



Western Australian Statement of Student Achievement (WASSA)

The WASSA is issued to each student at the completion of Year 12. The WASSA lists all courses and programmes that a student has completed, and the grades and marks achieved. The WASSA formally records, as relevant:

- achievement of WACE requirements
- achievement of the literacy (reading and writing) standard
- achievement of the numeracy standard
- achievement of any exhibitions and awards
- school grades, school marks and combined scores in ATAR courses
- school grades and school marks in General and Foundation courses
- completed Preliminary units
- completed VET industry specific courses
- successfully completed VET qualifications and VET units of competency
- completed endorsed programmes
- number of community service hours undertaken (if reported by the school)

Western Australian Certificate of Education (WACE)

The WACE is awarded by the School Curriculum and Standards Authority (the Authority) when students successfully meet the WACE requirements. Achievement of the WACE acknowledges that at the end of compulsory schooling, students have achieved or exceeded the required minimum standards in an educational programme that has suitable breadth and depth.

To meet the WACE achievement requirements, **students must:**

- demonstrate a minimum standard of literacy and a minimum standard of numeracy
- complete a minimum of 20 units, or equivalents as described below
- complete
 - at least five Year 12 ATAR courses or General courses ****OR**
 - a Certificate II ******* (or higher ********) VET qualification in combination with ATAR, General or Foundation courses.

* In the context of ATAR courses in the WACE, the term 'complete' requires a student to sit the ATAR course examination or has an approved sickness/misadventure application for not sitting the examination in that course. Students who do not sit the ATAR course examination will not have a course mark or grade recorded on their WASSA, nor will they receive an ATAR course report. The pair of units will not contribute to any WACE requirements.

Note: for ATAR courses with practical components, students must complete both the written and practical examinations.

** Foundation courses do not contribute to meeting the WACE achievement requirement with this option. Students taking Foundation courses must complete a Certificate II or higher.

*** In the context of VET in the WACE, the term 'complete' requires that a student has been deemed competent in all units of competency that make up a full qualification.

**** The partial completion of a Certificate III or higher VET qualification may meet this requirement according to predetermined criteria (see the WACE Manual for further information).



WACE requirements

1

General requirements

You must:

- demonstrate a minimum standard of literacy (reading and writing) and a minimum standard of numeracy
- complete a minimum of 20 units, or equivalents
- complete
 - at least four Year 12 ATAR courses **OR**
 - at least five Year 12 General courses and/or ATAR courses or equivalent **OR**
 - a Certificate II (or higher) VET qualification in combination with ATAR, General or Foundation courses.

2

Literacy and numeracy standard

For the WACE literacy and numeracy standard you may:

- pre-qualify through achieving Band 8 or higher in the reading, writing and numeracy tests of the Year 9 National Assessment Program – Literacy and Numeracy (NAPLAN), or;
- demonstrate the minimum standard of literacy and numeracy by successfully completing the relevant components of the Online Literacy and Numeracy Assessment (OLNA) in Year 10, 11 or 12.

3

Breadth and depth

You must complete a minimum of 20 units, which may include unit equivalents attained through VET and/or endorsed programs. This requirement must include at least:

- a minimum of ten Year 12 units, or the equivalent
- four units from an English course, post-Year 10, including at least one pair of Year 12 units from an English learning area course
- one pair of Year 12 units from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology) subjects.

4

Achievement standard

You must achieve at least 14 C grades or higher (or equivalents) in Year 11 and Year 12 units, including at least six C grades (or equivalents) in Year 12 units.

5

Unit equivalents

Unit equivalents can be obtained through VET qualifications and/or endorsed programs. The maximum number of unit equivalents available through VET and endorsed programs is four Year 11 units and four Year 12 units with a maximum of four units with endorsed programs – two in Year 11 and two in Year 12.



WACE Courses

There are three types of courses developed by the Authority offered at NLSC.

1. ATAR course units for students who are aiming to enrol in a university course direct from school. These courses will be examined by the Authority and contribute to the achievement of an Australian Tertiary Admission Rank (ATAR).
2. General and Foundation course units for students who are aiming to enter further training or the workforce directly from school. These courses will not be examined by the Authority.
3. VDSS - VET Delivered to Secondary Students courses for students who are aiming to enter further training or the workforce directly from school. VDSS courses have been developed in close consultation with WA Industry Training Councils and include a full, nationally-recognised qualification and mandatory industry-related workplace learning.

There are two types of programmes which can also contribute to the WACE:

1. VET qualifications are for students wishing to participate in nationally recognised training. All VET qualifications require registered training organisation (RTO) delivery, assessment and quality control under the relevant VET regulatory body. A Certificate II or higher is one option for helping to meet the WACE requirements. VET credit transfer can contribute up to eight of the 20 units you need to achieve your WACE. These qualifications contribute to the WACE as unit equivalents.
2. Endorsed programmes provide access to areas of learning not covered by WACE courses or VET programmes and contribute to the WACE as unit equivalents. Endorsed programmes may replace up to two Year 11 course units and two Year 12 course units you need to achieve your WACE. Endorsed programmes can be delivered in a variety of settings by schools, community organisations, universities, training organisations and workplaces. The list of endorsed programmes is available on the Authority website.

It is possible to mix and match these options to provide yourself with the best platform to meet the requirements to achieve your WACE – and for life beyond school.

Multiple pathways to achieve the WACE

The WACE breadth and depth of study requirement previously outlined, specifies that students must complete a minimum of 20 units (10 courses) during Years 11 and 12, including a minimum of 10 Year 12 units or equivalents. Students may use ATAR courses, General courses, VDSS courses, Foundation courses, VET programmes, or endorsed programmes to meet this requirement.

There are limits to the number of VET programmes (not VDSS) and endorsed programmes that may contribute to achievement of the WACE. In summary, students can gain unit equivalence of up to four Year 11 units and four Year 12 units based on completed VET programmes and endorsed programmes but a maximum of four units from endorsed programmes.

Further detailed information can be found at www.scsa.wa.edu.au



Information regarding Year 12 Charges 2025

Course costs within this handbook are indicative and will be confirmed when the Contributions and Charges are approved by the Campus Council. Parents will be advised before the end of Term 4 2024 of the applicable 2025 Contributions and Charges.

Charges the Campus has set for courses are **compulsory** and will depend on the courses chosen. Some specific courses will incur higher costs dependent on such items as textbooks, subject-specific resources, materials, excursions, Certificates and work placement. **These charges must be paid in full.** There are no maximum charges set by the State Government.

For students attending VETDSS courses at TAFE or with other training providers, there may be a resource fee associated with the qualification, usually between \$50 - \$500. These costs will be charged to the student when the school is billed by the training provider.

Students opting for a Fee for Service course: Fees will have been discussed at time of enrolment and will need to be paid prior to commencement. Estimated Cost: \$1000 - \$10,000

Payment Timeline

- 50% of compulsory payment due by Monday 5 February 2025. Balance of payment is due by the end of Term 1 2025.
- Periodic Payment plans are available and these must be set up before 11 April 2025. Payment Plan Forms are issued with all statements. Please return the completed forms to Administration.
- Regular statements will be posted up until 30 June 2025.
- **Compulsory charges that remain unpaid as at 30 June 2025 may be referred to a debt collection agency unless prior payment arrangements have been made.**
- The Campus is aware that the payment of Contributions and Charges can be a burden for some families. Regular part payments via a payment plan are encouraged to support parents/students experiencing difficulties. Ignoring accounts and reminders is unhelpful to all concerned. To assist families, estimated subject charges are provided to parents/students prior to selection of subjects.
- Offsite Programs: Charges passed on to the school by an external provider will be recouped from the parent/guardian.
- If a student withdraws from a course, other than a Certificate course, prior to the end of Week 5 Term 2, pro rata fees will be refunded. **There will be no refunds given after this time.** Payments for Certificate courses are non-refundable.

Payment Options the Campus offers:

Cash/EFTPOS/Credit Card at NLSC Administration Building

Direct Deposit to NLSC

Account Name: North Lake Senior Campus

BSB: 066-163

Account Number: 00901441

Reference: Student's Name or Student Number

Secondary Assistance Scheme

APPLICATIONS CLOSE FRIDAY 11 APRIL 2025

The Western Australian Department of Education provides an allowance to assist eligible families with secondary schooling costs.

ELIGIBILITY CRITERIA:

Parent or Guardian must hold one of the following cards:

- Department of Human Services (Centrelink) Health Care Card
- Department of Human Services (Centrelink) Pensioner Concession Card
- Veterans' Affairs Pensioner Concession Card (Blue Card)

The allowance is paid up to and including the year the student turns 18-years-of-age.

The allowance consists of two components:

- \$235 Educational Program Allowance paid directly to the school.
- \$115 (\$300 in 2025) Clothing Allowance paid directly to the parent/guardian or the school.

For Year 11 and 12 students in receipt of the allowance, the funds will be applied directly to compulsory charges.

Applications are available from Administration. **Late applications will only be accepted in extenuating circumstances** and must be accompanied with a written explanation.

Emailed applications will be accepted provided that the applicant includes a copy of both sides of their concession card with their application.

Eligible interstate or overseas students who are enrolled after Term 1 may apply for the allowance. The date of enrolment must be noted on the application.



2025 Year 12 Course Offerings

North Lake Senior Campus has a number of partnerships with Registered Training Organisations (RTO) and the School of Isolated and Distance Education (SIDE). This arrangement enables us to offer a range of flexible course and pathway options that may include on and offsite learning pathways. If you can't find the courses you are looking for, talk to us about the course and pathway options that may be available to you.

ENGLISH

English *ATAR - ATENG*

Annual course charge: \$110

The English ATAR course focuses on developing students' analytical, creative, and critical thinking and communication skills in all language modes, encouraging students to critically engage with texts from their contemporary world, the past, and from Australian and other cultures. Through close study and wide reading, viewing, speaking and listening, students develop the ability to analyse and evaluate the purpose, stylistic qualities and conventions of texts and to enjoy creating imaginative, interpretive, persuasive and analytical responses in a range of written, oral, multimodal and digital forms.

English *General - GTENG*

Annual course charge: \$51

The English General course focuses on consolidating and refining the skills and knowledge needed by students to become competent, confident and engaged users of English in everyday, community, social, further education, training and workplace contexts. The course is designed to provide students with the skills to succeed in a wide range of post-secondary pathways by developing their language, literacy and literary skills. Students comprehend, analyse, interpret, evaluate and create analytical, imaginative, interpretive and persuasive texts in a range of written, oral, multimodal and digital forms.

English as an Additional Language/Dialect *General - GTELD*

Annual course charge: \$51

The EAL/D courses are designed for students who speak another language or dialect as their first or 'home' language. EAL/D focuses on the development of the competent use of Standard Australian English (SAE) in a range of contexts. The EAL/D General course prepares students for a range of post-secondary destinations in further education, training and the workplace.

English as an Additional Language/Dialect *Foundation - FTELD*

Annual course charge: \$51

The EAL/D Foundation course is designed for students who speak another language or dialect as their first or 'home' language and who have not demonstrated the literacy standard in the OLN. EAL/D focuses on the mechanics of Standard Australian English (SAE) and its use in the community, the workplace or in further education or training. Practical, relevant tasks delivered through a range of engaging contexts teach students to become effective communicators, code switching between languages or dialects successfully.



Enrolment criteria for English as an Additional Language/Dialect

If you do not speak Standard Australian English as your home language or are profoundly deaf and have had limited schooling in English or a limited period of residence in a country where English is not widely used, you may be eligible to enrol in EAL/D.

There is a form that needs to be completed in Year 11 to ensure you are permitted to enrol in EAL/D in Year 12. It is your responsibility to ensure the form is fully and accurately completed before it is submitted. The application information, stating the deadlines for submission, is available on the Authority website [Information for parents of EALD students applying online for eligibility.DOCX \(scsa.wa.edu.au\)](https://www.scsa.wa.edu.au/information-for-parents-of-eald-students-applying-online-for-eligibility)

MATHEMATICS

Mathematics Applications ATAR - ATMAA

Annual course charge: \$73

This course focuses on the use of mathematics to solve problems in contexts that involve financial modelling, geometric and trigonometric analysis, graphical and network analysis, and growth and decay in sequences. It also provides opportunities for students to develop systematic strategies based on the statistical investigation process for answering statistical questions that involve analysing univariate and bivariate data, including time-series data. The Mathematics Applications ATAR course is designed for students who want to extend their mathematical skills beyond Year 10 level, but whose future studies or employment pathways do not require knowledge of calculus. The course is designed for students who have a wide range of educational and employment aspirations, including continuing their studies at university or TAFE.

Mathematics Essential *General* - GTMAE

Annual course charge: \$80

The Mathematics Essential General course focuses on using mathematics effectively, efficiently and critically to make informed decisions. It provides students with the mathematical knowledge, skills and understanding to solve problems in real contexts for a range of workplace, personal, further learning and community settings. This course provides the opportunity for students to prepare for post-school options of employment and further training.

Mathematics *Foundations* - FTMAT

Annual course charge: \$100

The Mathematics Foundation course focuses on building the capacity, confidence and disposition to use mathematics to meet the numeracy standard for the WACE. This course is for students who have not demonstrated the numeracy standard in the OLNA. It provides students with the knowledge, skills and understanding to solve problems across a range of contexts including personal, community and workplace/employment. This course provides the opportunity for students to prepare for post-school options of employment and further training.



SCIENCE

Chemistry *ATAR* – ATCHE

Annual course charge: \$165

The Chemistry ATAR course equips students with the knowledge and understanding to make the most of opportunities to investigate properties and reactions of materials. Theories and models are used to describe, explain and make predictions about chemical systems, structures and properties. Students recognise hazards and make informed, balanced decisions about chemical use and sustainable resource management. Investigations and laboratory activities develop an appreciation of the need for precision, critical analysis and informed decision making. This course prepares students to be responsible and efficient users of specialised chemical products and processes at home or in the workplace. It also enables students to relate chemistry to other sciences including; biology, geology, medicine, molecular biology and agriculture. This unit develops a strong foundation for further study in the sciences.

Human Biology *ATAR* - ATHBY

Annual course charge: \$110

The Human Biology ATAR course gives students a chance to explore what it is to be human, how the human body works, the origins of human variation, inheritance in humans, the evolution of the human species and population genetics. Through their investigations, students research new discoveries that increase our understanding of human dysfunction, treatments and preventative measures. Practical tasks are an integral part of this course and develop a range of laboratory skills; for example, biotechnology techniques. Students learn to evaluate risks and benefits to make informed decisions about lifestyle and health topics, such as diet, alternative medical treatments, use of chemical substances and the manipulation of fertility.

Human Biology *General* - GTHBY

Annual course charge: \$95

In this practical based General course, the focus is on understanding how the body systems maintain and reproduce life. The course content relates directly and indirectly to many different occupations, such as social work, medical and paramedical fields, food and hospitality, childcare, sport, science and health education. The course is designed to help students make informed choices as responsible citizens in society. There is a focus on the characteristics and support of life, and the role the respiratory, digestive, circulatory, urinary and reproductive systems. From the very first moments through to the birth of a baby are explored. Throughout, students will conduct Science inquiries. A wide range of practical, hands-on activities with a focus on discovery learning, enriched with relevant excursions, will be used to build knowledge.

Science in Practice *General* - GTSIP

Annual course charge: \$115

Science in Practice is a course grounded in the belief that science is multidisciplinary and, in essence, a practical activity. The Science in Practice course encourages students to be questioning, reflective and critical thinkers about scientific issues, enabling them to make informed decisions about questions that directly affect their lives and the lives of others. Students will engage in activities and investigations on science issues in the context of the world around them. The 2 focus units are Wheels in Motion and Forensics.



TECHNOLOGIES

Applied Information and Technology *General* - GTAIT

Annual course charge: \$90

The Applied Information Technology General course provides students with the knowledge and skills to use a range of computer hardware and software to create, manipulate and communicate information in an effective, responsible and informed manner. Students develop an understanding of computer systems; the management of data; and the use of a variety of software applications to investigate, design, construct and evaluate digital products and digital solutions. The course offers pathways to further studies and a range of technology-based careers and a set of skills that equip students for the 21st century and give them an appreciation of the impact of information technology on society.

Building and Construction *General* - GTBCN

Annual course charge: \$200

The Building and Construction General course encompasses the skills and applications of many of the trades and professions in the construction industry. Students have the opportunity to develop and practise skills that contribute to creating a physical environment, while acquiring an understanding of the need for sustainability, and an awareness of community and environmental responsibilities. Students will learn and practise building processes and technologies, including principles of design, planning and management.

Design - Graphics *General* - GTDESG

Annual course charge: \$95

The Design Graphics course aims to facilitate a deep and rich understanding of the role of design and the Graphic Designer in the modern world. We look at the role of design and how ideas, values, beliefs, attitudes and information are effectively communicated to audiences through graphic design, in both the print and digital form. Students will develop skills and processes for current and future industry and employment markets in the field of Graphic Design. Students are equipped with the knowledge and skills to understand design principles and processes, analyse problems and devise innovative strategies through projects. Students will have access to industry-standard design suites and art studio facilities.

Food Science and Technology General 12

Annual course charge: \$240

The Food Science and Technology General course provides opportunities for students to explore and develop food-related interests and skills. Food impacts every aspect of daily life and is essential for maintaining overall health and wellbeing. Students organise, implement and manage production processes in a range of food environments and understand systems that regulate food availability, safety and quality. Knowledge of the sensory, physical, chemical and functional properties of food is applied in practical situations. Students investigate the food supply chain and value-adding techniques applied to food to meet consumer and producer requirements. Principles of dietary planning, adapting recipes and processing techniques are considered for specific nutritional needs of demographic groups. Occupational safety and health requirements, safe food handling practices and a variety of processing techniques are implemented to produce safe, quality food products. This course may enhance employability

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and career opportunities in areas that include nutrition, health, food and beverage manufacturing, food processing, community services, hospitality and retail.

Materials Design and Technology - Metal *General* - GTMDTM

Annual course charge: \$200

Students interact with a variety of metal items and products that have been designed to meet certain needs. Students are introduced to the fundamentals of design. They learn to communicate various aspects of the technology process by constructing what they design. Throughout the process, students learn about the origins, classifications, properties and suitability for purpose of the materials they are using, and are introduced to a range of production equipment and techniques. They develop materials manipulation skills and production management strategies, and are given the opportunity to realise their design ideas through the production of their design project. They work within a defined environment and learn to use a variety of relevant technologies safely and effectively.

THE ARTS

Visual Arts *General* - GTVAR

Annual course charge: \$125

Students will base art making and interpretation on their lives and personal experiences, observations of the immediate environment, events and/or special occasions using a variety of materials. They will have the opportunity to explore and develop ideas for art-making and interpretation through the investigation of different artists, art forms, processes and technologies. In the Visual Arts General course, students engage in traditional, modern and contemporary media and techniques within the broad areas of art forms. The course promotes innovative practice. Students are encouraged to explore and represent their ideas and gain an awareness of the role that artists and designers play in reflecting, challenging and shaping societal values. Students are encouraged to appreciate the work of other artists and engage in their own art practice.



ENDORSED PROGRAMS

Authority Developed Workplace Learning - ADWPL

Annual course charge: \$100

Workplace Learning is an Authority-developed endorsed programme that is managed by individual schools and open to students in Years 11 and 12. To complete this endorsed programme, a student works in one or more real workplace(s) to develop a set of transferable workplace skills. The student must record the number of hours completed and the tasks undertaken in the workplace in the Authority's *Workplace Learning Logbook*. The student must also provide evidence of his/her knowledge and understanding of the workplace skills by completing the Authority's *Workplace Learning Skills Journal* after every 55 hours completed in the workplace. Unit equivalence is allocated based on 1-unit equivalent for every 55 hours completed in the workplace, to a maximum of 4 units. The total number of hours completed in the workplace is reported on the student's WASSA. Success in ADWPL may contribute significantly to a student's successful entry to a Training WA college, full-time employment and traineeships/apprenticeships.

Curtin UniReady

Annual course charge: \$550



Curtin University

The Curtin UniReady Enabling Program is an alternate entry to university pathway run by Curtin University. It provides a pathway for students into selected courses at Curtin University. The UniReady Enabling Program is usually only available to students directly through Curtin University, however, NLSC and Curtin University have entered into a partnership that allows us to deliver the UniReady in Schools Program to Year 12 students on campus at North Lake. If completed successfully, it will provide students with a notional ATAR of 70 and English competency (Curtin's minimum entry requirements for undergraduate courses). Students will then be eligible to apply for selected Curtin University undergraduate courses. Details of these university courses can be accessed on the Curtin University website.
<https://study.curtin.edu.au/applying/pathways/uniready-enabling-program/>

The UniReady in Schools Program has been approved as an Endorsed Program. This means it will contribute to a student's WACE, as well as providing entry to Curtin University. Students complete four units. Each unit is equivalent to a one semester ATAR/General course. Students will complete two units in Semester One, and two units in Semester Two.

The units offered at North Lake are;

- Fundamentals of Academic Writing
- Foundations of Communication
- Introduction to Humanities
- Introduction to Commerce.

The UniReady Program is NOT intended as a replacement for ATAR, or for students who will achieve an ATAR above the minimum (70).

However it is suitable for students who:

- have not been at school for a while, are mature age or are returning to year 12 to for the purpose of gaining university entry
- may not get an ATAR that gives them university entry
- are studying General courses, but want to go to university
- are achieving B's in General courses, or C's in ATAR courses
- would benefit from additional 'university-readiness' skills.

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The UniReady in Schools program is suited to students who are; dedicated and hardworking, possess independent learning skills, self-motivated, are resilient and can cope in times of adversity. UniReady students also require sound literacy skills and have achieved success in year 11 English (ATAR or General). Students must also be able to listen and act upon teacher feedback to improve their learning. This course is also suited to students who perform well in class assessments but may not do well under exam pressure.



VOCATIONAL EDUCATION AND TRAINING QUALIFICATION OFFERINGS

North Lake Senior Campus provides a broad range of Certificate courses in partnership with Registered Training Organisations (RTOs). All qualifications are nationally recognised. RTOs are licensed under the Training Accreditation Council (TAC) or the Australian Skills Quality Authority (ASQA) to deliver and assess these qualifications. A certificate or statement of attainment will be issued by the RTO to students who successfully complete all course requirements. Certificates are delivered to the school and then presented or posted to students.

Due to external auspicing and delivery costs charged to the campus, students will not be enrolled into Certificate courses until 50% of the certificate payment has been received, with the final payment required by the end of Term 1.

For further information, please phone or email **Sarah Hardman VET Coordinator**
08 93140444 sarah.hardman@education.wa.edu.au



52895WA Certificate IV in Preparation for Health and Nursing Studies

If you're interested in studying health science at university - then this is a great starting point for your career goals. As this course has been designed to give you a foundational knowledge of your first-year university subjects, you will be guided through science subjects like human biology, chemistry, and physics. You'll also be taught about diseases across the world and use this knowledge to help identify human body imbalances through the use of case studies and scenarios. Finally, we add to your skill level by teaching you about communicating at the university level with skills such as referencing, improving study habits, and creating your university schedule.

BSBITEC301	Design and produce text documents
BSBMED301	Interpret and apply medical terminology appropriately
PREAPU401	Provide information on human anatomy and physiology
PREASU403	Apply academic skills
PREMHA404	Use mathematics in a nursing and health context
PREMHS402	Provide information on the fundamental principles of microbiology used in health settings
PREPHC405	Use fundamentals of physics and chemistry in a health context

Prerequisites

C Grade in Year 10 Maths, Science and English
OLNA achieved

Delivery 2 days per week over 1 year

Must complete Registered Training Organisations EOI Form

Further study opportunities:

- Bachelor of Medical Science
- Bachelor of Nursing
- Bachelor of Social Work
- Bachelor of Sports Science
- Bachelor of Psychology
- HLT54115 Diploma of Nursing,

2025 Course Cost: \$195

**Certificate course offered by North Lake Senior Campus in partnership with RTO
AMA RTO Code 2010**



BSB20120 Certificate II Workplace Skills

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks, using limited practical skills and fundamental operational knowledge in a defined context.

When you complete the Certificate II in Workplace Skills you'll have the skills to open the door in a clerical or administrative role in a broad range of workplaces. You will gain a solid grounding in general office administration, including word processing, spreadsheets, workplace health and safety, and workplace communication.

Code	Competency
BSBPEF202 Core	Plan and apply time management
BSBOPS201 Core	Work effectively in business environments
BSBSUS211 Core	Participate in sustainable work practices
BSBWHS211 Core	Contribute to the health and safety of self and others
BSBCMM211 Core	Apply communication skills
BSBTEC201	Use business software applications
BSBPEF201	Support personal wellbeing in the workplace
BSBTWK201	Work effectively with others
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTWK301	Use inclusive work practices

Delivery 5 hours per week over 1 year

Further Study Options

BSB30115 Certificate III in Business,
BSB30415 Certificate III in Business Administration,

2025 Course Cost: \$185

Certificate course offered by North Lake Senior Campus in partnership with IVET Institute Pty Ltd RTO Code 40548

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BSB30120 Certificate III in Business

When you complete the Certificate III in Business, you'll have skills that employers are looking for, making you ideal for roles in data entry, customer service, accounts or as an office clerk. You will gain skills and knowledge in workplace organisation, customer service, workplace health and safety, spreadsheets, creating digital documents and much more.

BSBCRT311	Core	Apply critical thinking skills within a team environment
BSBPEF201	Core	Support personal wellbeing in the workplace *
BSBSUS211	Core	Participate in a sustainable work practices *
BSBTWK301	Core	Use inclusive work practices *
BSBWHS311	Core	Assist with maintaining workplace safety
BSBXCM301	Core	Engage in workplace communication
BSBMM211		Apply Communication skills *
BSBTEC201		Use business software applications *
BSBOPS201		Work effectively in business environments *
BSBPEF202		Plan and apply time management *
BSBTEC202		Use digital technologies to communicate in a work environment *
BSBPEF301		Organise personal work priorities
BSBTEC303		Create electronic presentations

*Denotes Credit Transfer from Certificate II in Workplace Skills

Delivery 5 hours per week over 1 year

Further Study Options

BSB40215 Certificate IV in Business,
BSB40415 Certificate IV in Business Administration,
BSB41015 Certificate IV in Human Resources,
BSB42415 Certificate IV in Marketing and Communication,

2025 Course Cost: \$185

Certificate course offered by North Lake Senior Campus in partnership with IVET Institute Pty Ltd RTO Code 40548



CHC22015 Certificate II in Community Services

Students will explore the varied dimensions of volunteering, basic communication and organisational skills to effectively equip themselves moving into the workforce post-secondary schooling. The qualification will empower students in the employability skills of working with others, communicating in the workplace, workplace health and safety and diversity within the workplace.

HLTWHS001	Participate in workplace health and safety
BSBCMM201	Communication in the workplace
CHCDIV001	Work with diverse people
CHCVOL001	Be an effective volunteer
CHCCOM001	Provide first point of contact
CHCCOM005	Communicate and work in health or community services
BSBPEF201	Support personal wellbeing in the workplace
BSBWOR202	Organise and complete daily work activities
FSKOCM007	Interact effectively with others at work

As part of CHCVOL001 Be an effective volunteer the student must complete 20 hours of volunteer work which is part of the assessment process, and the student will be supported in locating a suitable placement by their delivery teacher.

Delivery 5 hours per week over 1 year

Further Study Options

CHC32015 Certificate III in Community Services

CHC30213 Certificate III in Education Support

CHC30113 Certificate III in Early Childhood Education and Care

2025 Course Cost: \$265

Certificate course offered by North Lake Senior Campus in partnership with IVET Institute Pty Ltd RTO Code 40548

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CUA20620 Certificate II in Music

This qualification reflects the role of individuals who perform a range of tasks in the music industry, working under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context. Job opportunities may include studio assistant, music retail assistant, stagehand and road crew.

BSBWHS201	Contribute to health and safety of self and others
BSBWOR203	Work effectively with others
CUAIND201	Develop and apply creative arts industry knowledge
CUAMCP201	Incorporate technology into music making
CUAMCP311	Create simple musical compositions
CUASOU211	Develop basic audio skills and knowledge
CUASOU212	Perform basic sound editing
CUASOU213	Assist with sound recordings

Delivery 5 hours a week over 1 year.

Further Study CUA30915 Certificate III in Music

2025 Course Cost: \$270

Certificate course offered by North Lake Senior Campus in partnership with Mount Pleasant Colleges RTO Code 52297

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HLT33115 Certificate III in Health Services Assistance

The Certificate III in Health Services Assistance reflects the role of people who use a range of factual, technical and procedural knowledge to provide assistance to health professional staff for the care of clients. This is an active and physical career.

BSBWOR301	Core	Organise personal work priorities and development	
HLTWHS001	Core	Participate in workplace health and safety	*
CHCCOM005	Core	Communicate and work in health or community services	*
CHCDIV001	Core	Work with diverse people	*
CHCCCS010		Maintain a high standard of service	
CHCCCS020		Respond effectively to behaviours of concern	
CHCCCS002		Assist with movement	
HLTAAP001	Core	Recognise healthy body systems	
BSBMED301	Core	Interpret and apply medical terminology appropriately	
HLTINF006	Core	Apply basic principles and practices of infection prevention and control	
HLTAID011		Provide First Aid	
CHCPRP005		Engage with health professionals and the health system	
CHCCCS009		Facilitate responsible behaviour	
CHCCCS012		Prepare and Maintain Beds	
CHCCCS026		Transport Individuals	

*Denotes Credit Transfer from Certificate II in Community Services

Although there is no requirement for Workplace learning, it is recommended that students participate in a minimum of 40 hours in the workplace, North Lake Senior Campus staff will work with the Training provider to locate a suitable host employer.

Mandatory vaccinations and documentation are required.

Provide evidence of immunisation status – current flu, Covid, Hepatitis B, Measles, Mumps, Rubella, Varicella, Diphtheria, Tetanus and Pertussis, TB Immunity test

If over 18 – Police Clearance (\$58) and Work with children (\$11)

NDIS Screening Check (\$11)

Delivery 2 days per week over 3 terms

Further Study Options

52895WA Certificate IV in Preparation for Health and Nursing Studies

2025 Course Cost: \$410

Certificate course offered by North Lake Senior Campus in partnership with IVET Institute Pty Ltd RTO Code 40548



SIT20421 Certificate II in Cookery

This qualification reflects the role of individuals working in kitchens who use a defined and limited range of food preparation and cookery skills to prepare food and menu items. They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification provides a pathway to work in kitchen operations in organisations such as restaurants, hotels, catering operations, clubs, pubs, cafés, and coffee shops; and institutions such as aged care facilities, hospitals, prisons, and schools.

Possible job titles include: breakfast cook, catering assistant, fast food cook, sandwich hand, takeaway cook.

SITXCCS011	Core	Interact with customers
SITHCCC023	Core	Use food preparation equipment
SITHCCC024		Prepare and present simple dishes
SITHCCC027	Core	Prepare dishes using basic methods of cookery
SITHCCC028		Prepare appetisers and salads
SITHCCC025		Prepare and present sandwiches
SITHCCC034		Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC034	Core	Work effectively in a commercial kitchen
SITHKOP009	Core	Clean kitchen premises and equipment
SITXCOM007		Show social and cultural sensitivity
SITXFSA005	Core	Use hygienic practices for food safety
SITXINV006	Core	Receive, store and maintain stock
SITXWHS005	Core	Participate in safe work practices

Delivery 5 hours per week over 1 year plus work placement

Further Study Options

SIT30816 Certificate III in Commercial Cookery

2025 Course Cost: \$610

Certificate course offered by North Lake Senior Campus in partnership with IVET Institute Pty Ltd RTO Code 40548



22473VIC Certificate II in General Education for Adults

The Certificate II in General Education for Adults is a current, nationally recognised qualification. It focuses on developing your literacy and numeracy skills so that you are able to create and interpret texts and solve numeracy questions in everyday familiar situations.

VU22411	Research pathways and produce a learning plan and portfolio
VU22412	Implement and review a project
VU22413	Engage with a range of complex texts for personal purposes
VU22415	Engage with a range of complex texts for employment purposes
VU22419	Create a range of complex texts for learning purposes
VU22420	Create a range of complex texts to participate in the workforce
VU22422	Investigate and interpret shapes and measurements and related formulae
VU22424	Investigate and use simple mathematical formulae and problem solving techniques
BSBWHS201	Contribute to the health and safety of self and others
BSBITU201	Produce simple word-processed documents
FNSFLT201	Develop and use a personal budget

Delivery 5 hours per week over 1 year

Further Study Options

22474VIC Certificate III in General Education for Adults

2025 Course Cost: \$210

Certificate course offered by North Lake Senior Campus in partnership with Communicare Ltd
RTO Code 50548