications they have been awarded are part of Australia's qualifications framework (AQF).

Certification may be reissued to a student, requested in writing to the RTO Manager. Records of issuance must be retained for reprinting, archived and audit purposes for a period of 30 years.

### ACCESS TO RECORDS

There are occasions when it is necessary for the College to provide information about the student to another organisation (e.g. QCAA or Independent Schools Qld - ISQ).

When enrolling students into AIIC, parents/caregivers must complete and sign an Application for Enrolment form. By completing and submitting this application, parents/caregivers have confirmed their understanding of, and agreement to, details pertaining to the Independent School Queensland Information Collection Notice. The disclosure of information section is as follows:

**"The Disclosure of Information: This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Independent School Queensland Office, other Independent Schools, medical practitioners, people providing services to school, such as specialist visiting teachers and consultants."**

The College is committed to regularly providing students with explicit feedback on their progress in VET qualifications. A Support Plan will be available throughout their qualification which will be maintained by their respective trainers.

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Students are also encouraged to track their progress through their online QCAA Student Connect – Learning Account (<https://studentconnect.qcaa.qld.edu.au/>). Data in this account reflects results uploaded by the College through their database.

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**APPENDIX 2 – SET PLAN (sample)**

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## APPENDIX 1

## AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

## Student RPL Application Form – 2021/2022

I hereby declare that I understand and agree with all the policies and procedures mentioned above and during the induction session. It is my responsibility to access the VET Handbook and familiarise myself with the policies and procedures.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff member who conducted the Induction Session:**

**Name:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form should be used to apply for Recognition of Prior Learning (RPL).

The information provided on this form will be used exclusively to make a prompt decision and notify student of the outcome of the RPL process. None of the information you provide on this form will be disclosed to anyone outside of the College without your permission unless we are required to do so by law.

Please submit the completed form to Australian International Islamic College in person to your teacher or by email to [Vet.admin@aiic.qld.edu.au](mailto:Vet.admin@aiic.qld.edu.au)

If more than 14 days are required, the applicant will be information in writing of the reasons for the need to extend the time required to finalise the application.

For an appeal of the RPL decision, the application is to refer to the College Complaints and Appeal policy and procedures on the College website. The RTO Manager finalises appeals within 60 calendar days. If more than 60 days are required, the appellant is informed in writing of the reasons for the need to extend the time.

RPL Applicant Details	
<b>Student Information:</b>	
<b>Student Full Name:</b>	<b>Date:</b>
<b>LUI NO.</b>	
<b>Residential Address</b>	
<b>Contact Telephone:</b>	<b>Mobile:</b>

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<b>Student Email:</b>		
<b>Qualification Code:</b>		
<b>Qualification Name:</b>		
<b>Unit of Competency for which Recognition is requested:</b>		
<b>Unit Code</b>	<b>Unit Title</b>	<b>List of Evidence Provided (attached to application) *</b>
I hereby certify that the information provided, and documentation attached are true and correct		
<b>Print Full Name:</b>		
<b>Signature:</b>	<b>Date:     /     /20</b>	
<b>RPL Application Outcome Action:</b>		
<b>VET Teacher/Trainer</b>		
<b>Full Name:</b>		
<b>Signature</b>	<b>Date:</b>	
<b>Date Received from Student:</b>	<b>Date:</b>	
<b>Date Entered into RPL/Appeals Register:</b>		
<b>RPL/Appeals Register Number:</b>		

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## APPENDIX 2

## SET PLAN

**What is a SET Plan?**

A Set Plan is a Senior Education and Training Plan. The aim of SET Planning is to help students make good decisions about their learning and ensure they base their subject choice on their abilities, interest and clearly articulated goals.

Under Queensland Government law, young people are required to be 'earning or learning'. To help meet this requirement in a meaningful way, the SET Plan helps student map out their learning goals and specifies what students will study in Year 11 and 12. It also considers students work goals and future study. The SET Plan is a formal, private document which is referred back to whenever students require to make subject changes and is also used as part of their school's academic review process.

*NB: subject changes may impact on successful QCE attainment.*

Student First Name:	
Student Surname:	
Date of Birth:	
Residential Address:	
Year Level:	
LUI (Learner Unique Identifier): <a href="#">myqce</a>	
USI (Unique Student Identifier): <a href="#">create USI</a>	
Date plan developed:	

**Career quizzes I have completed:**

<input type="checkbox"/>	My Future - <a href="#">log in</a>
<input type="checkbox"/>	Skills Road - <a href="#">start the quiz</a>
<input type="checkbox"/>	Australian Apprenticeship Pathways - <a href="#">go to quiz</a>

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**Career / other interests:**



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**Year 10 Subjects (If this is your Current Year Level):**

1.	2.
3.	4.
5.	6.
7.	8.

**After Year 10 I intend to:**

- Continue my studies at this school
- Continue my studies at another school
- Leave school and get a job (25 hours or more per week)
- Other -

**For Year 10, Year 11 and Year 12**

**While at school I am aiming to achieve:**

- Australian Tertiary Admission Rank (ATAR) - [Learn more](#)
- Queensland Certificate of Education (QCE) - [QCE Brochure](#)
- Certificate I - [Description](#)
- Certificate II & SAT's - [Description](#)
- Certificate III & SAT's [Description](#)
- Certificate IV - [Description](#)
- Diploma - [Description](#)
- University subject - [Description](#)
- Other - [Description](#)

File location:

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**Year 11 & 12 Subjects (Current or Planned):**

Subject	Literacy	Numeracy	Core – (minimum 12 completed core)	Preparatory – maximum 4 credits	Complementary – maximum 8 credits	Total QCE Credits
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Meets QCE learning category requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total 20 credits – minimum						<input type="checkbox"/>

**Meets ATAR eligibility requirements** (5 General or 4 General/and 1 Applied or VET)

**Other goals whilst at school:**



**After Year 12, I want to: -**

ATAR - Study at University - <a href="#">click here and complete My Path</a> (If in Year 11 or Year 12)	<input type="checkbox"/>
Study at a College or Registered Training Organisation (RTO)	<input type="checkbox"/>
Work – Full time <input type="checkbox"/> or Part time <input type="checkbox"/>	<input type="checkbox"/>
Commence an Apprenticeship or Traineeship	<input type="checkbox"/>
Other -	<input type="checkbox"/>

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By signing this documentation, all parties (the student, their parents/carers and the College) agree and a copy of the student's SET Plan is retained by the College as an official record.

I understand that the information provided in this document will be used only by Queensland Curriculum and Assessment (QCAA) and the Australian International Islamic College (AIIC).

<b>Student Print Full Name:</b>		
<b>Student signature:</b>		<b>Date:</b>
<b>Parent Print Full Name:</b>		
<b>Parent Signature:</b>		<b>Date:</b>

*\*Changes of subject following the first Semester of Year 11 are conditional upon the approval of both the Head of Senior and the Head of Careers.*

**APPENDIX 3**

# VOCATIONAL COURSES

## Fact sheets

### *INTERNAL and EXTERNAL COURSES*

File location:

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**SIS30115 - Certificate III in Sport and Recreation**  
*(For year 11 Students)*
**Core Units**

Unit Code	Unit Name
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
BSBWOR301	Organise personal work priorities and development
HLTAID003	Provide first aid
HLTWHS001	Participate in workplace health and safety
ICTWEB201	Use social media tools for collaboration and engagement
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
SISXCAI004	Plan and conduct programs
SISXCCS001	Provide quality service
SISXEMR001	Respond to emergency situations

**Elective Units**

Unit Code	Unit Name
SISXDIS001	Facilitate inclusion for people with a disability
SISXIND006	Conduct sport, fitness or recreation events
BSBADM307	Organise schedules
SISXRES001	Conduct sustainable work practices in open spaces
SISXCAI006	Facilitate Groups
SISXCAI001	Provide Equipment for Activities

**General information:**

DURATION: up to 24 months

QCE Points: Up to 5 points

Delivered at school

Resource Levy

 Source: <https://training.gov.au/Training/Details/CHC34015>

File location:

Version No. and Date: V1.2 2022 - 1 November 2021

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**CHC34015 - Certificate III in Active Volunteering**  
*(Mandatory for all Year 10 students in 2021)*
**Core Units**

Unit Code	Unit Name
CHCCOM002	Use communication to build relationships
CHCDIV001	Work with diverse people
CHCLEG001	Work legally and ethically
CHCVOL001	Be an effective volunteer
HLTWH5001	Participate in workplace health and safety
BSBWOR301	Organise personal work priorities and development

**Elective Units**

Unit Code	Unit Name
HLTAID011	Provide first aid <i>(supersedes HLTAID003)</i>
CHCGRP001	Support group activities
HLTFSE001	Follow basic food safety practices
BSBITU311	Write simple documents

**General information:**

DURATION: 12 months  
 QCE Points: Up to 5 points  
 Delivered at school  
 No course cost to student  
 20 hours of Volunteer work placement, at school

Source: <https://training.gov.au/Training/Details/CHC34015>

File location:

Version No. and Date: V1.2 2022 - 1 November 2021

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**FNS30317 Cert III in Accounts Administration**
*(For year 11 and 12 students)*
**Core Units:**

Unit Code	Unit Name
BSBITU306	Design and produce business documents
BSBWRT301	Write simple documents
FNSACC313	Perform financial calculations
FNSACC311	Process financial transactions and extract interim reports
FNSACC312	Administer subsidiary accounts and ledgers
FNSACC304	Conduct business activities using a computerised accounting system
FNSINC301	Work effectively in the financial services industry

**Elective Units**

Unit Code	Unit Name
BSBWOR301	Organise personal work priorities and development
BSBCUS301	Deliver and monitor a service to customers
BSBFIA401	Prepare financial reports
BSBITU304	Produce spreadsheets
BSBFIA302	Process Payroll

**General information:**

DURATION: 18 months (1 year)

Subsidised concession fee - \$627 (2021)

QCE Points: Up to 8 points

CQ University

 Source: <https://www.cqu.edu.au/courses/certificate-iii-in-accounts-administration>

File location:

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**HLT23215 Certificate II in Health Support Services**
*(For Year 11 and 12)*
**Core Units**

Unit Code	Unit Name
CHCDIV001	Work with diverse people
CHCCOM005	Communicate and work in health or community services
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety

**Elective Units**

Unit Code	Unit Name
HLTWHS005	Conduct manual tasks safely
BSBCUS201	Deliver a service to customers
BSBWOR202	Organise and complete daily work activities
CHCCS010	Maintain a high standard of service
CHCCS012	Prepare and maintain beds
CHCCS020	Respond effectively to behaviours of concern
CHCCS026	Transport Individuals
HLTAID003	Provide First Aid (will be superseded by HLTAID011)

**General information:**

Delivery: Certificate II in Health Support Services over six months (Term 1 and 2)

MATER EDUCATION

VETis funded

QCE Points: Up to 4 points.

South Bank, Mater

Some uniform costs including closed-toe black shoes and black tailored pants are required.

Source: <https://www.mta.qld.edu.au/wp-content/uploads/HLT23215-Mater-Education-Certificate-overview-2021.pdf>

File location:

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**HLT33015 Certificate III in Health Services Assistance**  
*(For Year 11 and 12)*
**Core**
**Units**

Unit Code	Unit Name
CHCCOM005	Communicate and work in health or community services
CHCDIV001	Work with diverse people
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety
BSBWOR301	Organise personal work priorities and development
HLTAAP001	Recognise healthy body systems
BSBMED301	Interpret and apply medical terminology appropriately
BSBWOR202	Organise and complete daily work activities
HLTWHS005	Conduct manual tasks safely

**Elective Units**

Unit Code	Unit Name
CHCCCS012	Prepare and maintain beds
CHCCCS010	Maintain high standard of service
CHCCCS020	Respond effectively to behaviours of concern
CHCCCS026	Transport individuals
HLTAID003	Provide first aid
BSBFLM312	Contribute to team effectiveness
CHCCCS002	Assist with movement
CHCCCS011	Meet personal support needs

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**General information:**

Duration: 6 months

MATER EDUCATION

Certificate III in Health Services Assistance (Term 3) with placement in the June/July holidays.

QCE Points: Up to 8 points (depending on if Cert II has been completed or not. This will affect the QCE points)

**\$750 paid by student/parents on enrolment.**

To complete clinical placement, you will also be required to obtain a Blue Card that is free for students. This will be done at Mater.

Some uniform costs including closed toe black shoes and black tailored pants are required.

Source: <https://www.matereducation.qld.edu.au/career-entry-qualifications/certificate-iii-in-health-services-assistance>

File location:

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**10283NAT - Certificate IV in Crime and Justice Studies**  
*(For year 11 and 12 Students)*
**Core****Units**

Unit Code	Unit Name
PSPREG003	Apply regulatory powers
BSBRES411	Analyse and present research information
CJSSJI403	Analyse social justice issues
CJSCOM401	Provide information and referral advice on justice related issues
CJSDCP402	Prepare documentation for court proceedings
BSBLEG413	Identify and apply the legal framework

**Elective Units**

Unit Code	Unit Name
BSBWOR404	Develop work priorities
PSPLEG002	Encourage compliance with legislation in the public sector
BSBLEG417	Apply the principles of evidence law
PSPETH003	Promote the values and ethos of public service

**General information:**

DURATION: 1 Year  
 TAFE at School (Concession or subsidised fee \$3500-\$1070)  
 QCE Points: Up to 8 points  
 South Bank, TAFE

Source: <https://tafeqld.edu.au/courses/38141/certificate-iv-in-crime-and-justice-studies>

File location:

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**BSB30120 – Certificate III in Business (Customer and Client engagement)**
*(For year 11 and 12 Students)*

The

achievement of a specialisation will be identified on certification as follows:

- BSB30120 Certificate III in Business (Customer Engagement)
- BSB30120 Certificate III in Business (Administration)
- BSB30120 Certificate III in Business (Medical Administration)
- BSB30120 Certificate III in Business (Records and Information Management).

VET department may discuss the options and then discuss with student.

Below information is specialisation in Customer and Client Engagement

**Core Units**

Unit Code	Unit Name
BSBCRT311	Apply critical thinking skills in a team environment
BSBPEF201	Support personal wellbeing in the workplace
BSBSUS211	Participate in sustainable work practices
BSBTWK301	Use inclusive work practices
BSBWHS311	Assist with maintaining workplace safety
BSBXCM301	Engage in workplace communication

**Elective Units**

Unit Code	Unit Name
BSBOPS304	Deliver and monitor a service to customers
BSBOPS305	Process customer complaints
BSBXDB301	Respond to the service needs of customers and clients with disability
SIRXCEG002	Assist with customer difficulties
SIRXCEG005	Maintain business to business relationships
SIRXMKT001	Support marketing and promotional activities
SIRXPDK001	Advise on products and services

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**General information:**

DURATION: 12 months  
ONLINE  
Fee: \$990  
QCE Points: Up to 8 points  
Prestige Service Training

Source: <https://pst.edu.au/certificate-iii-in-business-virtual-class/>

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## AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

**BSB40120 - Certificate IV in Business Administration**  
(For year 11 and 12 Students)

### Core Units

Unit Code	Unit Name
BSBCRT411	Apply critical thinking to work practices
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK401	Build and maintain business relationships
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBWRT411	Write complex documents
BSBXCM401	Apply communication strategies in the workplace

### Elective Units

Unit Code	Unit Name
BSBPEF401	Manage personal health and wellbeing
BSBPEF402	Develop personal work priorities
BSBOPS405	Organise business meetings
BSBHRM417	Support human resources functions and processes
BSBPMG430	Undertake project work
BSBTEC403	Apply digital solutions to work processes

#### General information:

DURATION: 12 months

MCI Institute

CHECK FEE ONLINE WITH MCI-Institute

QCE Points: Up to 8 points

ONLINE

Source: [https://www.mciinstitute.edu.au/certificate-iv-in-business-administration?aclid=EA1a1QobChMI\\_ZDz0L\\_D8QIVb9OWCh0DcwBWEAAAYAAAEqKYT\\_D\\_BwE#c-structure](https://www.mciinstitute.edu.au/certificate-iv-in-business-administration?aclid=EA1a1QobChMI_ZDz0L_D8QIVb9OWCh0DcwBWEAAAYAAAEqKYT_D_BwE#c-structure)

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**ICT30118 Certificate III in Information, Digital Media and Technology**  
 (For Year 11 or 12)

**Core Units**

Unit Code	Unit Name
BSBCRT301	Develop and extend critical and creative thinking skills
BSBXC303	Securely manage personally identifiable information and workplace information
BSBXTW301	Work in a team
ICTICT313	Identify IP, ethics and privacy policies in ICT environments
ICTPRG302	Apply introductory programming techniques
ICTSAS305	Provide ICT advice to clients

**Elective Units**

Unit Code	Unit Name
ICTCLD301	Evaluate characteristics of cloud computing solutions and services
ICTNWK310	Administer network peripherals
ICTSAS310	Install, configure, and secure a small office or home office network
ICTWEB304	Build simple web pages
ICTWEB305	Produce digital images for the web
ICTWEB431	Create and style simple markup language documents

**General information:**

DURATION: 12 months

TAFE at school and subsidised/concession fee available. (\$3200 - \$650)

QCE Points: Up to 8 points

South Bank, TAFE or ONLINE

 Source: <https://tafeqld.edu.au/courses/17940/certificate-iii-in-information-digital-media-and-technology>

File location:

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**CUA30715 – Certificate III in Design Fundamentals**
*(For year 11 and 12 Students)*
**Core Units**

Unit Code	Unit Name
BSBDES201	Follow a design process
BSBDES301	Explore the use of colour
BSBDES302	Explore and apply the creative design process to 2D forms
BSBDES303	Explore and apply the creative design process to 3D forms
BSBDES304	Source and apply design industry knowledge
BSBWHS201	Contribute to health and safety of self and others

**Elective Units**

Unit Code	Unit Name
CUADIG303	Produce and prepare photo images
CUADIG405	Produce innovative digital images
CUAPHI302	Capture photographic images
CUAPHI303	Process photo images to work-print and file stage
ICPPRP224	Produce pages using a page layout application

**General information:**

DURATION: 12 months (1 Year)

TAFE at School (Concession/Subsidised fee \$3120 - \$650)

QCE Points: Up-to 8 points

South Bank, TAFE

 Source: <https://tafeald.edu.au/courses/17810/certificate-iii-in-design-fundamentals>

File location:

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**52700WA - Certificate II in Plumbing**
*(For year 11, 12 students)*
**Core Units:**

Unit Code	Unit Name
CPCCCM1015A	Carry out measurements and calculations
CPCCCM2008B	Erect and dismantle restricted height scaffolding
CPCCCM2010B	Work safely at heights
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCWHS1001	Prepare to work safely in the construction industry
CPCPCM2040A	Read plans and calculate plumbing quantities
CPCPCM2041A	Work effectively in the plumbing and services sector
CPCPCM2043A	Carry out WHS requirements
CPCPCM2046A	Use plumbing hand and power tools
CPCPCM2047A	Carry out levelling
CPCPCM2048A	Cut and join sheet metal
CPCPCM2050A	Mark out materials
CPCPCM2052A	Weld using oxy-acetylene equipment
CPCPCM2053A	Weld using manual metal arc welding equipment
CPCPCM2055A	Work safely on roofs
HLTAID002	Provide basic emergency life support

**General information:**

DURATION: 1 Year (4 Terms)

VETis Funded

QCE Points: Up-to 4 points

Acacia Ridge, TAFE

 Source: <https://tafeald.edu.au/courses/17693/certificate-ii-in-plumbing>

File location:

Version No. and Date: V1.2 2022 - 1 November 2021

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**AUR21516 Cert II in Automotive Cylinder Head Reconditioning (Light Vehicle)**
*(For year 11 Students)*
**Core Units**

Unit Code	Unit Name
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURASA002	Follow safe working practices in an automotive workplace
AURATA001	Identify basic automotive faults using troubleshooting processes
AURTTA009	Carry out mechanical pre-repair operations
AURTTK001	Use and maintain measuring equipment in an automotive workplace
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURTTM011	Recondition engine cylinder heads

**Elective Units**

Unit Code	Unit Name
AURAF003	Communicate effectively in an automotive workplace
AURETR003	Identify automotive electrical systems and components
AURETR015	Inspect, test and service batteries
AURTTA004	Carry out servicing operations
AURTTCC001	Inspect and service cooling systems
AURTTFF001	Inspect and service petrol fuel systems
AURTTE004	Inspect and service engines

**General information:**

DURATION: 12 months

TAFE at School (\$0)

QCE Points: Up to 4 points

Acacia Ridge, TAFE

 Source: <https://tafeqld.edu.au/courses/18728/certificate-ii-in-automotive-cylinder-head-reconditioning>

File location:

Version No. and Date: V1.2 2022 - 1 November 2021

Ownership:

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**CPC10111 Certificate I in Construction**
*(For Year 11 or 12)*
**Core Units**

Unit Code	Unit Name
CPCCCM1012A	Work effectively and sustainably in the construction industry
CPCCCM1013A	Plan and organise work
CPCCCM1014A	Conduct workplace communication
CPCCCM2001A	Read and interpret plans and specifications
CPCCCM2005B	Use construction tools and equipment
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
CPCCVE1011A	Undertake a basic construction project
CPCCWHS1001	Prepare to work safely in the construction industry

**Elective Units**

Various electives may be available however for Greater Brisbane following electives are available at TAFE:

Unit Code	Unit Name
CPCCCM1015A	Carry out measurements and calculations
CPCCCM2004A	Handle construction materials
CPCCCM2006B	Apply basic levelling procedures
HLTAID002	Provide basic emergency life support

**General information:**

DURATION: Various time lines (speak to Head of VET and Careers)

TAFE at School (\$0)

QCE Points: Up to 3 points.

TAFE at school Placements recommended and can choose from workplace training, block training, drop-in days, mobile training, day release, or a mix of all these options.

Source: <https://tafeqld.edu.au/courses/17744/Certificate-I-in-Construction?Region=Gold%2520Coast>

File location:

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**AUR20416 Certificate II in Automotive Electrical Technology**

*Will be replaced by AUR20420 - Certificate II in Automotive Electrical Technology and transition period finishes on 10 December 2022*

*(For year 11 Students)*

**Core Units**

Unit Code	Unit Name
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURASA002	Follow safe working practices in an automotive workplace
AURETK002	Use and maintain electrical test equipment in an automotive workplace
AURETR006	Solder electrical wiring and circuits
AURETR007	Apply knowledge of automotive electrical circuits and wiring systems
AURETR008	Remove and replace electrical units and assemblies
AURETR009	Install vehicle lighting and wiring systems
AURETR011	Install basic ancillary electrical systems and components
AURETR012	Test and repair basic electrical circuits
AURETR015	Inspect, test and service batteries

**Elective Units**

6 to be chosen from the list below

Unit Code	Unit Name
AURHTJ003	Remove, inspect and refit heavy vehicle wheel and tyre assemblies
AURVTW018	Carry out oxyacetylene welding, thermal heating and cutting
AURETK001	Identify, select and use low voltage electrical test equipment
AURETR003	Identify automotive electrical systems and components
AURETR010	Repair wiring harnesses and looms

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AURETR013	Inspect, test and service charging systems
AURETR014	Inspect, test and service starting systems
AURETR025	Test, charge and replace batteries and jump-start vehicles
AURETR035	Apply knowledge of petrol and diesel engine operation
AURLTA001	Identify automotive mechanical systems and components
AURTTA004	Carry out servicing operations
AURTTA027	Carry out basic vehicle servicing operations
AURTTE004	Inspect and service engines
AURTTJ011	Balance wheels and tyres
AURTTK001	Use and maintain measuring equipment in an automotive workplace
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURVTW009	Carry out basic gas metal arc welding

**General information:**

DURATION: 1 Year

TAFE at School (\$0)

QCE Points: Up to 4 points

Skills Tech, Acacia Ridge

Source: [https://tafeqld.edu.au/courses/17978/certificate-ii-in-automotive-electrical-technology?qclid=EA1aIQobChMIL-6Sya3DBQIVhLmWCh3AMQIBEAAYASAAEgJdlvD\\_BwE](https://tafeqld.edu.au/courses/17978/certificate-ii-in-automotive-electrical-technology?qclid=EA1aIQobChMIL-6Sya3DBQIVhLmWCh3AMQIBEAAYASAAEgJdlvD_BwE)

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**CUA31020 – Certificate III In Screen And Media**  
 (OPTION for Year 10 and for 11 and 12 students)

**Core Units**

Unit Code	Unit Name
CUAWHS312	Apply work health and safety practices
CUAIN311	Work effectively in the creative arts industry
BSBCRT311	Apply critical thinking skills in a team environment

**Elective Units**

Unit Code	Unit Name
BSBCUS201	Deliver a service to customers
CUARES201	Collect and organise content for broadcast or publication
CUAANM302	Create 3D digital animations
CUAAIR301	Present programs on air
CUABRD302	Provide production support for television productions
CUALGT303	Install and test lighting equipment
CUAPOS201	Perform basic vision and sound editing
CUARES201	Collect and organise content for broadcast or publication

VET department may discuss the other elective Units available (8 elective units should be completed) with the 3P RTO and discuss with student.

**General information:**

DURATION: 12 months

ONLINE

Fee: \$1320

TAFE FEE (\$2585)

QCE Points: Up to 8 points

ONLINE at Prestige Service Training

F2F at TAFE

 Source: <https://pst.edu.au/certificate-iii-in-screen-and-media-2/>
<https://tafeqld.edu.au/courses/17799/certificate-iii-in-screen-and-media>

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**MSL20118 Certificate II in Sampling and Measurement**  
*(For Year 11 or 12)*
**Core Units**

Unit Code	Unit Name
MSL912001	Work within a laboratory or field workplace (induction)
MSL922001	Record and present data
MSL943004	Participate in laboratory or field workplace safety
MSMENV272	Participate in environmentally sustainable work practices

**Elective Units**

Unit Code	Unit Name
MSL952001	Collect routine site samples
MSL973013	Perform basic tests
MSL973014	Prepare working solutions
MSL972001	Conduct routine site measurements

**General information:**

DURATION: 6 months

TAFE at school (\$0)

QCE Points: Up to 4 points

TAFE, South Bank

 Source: <https://tafeqld.edu.au/courses/17780/certificate-ii-in-sampling-and-measurement>

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**

**MSL30118- Certificate III in Laboratory Skills**  
(For year 11 and 12 Students)

**Core Units**

Unit Code	Unit Name
MSL913003	Communicate with other people
MSL913004	Plan and conduct laboratory/field work
MSL922001	Record and present data
MSL933006	Contribute to the achievement of quality objectives
MSL943004	Participate in laboratory or field workplace safety
MSMENV272	Participate in environmentally sustainable work practices

**Elective Units**

Unit Code	Unit Name
MSL973016	Perform aseptic techniques
MSL973019	Perform microscopic examination

**General information:**

DURATION: 6 months

TAFE at School (Concession or subsidised fee available \$ 1855 - \$ 550)

QCE Points: Up to 8 points

South Bank, TAFE

Source: <https://tafeqld.edu.au/courses/18211/certificate-iii-in-laboratory-skills>

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**AVI 30419 - Certificate III in Aviation Remote Pilot Program**
*(For year 11 and 12 Students)*
**NEW PROGRAM**

Commented [SF1]:

**Core Units**

Unit Code	Unit Name
AVIF0021	Manage human factors in remote pilot aircraft systems operations
AVIH0006	Navigate remote pilot aircraft systems
AVIW0028	Operate and manage remote pilot aircraft systems
AVIW0004	Perform operational inspections on remote operated systems
AVIY0052	Control remote pilot aircraft systems on the ground
AVIY0023	Launch, control and recover a remotely piloted aircraft
AVIY0053	Manage remote pilot aircraft systems energy source requirements
AVIY0031	Apply the principles of air law to remote pilot aircraft systems operations
AVIZ0005	Apply situational awareness in remote pilot aircraft systems operations

**Elective Units**

Unit Code	Unit Name
AVIE0001	Operate aeronautical radio
AVIZ0004	Maintain security awareness and vigilance in an aviation workplace
AVIY0027	Apply multi-rotor remote pilot aircraft systems
AVIH0008	Operate remote pilot aircraft systems extended visual line of sight (EVL0S)
AVIW0008	Conduct aerial search using remote pilot aircraft systems

**General information:**

DURATION: 6 months

ONLINE and School Visit

VETis funded (\$0)

15 years or over of age students eligible

QCE Points: Up to 6 points

 Source: <https://www.aqi.edu.au/avi30419-certificate-iii-in-aviation/>

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**MEM20413 Certificate II in Engineering Pathways**
*(For year 11,12 students)*
**Core Units:**

Unit Code	Unit Name
MEM13014A	Apply principles of occupational health and safety in the work environment
MSAENV272B	Participate in environmentally sustainable work practices
MEMPE005A	Develop a career plan for the engineering and manufacturing industry
MEMPE006A	Undertake a basic engineering project

**Elective Units**

Unit Code	Unit Name
MEM16008A	Interact with computing technology
MEM16006A	Organise and communicate information
MEMPE007A	Pull apart and re-assemble engineering mechanisms OR MEMPE003A - Use oxy-acetylene and soldering equipment
MEMPE002A	Use electric welding machines
MEMPE001A	Use engineering workshop machines
MSAPMSUP106A	Work in a team
MEM18001C	Use hand tools
MEM18002B	Use power tools/handheld operations

**General information:**

DURATION: 12 months (1 year)

TAFE at School ( \$0 )

QCE Points: Up to 4 points

TAFE (Acacia Ridge)

Source: [https://tafeqld.edu.au/courses/17661/certificate-ii-in-engineering-pathways?utm\\_source=google&utm\\_medium=sem&utm\\_campaign=Semester-2-2021&utm\\_term=L3&gclid=EAlalQobChMx\\_6K97nS8QIV1quWCh2TNgxPEAAAYASAAEgleWfD\\_BwE](https://tafeqld.edu.au/courses/17661/certificate-ii-in-engineering-pathways?utm_source=google&utm_medium=sem&utm_campaign=Semester-2-2021&utm_term=L3&gclid=EAlalQobChMx_6K97nS8QIV1quWCh2TNgxPEAAAYASAAEgleWfD_BwE)

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**TLI21815 Certificate II In Logistics**
*(For year 11,12 students)*
**Core**
**Units:**

Unit Code	Unit Name
BSBCUS201	Deliver a service to customers
TLIF0009	Ensure the safety of transport activities (Chain of Responsibility)
TLIF1001	Follow work health and safety procedures
TLIG2007	Work in a socially diverse environment

**Elective Units**

Unit Code	Unit Name
TLIU2012	Participate in environmentally sustainable work practices
TLIA2013	Receive goods
TLIA2020	Replenish stock
TLIA2011	Package goods
TLIA2012	Pick and process orders
TLIA2021	Despatch stock
TLIA2022	Participate in stocktakes

**General information:**

DURATION: 12 months (1 year)

Axiom College

VETis Funded

QCE Points: Up to 4 points

Milton, Axiom College

 Source: <http://www.axiomcollege.com.au/course/certificate-ii-in-logistics/>

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**AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE**
**SIT20316 - Certificate II in Hospitality**
*(For year 11,12 students)*
**Core Units:**

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

**Elective Units**

Unit Code	Unit Name
BSBCMM201	Communicate in the workplace
SITHFAB005	Prepare and serve espresso coffee
SITHCCC003	Prepare and present sandwiches
SITHKOP001	Clean kitchen premises and equipment
SITXFIN001	Process financial transactions
SITXINV001	Receive and store stock

**Note: Not all electives mentioned here may not be available at all campuses. Student should discuss with TAFE for the electives and chose what might suit them if one of the above electives is not available.**

**General information:**

DURATION: 1 Year (4 Terms)

TAFE at School (\$0)

QCE Points: Up to 4 points

Ipswich, TAFE

Source: <https://tafeqld.edu.au/courses/17719/certificate-ii-in-hospitality>

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## AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

### USQ – Uni at School

<https://usq.edu.au/study/information-for/high-school-students/head-start>

(For year 11 and 12 students) **ONLY HIGH ACHIEVERS**

**USQ Head Start** is an academic extension program for high achieving students studying in Year 11 or 12.

Experience university life and study one university subject a semester while working towards your QCE.

### QCE credits – 2 points per unit

### Guidelines: Please read carefully (The information is provided by university)

**1. Report Cards** - Students must have a minimum B average (or 70% or higher) to be eligible for enrolment in the USQ Head Start program. A copy of the appropriate report card issued by Education Queensland or a SAT test will need to be submitted with the application signed by the nominated School Head Start Coordinator and parent/caregiver. The applicant must then complete the online application form and upload the required documents. To ensure standardised reports for each semester, USQ requires students to submit their most recent report card upon completion of a unit, rather than a semester-based report card. Eg Students in Year 12 looking to study Semester 2 will be required to supply a report card from Unit 3. If students applying for USQ Head Start have not completed their Unit 1, students will be required to submit their most recent graded report card.

Students must have a minimum of 3 high school subjects on the relevant report card to be eligible to study Head Start. This rule also applies to Home School and Accelerated Christian Education (ACE) students.

Following USQ policy, if a Head Start student fails 2 courses, they are ineligible to be granted entry into Head Start for subsequent semesters.

**2. Additional application requirements** - Each high school must nominate a coordinator/mentor for the student/s studying the Head Start program. This staff member will provide care and support for their student/s enrolled in the program and will monitor their progress.

**3. Year levels** - Semester 1 entry is only for currently enrolled Year 11 and 12 students. Semester 2 and Semester 3 entry is available for Year 10, 11 & 12 students provided all entry requirements.

**4. Courses** - Students can only enrol in one course per semester.

**5. Tuition fees** - Students will be enrolled as 'non-award students' and will not be charged any tuition fees for their first course. Students will be expected to meet the costs normally incurred with the course, including textbooks, residential school costs, etc. If students have requested to drop their course in writing before the advertised Census date, they will be eligible for another free course in a later semester.

Students undertaking additional Head Start courses in later semesters will be charged \$3951 per course. This fee will need to be paid in full to USQ by week two of the semester. In addition, students will be required to pay a

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Student Amenities Fee (SAF) which is currently \$38.502. For more information regarding this fee, please go to 'Current Students', 'Administration' and then select 'Fees' on the USQ website.

**6. Subsequent courses** - For subsequent Head Start courses, another full application form must be completed online and all documents received by the USQ Admissions team by the close date. The maximum number of courses that a student can complete under the Head Start program is seven courses (over seven semesters).

**7. USQ student policies** - Students will be issued with a student number and will have access to the University Library and to the University IT services including UConnect. Students will be subject to the provisions of the University's statutes and regulations during their enrolment. Each application must be signed by parents/caregivers thereby giving consent to USQ to provide full Internet access to the student for the purpose of their studies and educational activities and incidental to such in accordance with USQ's ICT policies if studying on-campus. USQ will not be responsible for the content that may be viewed on the Internet. By refusing consent or later withdrawing consent by written notice to USQ, the student's enrolment or Internet access as applicable will be cancelled by USQ, which may impact on their study results. Parents/caregivers and the nominated school coordinator are eligible to be granted access to information regarding the enrolment of their student/s during the semester.

**8. Guaranteed entry** - This is offered for a related program approved by the USQ Academic Division and will be awarded to those students who successfully complete a Head Start course and meet all other program prerequisites (eg completion of Year 12 and minimum grade C in Units 3 & 4 in school subjects required as prerequisites). Students should check the USQ Handbook to determine program prerequisites. Students still need to apply via QTAC and put a related USQ program as their first preference. Due to result release dates and application closing dates, Year 12 students who complete a Head Start Semester 3 course will not be eligible to receive guaranteed entry until Semester 2 of the following year. Guaranteed entry will not be available to students who wish to commence a program with entry requirements which must be satisfied by an audition or interview (eg Bachelor of Creative Arts) or a personal statement (e.g. Education degree).

**9. International students** – International students who are enrolled with an Australian based school are eligible to apply for the USQ Head Start Program. International students can complete the online application form and normal entry requirements apply (see guidelines 1 and 2).

**10. QCE points** - Students who successfully complete a Head Start course will receive two points towards their Queensland Certificate of Education (QCE) for every course, up to the maximum allowable limit (8) set by the Queensland Curriculum & Assessment Authority (QCAA). In accordance with QCAA rulings, Year 12 students completing a Head Start Semester 3 course will not be eligible for the QCE points. This process will be completed within 4 weeks of USQ grades release.\*

**11. Adjustment Factors** - Students who complete a Head Start course (except for Year 12 students studying over Semester 3) will receive an adjustment factor towards their QTAC rank if applying to USQ.

**12. Graduation** - A pro-forma academic transcript can be downloaded from UConnect at the completion of the course. Students can obtain an 'official' academic transcript upon request and payment of the associated fee. Should a student be admitted subsequently to a USQ degree program, credit will be granted for the completed course, subject to the rules pertaining to that particular program. Students will be provided with a certificate upon successful completion of each course at their Graduation Ceremony or via post after grades are released.



## AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

Unilearn

<https://usq.edu.au/study/information-for/high-school-students/head-start>

(After Year 12)

The Unilearn range of online courses can help you get

- A Tertiary Selection Rank, or
- Queensland Certificate of Education (QCE)

by completing 3 subjects, full-time in 30 weeks online.

### 1. UNL11 ACADEMIC LITERACY SKILLS (CORE)

This course has been developed to prepare you for writing assignments at a tertiary level. Some Universities accept this course as equivalent to year 11/12 English. Please check with your university first before enrolling.

### 2. UNL44 BIOLOGY (ELECTIVE)

This course provides a bridging of biology with an emphasis on the workings of the human body, from cells to organ systems. This course is equivalent to year 11/12 HSC Biology.

The main aim of this course is to assist you in obtaining the skills and knowledge to confidently approach tertiary studies in any of the biology disciplines or allied health programs. This course also fulfils the primary education requirement for Science.

### 3. UNL21 CHEMISTRY (ELECTIVE)

This course provides a bridging of chemical reactions, inorganic and organic compounds; and readies you for university level chemistry and fields that rely on chemistry knowledge, this course is equivalent to year 11/12 HSC Chemistry. (Introductory Mathematics knowledge recommended).

### 4. UNL81 INTRODUCTION TO ECONOMICS (ELECTIVE)

In this course, students will learn why economics focuses on decisions about how production occurs, how resources are allocated and how proceeds of production are distributed. These economic decisions not only affect the wellbeing of particular nations and their people but increasingly influence living standards regionally and globally. Unilearn Introduction to Economics is equivalent to Year 11/12 HSC Economics.

### 5. UNL31 INTRODUCTORY MATHEMATICS (ELECTIVE)

This course is the equivalent to year 11/12 maths in most state schools or Mathematics A plus additional topics. Introductory mathematics provides you with a bridging for you to be successful at senior mathematics, biology, business and finance courses, and other science related courses. Introductory mathematics is suggested prior to taking Chemistry and Senior Mathematics. This course also fulfils the primary education requirement for Mathematics.

### 6. UNL32 SENIOR MATHEMATICS (ELECTIVE)

This course provides an important bridging for university level maths, engineering courses, and most science courses. This course is equivalent to year 11/12 HSC Maths B and provides a bridging for trigonometry and calculus. (Introductory Mathematics knowledge recommended).

Senior mathematics is required prior to taking Physics.

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**7. UNL14 SENIOR ENGLISH (ELECTIVE)**

In this course, students learn how language use varies according to context, purpose, audience, content, modes and mediums and how to use it appropriately, effectively and accurately for a variety of purposes. Students will also be required to develop higher-order thinking skills through the analysis, evaluation and creation of varied literary and non-literary texts. Unilearn Senior English Program is equivalent to Year 11/12 HSC English. Please check with your chosen university prior to enrolling.

**8. UNL71 PHYSICS (ELECTIVE)**

This course provides a bridging for the study of matter and its motion through space and time. Solid advanced math is needed for this subject and it is recommended that you complete the senior mathematics course prior to studying physics. Physics is needed for those who wish to move into engineering, high military applications, and fields in space study. This course is equivalent to year 11/12 HSC Physics. (Prerequisite course – Senior Mathematics).

**General information:****Unilearn Ready Program, TAFE**

DURATION: 30 weeks

ONLINE

Full Fee: \$4,125

ONLINE, TAFE

Source: <https://tafeqld.edu.au/courses/18811/unilearn-ready-program>

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