



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

2023

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.

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	

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 AIIC 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 of 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.

Privacy Notice

Commence using this amended Privacy Notice from 1 January 2019.

Students are no longer required to complete a student declaration and consent.

The *Privacy Notice* explains how personal information provided by the student may be collected, held, used, or disclosed, together with training activity information. It also assists to establish a student's expectations of how their personal information and training data may be handled.

The *Privacy Notice* also makes it clear that the notice is in addition to any other specific requirements RTOs are obligated to provide to their students, for example, under state or territory privacy laws.

This notice should be provided to students electronically or in print before they enrol with the RTO. It is not mandatory to provide the notice to parents or guardians.

The following is minimum mandatory content for inclusion in a Privacy Notice.

Privacy Notice

Under the *Data Provision Requirements 2012*, [insert school RTO name] is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).

Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by [insert school RTO name] for statistical, regulatory and research purposes. [insert school RTO name] may disclose your personal information for these purposes to third parties, including:

- school — if you are a secondary school student undertaking VET, including a school-based apprenticeship or traineeship
- employer — if you are enrolled in training paid for by your employer
- Commonwealth and State or Territory government departments and authorised agencies
- NCVER
- organisations conducting student surveys
- researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET statement of attainment or qualification, and populating authenticated VET transcripts
- facilitating statistics and research relating to education, including surveys

- understanding how the VET market operates, for policy, workforce planning and consumer information
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988 (Cth)*, the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.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 9. 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 2023

Below is a list of VET and Tertiary qualifications currently available for students. All qualifications are Accredited and Nationally Recognised. However, the students can consult with a career advisor and Head of Secondary to pursue a course that will suit their SET plan. The course enrolment will be subject to fees, availability, pre-requisites and eligibility.

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

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

[SIS30216 Certificate III in Retail \(RTO #45673 Australian International Islamic College\)](#)

[AVI 30419 - Certificate III in Aviation Remote Pilot Program \(RTO #30770 Aviation Australia\)](#)

[FSK20119 Certificate II in Skills for Work and Vocational Pathways \(RTO #45673 Australian International Islamic College\)](#)

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

[HLT33115 Certificate III in Health Services Assistance \(RTO #5210 Mater Education\)](#)

[HLT33015 Certificate II in Sampling and Measurement \(RTO #0275 TAFE Qld\)](#)

[MSL30118 - Certificate III in Laboratory Skills \(RTO #0275 TAFE Qld\)](#)

[FNS30317 Certificate III in Accounts Administration \(RTO #0275 TAFE Qld\)](#)

[10971NAT - Certificate IV in Justice Studies \(RTO #0275 TAFE Qld\)](#)

[BSB30120 Certificate III in Business \(Medical Administration\) \(RTO #0275 TAFE Qld\)](#)

[BSB40120 - Certificate IV in Business \(Administration\) \(RTO #91088 MCI Institute\)](#)

[CUA30715 Certificate III in Design Fundamentals \(RTO #0275 TAFE Qld\)](#)

[11054NAT - Certificate II in Plumbing Services \(RTO #0275 TAFE Qld\)](#)

[AUR20420 Certificate II in Automotive Electrical Technology \(RTO #0275 TAFE Qld\)](#)

[CPC10111 Certificate I in Construction \(RTO #0275 TAFE Qld\)](#)

[CUA31020 Certificate III in Screen and Media \(RTO #0275 TAFE Qld\)](#)

[MEM20413 Certificate II in Engineering Pathways \(RTO #0275 TAFE Qld\)](#)

[MEM30505 - Certificate III in Engineering – Technical \(RTO #0275 TAFE Qld\)](#)

[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.

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
SIS30216 Certificate III in Retail*	Australian International Islamic College	\$80 per semester		

	RTO #45673			
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*There will be an added fee for First Aid course.

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 Reform and Other Legislation Amendment Act 2022](#)
- [Work Health and Safety Act 2011](#)
- [Anti-Discrimination Act 1991](#)
- [Information Privacy Act 2014](#)

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.

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.

RIGHTS AND RESPONSIBILITIES

Rights:

1. Quality training in each session.
2. Regular communication with trainer and assessor
3. Reply from trainer within 24 hours of emailing or TEAMS contact.
4. Receive feedback on assessments within 1 week of submission.
5. Support in the class as well as one on one sessions when requested by appointment.

Responsibilities:

1. Students must take responsibility for their learning. Must attend classes regularly.
2. Make themselves aware of and comply with all relevant AIIC policies and procedures concerning their enrolment, studies and conduct at AIIC.
3. Read and comply with their subject/unit and course requirements.
4. Take responsibility for their own learning and wellbeing and seeking support and/or assistance from AIIC academics and/or support services when required.
5. Be committed to their studies: attend classes on time, participate during classroom activities, and complete all tasks allocated to them and submit their work on time.
6. Adhere to the policies, procedures, and rules of external organisations while on placement, practicum, work experience, fieldwork or educational exchange.
7. Undertake their academic work with integrity and honesty, avoiding breaches of academic integrity and copyright.
8. Work cooperatively and collaboratively with other students, staff and stakeholders (eg: employers etc.).
9. Declare conflict of interest matters or a matter which has the potential to influence decisions in their interest or declare a matter which could be perceived to influence decisions in their interest.
10. Students must act with respect and fairness.
11. Interact in a polite and respectful manner with all students and staff of AIIC at all times.
12. Communicate with courtesy and consideration,
13. Not engage in discrimination, assault, harassment, victimisation, bullying, child abuse or any form of interpersonal,
psychological or physical violence, and report such behaviour as outlined in AIIC student handbook.

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 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 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 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 admin@aiic.qld.edu.au.

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).

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).

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.
- 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 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.
- 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.

CANCELLATION AND WITHDRAWAL

A student may be administratively cancelled from a qualification in case of failure to make satisfactory academic / assessment progress, non-attendance of any training activities for twelve months. Cancellations will not occur without a warning and due notice to students. The RTO Manager/VET Coordinator, in consultation with the principal or representative of principal, will have the authority to administratively withdraw a student from a qualification or units of competency, and to revoke that student's enrollment at any time after twelve months of failure to remain an actively enrolled student. In addition to this, the General Manager, VET may take guidance from the Executive Team leader that is the Principal or Deputy Principal regarding administrative withdrawal after each teaching period to comply with training requirements including, but not limited to:

1. Non-attendance of required classes or online forums for twelve months without prior written approval
2. Demonstrating unsatisfactory academic, training and course engagement in the preceding twelve months and/or having missed an excessive amount of scheduled classes, training delivery, online forums etc. that would not allow for assessment of competency.
3. Having failed to complete sufficient opportunities such as examinations, assignments, assessment tools, clinic sessions etc. to demonstrate effectively that meaningful training and achievement of competencies and learning outcomes has been achieved and been sustained over time, in accordance with the course's unit of competency.
4. Showing no record of training or learning engagement by completion of course work with achieved competency in any assessment format for twelve months.
5. Student transfers to another school. A student can request withdrawal from a qualification or unit of competency once the student has paid all any fee dues (resources levy and other incidental charges like excursions, incursions or external RTOS fee). Students will have to send a written request to the VET Coordinator for the withdrawal.

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.

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.



APPENDIX 1

AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

Student RPL Application Form

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 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	
Student Information:	
Student Full Name:	Date:
LUI NO.	
Residential Address	
Contact Telephone:	Mobile:

APPENDIX 2

VOCATIONAL COURSES

Fact sheets

INTERNAL and EXTERNAL COURSES

	<p style="text-align: center;">AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p>SIS30115 - Certificate III in Sport and Recreation superseded by SIS30122 - Certificate III in Sport, Aquatics and Recreation (In transition period) <i>(For year 11 Students)</i></p>
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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 6 points

Delivered at school

Resource Levy

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



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

CHC34015 - Certificate III in Active Volunteering (Year 10 students only)

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
HLTWHS001	Participate in workplace health and safety
BSBWOR301	Organise personal work priorities and development

Elective Units

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

General information:

DURATION: 18 months

QCE Points: Up to 5 points

Delivered at school

Resource Levy

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

*To complete this qualification, students must complete the requirement of volunteering hours.

Students are involved in the process of real time learning apart from the class-room training. This includes and is not limited to the learning time spent inside the classroom, but also in the workplace, during excursions, organising sports related event and undertaking any kind of activities that could contribute to their learning.



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

SIS30216 – Certificate III in Retail
(Year 10 students)

Core units

Unit Code	Unit Name
SIRXCEG001	Engage the customer
SIRXCEG002	Assist with customer difficulties
SIRXCEG003	Build customer relationships and loyalty
SIRXCOM002	Work effectively in a team
SIRXIND001	Work effectively in a service environment
SIRXRSK001	Identify and respond to security risks
SIRXSL001	Sell to the retail customer
SIRXWHS002	Contribute to workplace health and safety

Elective units

SIRXIND003	Organise personal work requirements
SIRXPDK001	Advise on products and services
CHCDIV001	Work with diverse people
SIRRINV001	Receive and handle retail stock
HLTAID011	Provide First Aid – Third Party

General information:


DURATION: 18 months

QCE Points: Up to 6 points

Delivered at school

Resource Levy

Source: <https://training.gov.au/training/details/sir30216>

	<p>AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p>FSK20119 Certificate II in Skills for Work and Vocational Pathways <i>(For year 11 students)</i></p>
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Core units

FSKLRG011	Use routine strategies for work-related learning
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Elective units

FSKLRG003	Use basic strategies for career planning
FSKWTG009	Write routine workplace texts
BSBCMM211	Apply communication skills
BSBWHS211	Contribute to health and safety of self and others
FSKOCM007	Interact effectively with others at work
BSBSUS211	Participate in sustainable work practices
BSBOPS201	Work effectively in business environments
FSKNUM014	Calculate with whole numbers and familiar fractions, decimals and percentages for work
FSKNUM015	Estimate, measure and calculate with routine metric measurements for work
FSKDIG003	Use digital technology for non-routine workplace tasks
FSKLRG009	Use strategies to respond to routine workplace problems
FSKRDG010	Read and respond to routine workplace information
FSKLRG007	Use strategies to identify job opportunities

General information:

DURATION: 12 months

RTO: PRESTIGE TRAINING SERVICES

QCE Points: Up to 4 points

Delivered at school

Resource Levy: \$175

Sources: <https://pst.edu.au/courses/>



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

FNS30322 Certificate III in Accounts Administration

(For year 11 and 12 students)

Core Units:

Unit Code	Unit Name
BSBTEC302	Design and produce spreadsheets
BSBXCM301	Engage in workplace communication
FNSACC314	Conduct business activities using a computerised accounting system
FNSACC321	Process financial transactions and extract interim reports
FNSACC322	Administer subsidiary accounts and ledgers
FNSACC323	Perform financial calculations
FNSINC311	Work together in the financial services industry

Elective Units

For the remaining units, students can choose from the given electives from the RTOs provided list.


General information:

DURATION: Up to 24 months

Full Fee: \$2,685

QCE Points: Up to 8 points

Source: <https://tafeqld.edu.au/course/17/17765/certificate-iii-in-accounts-administration>

	<p style="text-align: center;">AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p style="text-align: center;">HLT23215 Certificate II in Health Support Services</p> <p style="text-align: center;"><i>(For year 11 and 12 students)</i></p>
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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
CHCCCS010	Maintain a high standard of service
CHCCCS012	Prepare and maintain beds
CHCCCS020	Respond effectively to behaviours of concern
CHCCCS026	Transport Individuals
HLTAID003	Provide First Aid (will be superseded by HLTAID011)

General information:

Delivery: Certificate II in Health Support Services over six months

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>



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

HLT33115 Certificate III in Health Services Assistance
(For Year 11 and 12)

Core Units

Unit Code	Unit Name
BSBMED301	Interpret and apply medical terminology appropriately
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
HLTAAP001	Recognise healthy body systems
BSBWOR301	Organise personal work priorities and development

Elective Units

Unit Code	Unit Name
CHCCCS012	Assist with movement
CHCCCS020	Respond effectively to behaviours of concern
CHCCCS026	Transport individuals
CHCCCS012	Prepare and maintain beds
CHCCCS011	Meet personal support needs
CHCCCS010	Maintain high standard of service
BSBFLM312	Contribute to team effectiveness
HLTAID009	Provide cardiopulmonary resuscitation

General information:


Duration: 6 months

MATER EDUCATION

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.

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

	<p style="text-align: center;">AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p>10971NAT - Certificate IV in Justice Studies (For year 11 and 12 Students)</p>
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Core Units

Unit Code	Unit Name
BSBLEG421	Apply understanding of the Australian legal system
BSBXCM401	Apply communication strategies in the workplace
NAT10971001	Provide information and referral advice on justice related issues
NAT10971002	Prepare documentation for court proceedings
NAT10971003	Analyse social justice issues
PSPREG033	Apply regulatory powers

Elective Units

For the remaining units, students can choose from the given electives from the RTOs provided list.

General information:

DURATION: Up to 18 months
 TAFE at School: \$2,900 - \$3,890
 QCE Points: Up to 8 points
 South Bank, TAFE

Source: <https://tafeqld.edu.au/course/18/18141/certificate-iv-in-justice-studies>

	<p style="text-align: center;">AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p style="text-align: center;">BSB30120 – Certificate III in Business (Medical Administration) (For year 11 and 12 Students)</p>
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The BSB30120 Certificate III in Business (Medical Administration)

Student may discuss other options of specialisation with the career advisor.

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

For the remaining units, students can choose from the given electives from the RTOs provided list.

General information:


DURATION: 12 months

TAFE at School Fee: \$2,380

QCE Points: Up to 8 points

Prestige Service Training

Source: <https://tafeqld.edu.au/course/19/19056/certificate-iii-in-business>

	<p style="text-align: center;">AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p style="text-align: center;">BSB40120 - Certificate IV in Business (Administration) (For year 11 and 12 Students)</p>
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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?qclid=EAAlaQobChMI_ZDz0L_D8QIVb9OWCh0DcwBWEAAYAAEgKYT_D_BwE#c-structure



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

CUA30720 – Certificate III in Design Fundamentals

(For year 11 and 12 Students)

Core Units

Unit Code	Unit Name
CUAACD311	Produce drawings to communicate ideas (Colour in practice Cluster)
CUADES201	Follow a design process (Colour in practice Cluster)
CUADES301	Explore the use of colour (Colour in practice Cluster)
CUADES304	Source and apply design industry knowledge
CUAPPR311	Produce creative work
CUAWHS312	Apply work health and safety practices
CUADES302	Explore and apply the creative design process to 2D forms (Design Solutions Cluster)

Elective Units

Unit Code	Unit Name
CUAGRD411	Research and apply graphic design techniques (Design Solutions Cluster)
CUADIG304	Create visual design components (Typography Cluster)
CUAGRD312	Use typography techniques (Typography Cluster)
ICPPRP2210	Select and apply type (Composition and Layout Cluster)
ICPPRP224	Produce pages using a page layout application (Composition and Layout Cluster)

General information:

DURATION: 12 months (1 Year)

TAFE at School Full Fee: \$3,340

QCE Points: Up-to 8 points

South Bank, TAFE

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



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

11054NAT - Certificate II in Plumbing Services

(For year 11, 12 students)

Core Units:

Unit Code	Unit Name
ASBAWA201	Practice asbestos awareness in the construction industry
CPCCCM2008	Erect and dismantle restricted height scaffolding
CPCCCM2012	Work safely at heights
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM1015	Carry out measurements and calculations
CPCCWHS1001	Prepare to work safely in the construction industry
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCPCM2039	Carry out interactive workplace communication
CPCPCM2041	Work effectively in the plumbing services sector
CPCPCM2043	Carry out WHS requirements
CPCPCM2045	Handle and store plumbing materials
CPCPCM2046	Use plumbing hand and power tools
CPCPCM2047	Carry out levelling
CPCPCM2048	Cut and join sheet metal
CPCPCM2055	Work safely on roofs
HLTAID011	Provide First Aid

General information:

DURATION: 1 Year (4 Terms)

VETis Funded

QCE Points: Up-to 4 points

Acacia Ridge, TAFE

Source: <https://tafeqld.edu.au/course/17/17693/certificate-ii-in-plumbing-services>



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

AUR20420 Certificate II in Automotive Electrical Technology (For year 11 Students)

Core Units

Unit Code	Unit Name
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace
AURASA102	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
AURETR112	Test and repair basic electrical circuits
AURETR115	Inspect, test and service batteries

Elective Units

For the remaining units, students can choose from the given electives from the RTOs provided list.

General information:

DURATION: 12 months

TAFE at School (\$0)

QCE Points: Up to 4 points

Acacia Ridge, TAFE

Source: <https://tafeqld.edu.au/course/17/17978/certificate-ii-in-automotive-electrical-technology>

	<p style="text-align: center;">AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p style="text-align: center;">CPC10120 Certificate I in Construction</p> <p style="text-align: center;"><i>(For Year 11 or 12)</i></p>
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Core Units

Unit Code	Unit Name
CPCCCM1011	Undertake basic estimation and costing
CPCCCM2004	Handle construction materials
CPCCCM2005	Use construction tools and equipment
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCVE1011	Undertake a basic construction project
CPCCWHS1001	Prepare to work safely in the construction industry
CPCCWHS2001	Apply WHS requirements, policies and procedures 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
CPCCCM2006	Apply basic levelling procedures
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCOM2001	Read and interpret plans and specifications


General information:

DURATION: 12 months (1 year)

TAFE at School (\$0)

QCE Points: Up to 3 points.

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

	<p style="text-align: center;">AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p>CUA31020 – Certificate III in Screen and Media (OPTION for Year 10 and for 11 and 12 students)</p>
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Core Units

Unit Code	Unit Name
CUAWHS312	Apply work health and safety practices
CUAIND311	Work effectively in the creative arts industry
BSBCRT311	Apply critical thinking skills in a team environment

Elective Units - Multimedia

Unit Code	Unit Name
CUAACD201	Develop drawing skills to communicate ideas
CUAANM302	Create 3D digital animations
CUAANM313	Create 3D digital models
CUACAM211	Assist with basic camera shoots
CUADIG303	Produce and prepare photo images
CUADIG304	Create visual design components
CUADIG311	Prepare video assets
CUAPOS211	Perform basic vision and sound editing

There are other options available at TAFE. Discuss with your Career Advisor.

General information:

DURATION: 12 months

TAFE FEE: \$2775

QCE Points: Up to 6 points

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



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>

	<p style="text-align: center;">AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p style="text-align: center;">MSL30118 - Certificate III in Laboratory Skills</p> <p style="text-align: center;"><i>(For year 11 and 12 Students)</i></p>
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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 \$1985

QCE Points: Up to 8 points

South Bank, TAFE

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



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

AVI 30419 - Certificate III in Aviation Remote Pilot Program

(For year 11 and 12 Students)

NEW PROGRAM

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

The RTO will provide more information at the time of enrolment.

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://aviationaustralia.aero/skills-assure/>

	<p style="text-align: center;">AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p style="text-align: center;">MEM20413 Certificate II in Engineering Pathways</p> <p style="text-align: center;"><i>(For year 11 and 12 students)</i></p>
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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=EAlalQobChMIx_6K97nS8QIV1quWCh2TNgxPEAAAYASAAEgleWfD_BwE



AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE

MEM30505 - Certificate III in Engineering – Technical

(For year 11 and 12 students)

Core Units:

Unit Code	Unit Name
MEM16006A	Organise and communicate information
MEM16008A	Interact with computing technology
MSAENV272B	Participate in environmentally sustainable work practices

Elective Units

For the remaining units, students can choose from the given electives from the RTOs provided list.

General information:

DURATION: 12 months (1 year)

TAFE at School Full Fee: \$3,670

QCE Points: Up to 5 points

Source: <https://tafeqld.edu.au/course/17/17678/certificate-iii-in-engineering-technical#ways-to-study-section>

	<p>AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p>SIT20316 - Certificate II in Hospitality</p> <p><i>(For year 11,12 students)</i></p>
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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>



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 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 (e.g., 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.

	<p style="text-align: center;">AUSTRALIAN INTERNATIONAL ISLAMIC COLLEGE</p> <p>Unilearn https://usq.edu.au/study/information-for/high-school-students/head-start</p> <p><i>(After Year 12)</i></p>
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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.

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: Up to 1 year

ONLINE

Full Fee: \$4,440

ONLINE, TAFE

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