

# BYLC

VET Student Handbook

# Certificate Course Offerings



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# Certificate Program Structure – 2026

All qualifications offered by the BYLC and Blue Dog Training are nationally recognised qualifications. In 2026, our Certificate programs will be delivered over two full days each week—Monday and Thursday. These immersive learning days are designed to provide students with both practical and theoretical experience in their chosen vocational pathway. This is an adult learning environment. While we are committed to supporting students to succeed, their success ultimately depends on their willingness to engage and take responsibility for their learning.

## Daily Expectations – ‘Ready for Work’

Before beginning each day, students must meet our ‘Ready for Work’ standards, which include:

- Clocking on promptly at the start of the day
- Wearing the correct PPE (Personal Protective Equipment) / arriving at school in steel caps & required shirt wear
- Demonstrating active involvement and engagement in Connect / TIPA sessions (including physical activity)
- Eat breakfast
- Maintaining a positive and respectful attitude toward learning and peers
- Maintain phone policy expectations

Failure to meet these expectations may result in removal from the course for the day or further review of course participation.



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## Course Components

Each certificate includes a balance of:

- Practical, hands-on learning in simulated work environments
- Written and theory-based tasks, including assessments and reflections
- Workplace readiness or transferable skills, such as communication, learning, and teamwork.

### Year 9 Taster Program – Term 3

To help students make informed choices, Year 9 students will participate in a ‘taster’ program during Term 3. This will allow them to explore several certificate options aligned with their interests and strengths identified in their Senior Education and Training Plan (SETP).

### Introductory Program & Certificate Preparation – Term 4

In Term 4, Year 9, Year 10 and Year 11 students will begin an introductory program to ensure a strong and confident start to their certificate journey. The program will include:

- OnGuard Safety Training
- Workplace Health & Safety (WH&S) Inductions
- Basic tool and equipment handling
- Introduction to course expectations and routines



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## What is VET?

VET is an acronym for Vocational Education and Training. Vocational means that the 'Education and Training' that you receive is related to a specific 'vocation' (a job or trade). You will be able to learn industry skills and knowledge specific to a vocational area which may lead to a qualification upon successful completion.

A VET qualification is made up of a number of different 'Units of Competency'. Each unit covers a certain area or aspect of the vocation or trade. The number of units that make up a qualification varies between industries and the level of the qualification.

## The VET Process

1. Induction
2. LLND assessment
3. Enrolment and Signing of the Checklist
4. Begin course

## 1. Induction – Important Information

### Legislative Requirements

BYLC complies with all Commonwealth and State legislations ensuring that management, staff and students are informed of their obligations. All RTOs in Australia are bound by Commonwealth and State or Territory legislation These include, but are not limited to:

1. Commonwealth Legislation:
  - Copyright Act 1968.
  - Privacy Act 1988
  - Data Provision Requirements 2020
  - Students Identifiers Act 2014
2. State Legislation
  - Anti-Discrimination Act 1991
  - Child Protection Act 1999
  - Vocational Education and Training (Commonwealth Powers) Act 2012
  - Work Health and Safety Act 2011.

### Privacy Notice

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Information about privacy and how your details may be used can be found by clicking on the links in the table below:



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Queensland privacy notices and policies relevant to VET students

<b>QCAA Open Data Strategy</b>	<a href="http://www.qcaa.qld.edu.au/about/corporate-policies/information">www.qcaa.qld.edu.au/about/corporate-policies/information</a>
<b>DTET RTO data collection</b>	<a href="https://desbt.qld.gov.au/training/docs-data/statistics/rto-data">https://desbt.qld.gov.au/training/docs-data/statistics/rto-data</a>
<b>DEWR VET Privacy Notice</b>	<a href="http://www.dewr.gov.au/national-vet-data/vet-privacy-notice">www.dewr.gov.au/national-vet-data/vet-privacy-notice</a>

Please speak to your trainer if you have any questions or concerns about any of the above.

**The RTO Manager will provide you with a hard copy of the DEWR VET Privacy Notice.**

**The VET Quality Framework (VQF)**

As a Registered Training Organisation, BYLC operates under the VET Quality Framework (VQF). The VET Quality Framework comprises:

- The Standards for Registered Training Organisations (RTOs) 2025
- The Australian Qualifications Framework
- The Fit and Proper Person Requirements
- The Financial Viability Risk Assessment Requirements, and
- The Data Provision Requirements

BYLC is registered to deliver a range of VET qualifications under the delegation of Queensland Curriculum and Assessment Authority (QCAA).

**The Australian Qualification Framework (AQF)**

The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. <http://www.aqf.edu.au/>

Schools Sector	Vocational Education and Training Sector	Tertiary or Higher Education Sector
Senior Statement Qld Certificate of Education (QCE)	Vocational Graduate Certificate Vocational Graduate Diploma Advanced Diploma Diploma Certificate IV Certificate III Certificate II Certificate I	Doctoral Degree Masters Degree Graduate Diploma Graduate Certificate Bachelor degree (honours) Bachelor Degree Associate Degree Diploma

All VET courses offered by BYLC RTO lead to nationally recognised qualifications – a Certificate (if all the requirements of the qualification are completed) or a Statement of Attainment (for those units that are



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successfully completed where the full qualification is not completed). This certificate/statement of attainment will be recognised in all states and territories in Australia. This handbook provides you with information about your VET qualification, including an overview of the specific units of competency.

### Competency Based Assessment

Each VET qualification contains a number of units of competency. Units of competency do not have a grading system like other school subjects or courses. For each unit of competency, you are assessed as either 'Competent' or 'Not Competent', either you can demonstrate the skills and knowledge required for a unit to the standard expected in industry (Competent) or you can't (Not Competent). On completion of all assessment types in a project, you will be given a final outcome (result) of *Competent* or *Not Competent*.

### Types of Assessment

The types of assessments used can take a number of forms and usually two or three different types are used in each project. They can include but are not limited to: written or oral questioning, practical tasks, folios, group tasks, or demonstration with your assessor observing. At the end of each assessment type, you will receive an outcome, either *Satisfactory* or *Not Satisfactory*.

### Assessment attempts

You will be given multiple attempts to gain a *Satisfactory* result in each assessment type. Repeated attempts are only limited by the training and assessment plan, meaning your assessor may need to move on to the next project. When this happens, your assessor will let you know when you can re-do your assessment.

### Flexibility and Reasonable Adjustment

Any student experiencing difficulty may be provided with adjustments, provided the integrity of the unit of competency is not compromised. Reasonable adjustment means adjustments that can be made to the way in which evidence of student performance can be collected. For example, verbal responses to questions instead of written, or larger font size. Talk to your assessor if you require adjustments to be made.

### Recognition of Prior Learning Recognition of Prior Learning (RPL)

RPL is the recognition of competencies currently held, regardless of how, when or where the learning occurred. These competencies may be attained through a combination of formal or informal training and education, work experience or general life experience. The assessor must be confident that the student is currently competent against the endorsed industry or enterprise competency standards.

Evidence of prior learning may include certification, references from past employers, and work samples.

**It is important to apply for RPL if you already have some knowledge or skills that might be relevant to this course.**

**If you wish to apply for Recognition, ask your assessor for an RPL Application Form.**



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## Credit Transfer

Credit transfer refers to the transfer of credit obtained by students through participation in courses, either with the BYLC or other RTOs, towards a qualification offered by BYLC. The awarding of credit will be granted based on certified copies of testamurs, records of results, statements of attainment or a verified USI Transcript.

**Speak to your assessor if you have already been awarded a unit of competency you are about to study in your preferred qualification, who will advise you of the next steps.**

## Complaints and Appeals

**A complaint** may involve the conduct of the RTO's officers, students or third-party service providers. Any RTO staff member may receive a complaint verbally, in writing or electronically. All complaints received by the RTO will be acknowledged in writing and finalised as soon as practicable.

There are two types of **appeals** that can be lodged:

- appeal of final assessment decision
- appeal of any other RTO decision.

Appeals must be submitted to the RTO in writing using the RTO's appeal form. **Speak to your trainer/assessor or the RTO Manager to access a copy of the appeals form.**

## Certificates and Statements of Attainment

Upon successful completion of all the requirements for a qualification, a *nationally recognised certificate* will be issued to you within 30 days. If you complete a part of a qualification, a nationally recognised 'Statement of Attainment' will be issued within 30 days, detailing which units were successfully completed. If you lost your certificate or SOA, the school will issue a replacement at no cost. Your student profile, which tracks your progress in a qualification, is available for you to monitor your progress. You may view your profile at any time by asking your trainer / assessor.

## Student Support

BYLC offers support to all students to permit them to have an enjoyable productive and learning experience. Speak to your trainer / assessor if you require additional support.

## Personal Support

At BYLC, we take a holistic approach to education and recognise that many factors influence a young person's learning and wellbeing. If needed, you can access support by going to our school chaplain, counsellor or any of our youth workers. While the chaplain/youth worker keeps your conversations private, they also have a duty of care. This means they must share information if there is a risk of harm to you or someone else. In all other situations, your discussions remain confidential unless you give permission for them to act on your behalf. They will explain these boundaries before your conversation begins.



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## Workplace Health and Safety

It is mandatory for all students to participate in the induction at the commencement of their course, which outlines the specific work, health and safety requirements for their training and assessment and of the specific training facility.

## Work Experience

BYLC recognises that work experience plays a key role in developing vocational skills. Where possible, you will be given access to placements that are related to the qualification you are undertaking.

## RTO closure or inability to deliver training and assessment

In the unlikely event BYLC RTO can no longer deliver any or all of the qualifications on its scope of registration, the RTO will inform stakeholders, issue a Statement of Attainment for any successfully completed units of competency, and attempt to source an external RTO for students issued a Statement of Attainment to enable them to complete their qualification.

## 2. Language, Literacy and Numeracy, and Digital Literacy Assessment (LLND)

Every qualification has a requirement of a minimum level of LLND which is required to satisfactorily complete the course. **The LLND assessment determines your level of ability in these areas and what support may be needed.**

You will normally have completed this assessment within your first few weeks at BYLC and so may not need to redo the assessment. If, however, it has been a while since completing the assessment or you haven't completed one, you will be required to sit the assessment. ***Please remember this is not a 'test'***, it is simply a tool that the training staff use to determine the level of support required (if any). This will make the training process a more productive and enjoyable experience for you, and set you up for success in your preferred qualification/s.

## 3. Enrolment and Unique Student Identifier (USI)

Since you are already enrolled in the school, there are no further requirements here except ensuring you supplied your USI (Unique Student Identifier) when you enrolled at Burnett Youth Learning Centre (BYLC) and have completed the VET enrolment checklist.

**You must supply your USI or create one prior to enrolling in a qualification.** This is a government requirement and we, as an RTO, are not permitted to issue a Certificate or Statement of Attainment unless you provide your USI, which is then verified by the school. Create your USI [here](#).

## 4. Begin Course

BYLC agrees to provide training, resources, assessment and support for your selected course. You commit to completing the qualification to the best of your ability, utilising the materials and support supplied and attending every training day, unless ill.



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# Qualifications delivered by Burnett Youth Learning Centre

**RTO #32106**



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# AUR20720 Certificate II in Automotive Vocational Preparation

## Overview

This certificate introduces students to the automotive industry, focusing on basic vehicle maintenance and repair. Topics include:

- Automotive tools and equipment
- Basic servicing techniques
- Workplace safety
- Vehicle systems overview



More information about this qualification can be found [here](#).

## Entry requirements

Nil.

## Who it's suitable for

Ideal for students considering a career in automotive repair or engineering.

## Duration and location

This is a one to two-year course delivered in Years 11 and/or 12 at the Burnett Youth Learning Centre Automotive Workshop. This course will start January 29, 2026.

## Delivery

The course will be delivered using:

1. face-to-face instruction
2. simulated work-based learning, and
3. online and guided learning.

## Fees

There are no additional costs involved in this course.

## Uniform requirements

- Steel cap boots
- BYLC yellow high viz work shirt - **purchased from BYLC for \$50**



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## Course units

To achieve AUR20720 Certificate II in Automotive Vocational Preparation, 12 units of competency must be achieved:

Unit of competency code and title	Core / Elective
AURAF103 Communicate effectively in an automotive workplace	Core
AURETR103 Identify automotive electrical systems and components	Core
AURTTK102 Use and maintain tools and equipment in an automotive workplace	Core
AURAF104 Resolve routine problems in an automotive workplace	Core
AURLTA101 Identify automotive mechanical systems and components	Core
AURAEA002 Follow environmental and sustainability best practice in an automotive workplace	Core
AURASA102 Follow safe working practices in an automotive workplace	Core
AURETR115 Inspect, test and service batteries	Elective
AURTTA002 Assist with automotive workplace activities	Elective
AURTTA001 Remove and tag steering, suspension and braking system components	Elective
AURETR009 Install vehicle lighting and wiring systems	Elective
AURTTA127 Carry out basic vehicle servicing operations	Elective

## Assessment

Assessment is competency based and completed in the BYLC automotive workshop for practical components, and in the classroom for theory components.

Units of competency are clustered and assessed in this way to replicate what occurs in a real-life automotive workshop. Assessment techniques include:

- observation
- questions, and
- folio of work.

## Documentation of your work



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Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a Record of Results. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

### Student Commitment

Students will engage in workshop-based learning, practical tasks, and theory. Commitment includes regular attendance and completion of assessments.

### RTO obligation

BYLC RTO will provide students with every opportunity to complete the qualification but does not guarantee employment upon completion.

### Pathways

After completing this course, you will be ready to take the next steps towards a career in the automotive industry. You can continue learning through an apprenticeship, where you study while gaining hands-on experience in the workplace. Possible areas you could specialise in include:

- Certificate III in Light Vehicle Mechanical Technology
- Certificate III in Heavy Commercial Vehicle Mechanical Technology
- Certificate III in Motorcycle Mechanical Technology
- Certificate III in Mobile Plant Technology
- Certificate III in Agricultural Mechanical Technology



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# SIT20322 Certificate II in Hospitality

## Overview

This certificate provides an introduction to the hospitality industry, focusing on customer service, food hygiene and preparation, and barista coffee skills. Topics include:

- Food and beverage service
- Workplace hygiene & safety
- Customer interaction
- Simple dishes, sandwiches, salads, and appetisers.

More information about this qualification can be found [here](#).

## Entry requirements

Nil.

## Who it's suitable for

Perfect for students interested in working in cafes, restaurants, or hotels.

## Duration and location

This is a one to two-year course delivered in Years 11 and/or 12 at the Burnett Youth Learning Centre industrial kitchen. This course will start January 29, 2026.

## Delivery

The course will be delivered using:

1. face-to-face instruction
2. simulated work-based learning, and
3. online and guided learning.

## Fees

No fees are charged for this course.

## Uniform requirements

- Steel cap boots
- Black shirt - **purchased from BYLC for \$50**



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## Course units

To achieve SIT20322 Certificate II in Hospitality, 12 units of competency must be achieved:

Unit of competency code and title	Core / Elective
SITXWHS005 Participate in safe work practices	Core
SITXCOM007 Show social and cultural sensitivity	Core
SITXCCS011 Interact with customers	Core
SITHIND007 Use hospitality skills effectively	Core
SITHIND006 Source and use information on the hospitality industry	Core
BSBTWK201 Work effectively with others	Core
SITXFSA005 Use hygienic practices for food safety	Elective
SITHCCC025 Prepare and present sandwiches	Elective
SITHCCC024 Prepare and present simple dishes	Elective
SITHKOP009 Clean kitchen premises and equipment	Elective
SITHFAB025 Prepare and serve espresso coffee	Elective
SITHCCC028 Prepare appetisers and salads	Elective

## Assessment

Assessment is competency based and completed in the BYLC industrial kitchen for practical components, and in the classroom for theory components.

Units of competency are clustered and assessed in this way to replicate what occurs in a real-life cafe. Assessment techniques include:

- observation
- questions, and
- folio of work.

SITHIND007 Use hospitality skills effectively requires students to provide hospitality service to customers for a minimum of **12 complete service periods**. Service periods will available onsite at BYLC through events such as Coffee and Chat, breakfast and lunch service, and other catered events.



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## Documentation of your work

Students who are deemed competent in all 12 units of competency will be awarded a Qualification and a Record of Results. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

## Student Commitment

Students will engage in practical hospitality tasks and simulations. Students are required to complete 12 service periods (shifts) by attending coffee and chat events, serving and working to prepare lunch for the school community. Commitment includes punctuality and professionalism.

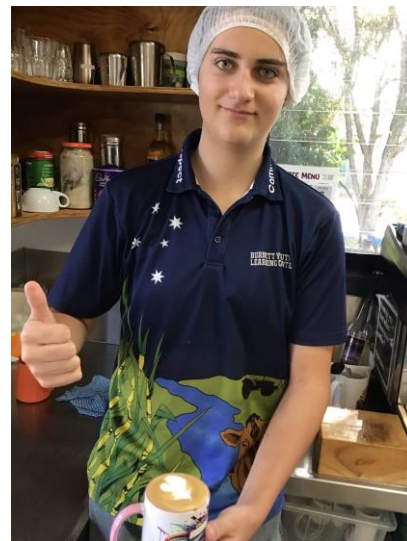
## RTO obligation

BYLC RTO will provide students with every opportunity to complete the qualification but does not guarantee employment upon completion.

## Pathways

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops. Possible further study might include:

- SIT30622 Certificate III in Hospitality
- SIT30122 Certificate III in Tourism
- SIT30222 Certificate III in Travel
- SIT31021 Certificate III in Patisserie
- SIT30821 Certificate III in Commercial Cookery



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# AHC21216 Certificate II in Rural Operations

## Overview

This certificate provides foundational skills for working in rural and agricultural settings. **In 2026, students will partially complete this qualification, studying up to 6 units of competency and receiving a Statement of Attainment for any units successfully completed. The units have a horticulture focus, relevant to rural operations in the Bundaberg region.** Topics include:

- Workplace health and safety
- Environmental sustainability
- Treating weeds, pests and diseases
- Plant care

More information about this qualification can be found [here](#).

## Entry requirements

Nil.

## Who it's suitable for

This cluster of units is suitable for students interested in agriculture, horticulture or rural industries.

## Duration and location

This cluster of units is delivered over 3 school terms in Years 11 and/or 12 at the BYLC Market Garden and Shade House. **Training and assessment for this course will start Term 2, 2026.**

## Delivery

The course will be delivered using:

1. face-to-face instruction
2. simulated work-based learning, and
3. online and guided learning.

## Fees

No fees are charged for this course.

## Uniform requirements

- Steel cap boots
- BYLC yellow high viz work shirt - **purchased from BYLC for \$50**



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## Course units

To achieve a **Statement of Attainment** from AHC21216 Certificate II in Rural Operations, **6 units of competency are available:**

Unit of competency code and title	Core / Elective
AHCWHS201 Participate in work health and safety processes	Core
AHCWRK209 Participate in environmentally sustainable work practices	Core
AHCPMG201 Treat weeds	Elective
AHCPMG202 Treat plant pests, diseases and disorders	Elective
AHCPGD209 Prune shrubs and small trees	Elective
AHCNSY205 Pot up plants	Elective

## Assessment

Assessment is competency based and completed at the BYLC market garden and shade house for practical components, and in the classroom for theory components.

The 6 units of competency are clustered and assessed in a way to replicate what occurs in a rural environment. Assessment techniques include:

- observation
- questions, and
- folio of work.

## Documentation of your work

Students who achieve at least one unit of competency will receive a Statement of Attainment.

## Student Commitment

Students are expected to commit to both theoretical and practical learning, including hands-on activities and assessments. Attendance and active participation are essential.

## RTO obligation

BYLC RTO will provide students with every opportunity to complete the units of competency but does not guarantee employment upon completion.



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## Pathways

This partial qualification may lead to further study, including:

- AHC32822 Certificate III in Rural Operations
- AHC31424 Certificate III in Conservation and Ecosystem Management
- AHC20422 Certificate II in Horticulture
- AHC30722 Certificate III in Horticulture



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# SIS20122 - Certificate II in Sport and Recreation

## Overview

This certificate reflects the role of individuals who assist with the delivery of sport and recreation activities and complete fundamental customer contact and maintenance duties. This qualification is a pathway to work in a variety of sport, aquatic, or recreation settings, including commercial, not-for-profit, community, and government organisations. Topics include (and not limited to):

- Assisting in the delivery of sports and recreation activities
- First Aid and CPR
- Maintaining industry knowledge/equipment, risk assessment.

More information about this qualification can be found [here](#).

## Entry requirements

Nil.

## Who it's suitable for

This course is suitable for students interested in a pathway to work in the Sport & Recreation and Community Services industries.

## Duration and location

This is a one to two-year course delivered in Years 11 and/or 12 at the Burnett Youth Learning Centre gym and outdoor recreation area. This course will start January 29, 2026.

## Delivery

The course will be delivered using:

1. face-to-face instruction
2. simulated work-based learning, and
3. online and guided learning.

## Fees

No fees are charged for this course.

## Uniform requirements

- Steel cap boots worn to school
- Sports shoes brought to school
- BYLC gym singlet - **Purchased from BYLC for \$50** (only worn in the gym)



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## Course units

To achieve SIS20122 Certificate II in Sport and Recreation, 10 units of competency must be achieved:

Unit of competency code and title	Core / Elective
HLTWHS001 Participate in workplace health and safety	Core
SISOFLD001 Assist in conducting recreation sessions	Core
SISXCCS004 Provide quality service	Core
SISXEMR003 Respond to emergency situations	Core
SISXFAC006 Maintain activity equipment	Core
SISXIND011 Maintain sport, fitness and recreation industry knowledge	Core
BSBSUS211 Participate in sustainable work practices	Elective
HLTAID011 Provide First Aid	Elective
CHCCOM001 Provide first point of contact	Elective
FSKLRG009 Use strategies to respond to routine workplace problems	Elective

## Assessment

Assessment is competency based and completed at BYLC for practical and theoretical components.

Units of competency are clustered and assessed in this way to replicate what occurs in a the sport and recreation industry. Assessment techniques include:

- observation
- questions, and
- folio of work.

## Documentation of your work

Students who are deemed competent in all 10 units of competency will be awarded a Qualification and a Record of Results. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.



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## Student Commitment

Students will participate in physical activities, supported theory, and group projects. Commitment includes active involvement and teamwork.

## RTO obligation

BYLC RTO will provide students with every opportunity to complete the qualification but does not guarantee employment upon completion.

## Pathways

This qualification provides a pathway to work for any type of sport, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations.. Possible further study might include:

- SIS30321 Certificate III in Fitness
- SIS40221 Certificate IV in Fitness
- SIS30122 Certificate III in Sport, Aquatics and Recreation
- SIS20321 Certificate II in Sport Coaching



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**Qualifications delivered by  
other Registered  
Training  
Organisations  
(RTOs)**

**under a**

**Third-Party Arrangement**



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# MEM20422 Certificate II in Engineering Pathways

## This qualification is delivered by:

Registered Training Organisation (RTO):  
Blue Dog Training (RTO Code: 31193)  
www.bluedogtraining.com.au  
07 3331 6004



## Description

The qualification MEM20422 provides students with an introduction to an engineering or related working environment.

Students gain skills and knowledge in a range of engineering and manufacturing tasks which will enhance their entry-level employment prospects for apprenticeships, traineeships or general employment in an engineering-related workplace.

**Commencing in Year 11 and delivered in the school workshops, during normal school hours as a part of the student's regular school timetable, the course is completed over a period of two (2) years.** A student can only participate in a Blue Dog Training VETiS program with the permission of their school.

## Application

The learning program should develop trade-like skills but not attempt to develop trade-level skills. As an example, the outcome level of welding skills from this qualification is not about learning trade-level welding theory and practice; it is about being introduced to welding, how it can be used to join metal and having the opportunity to weld metal together. Similarly with machining, the outcome should be something produced on a lathe etc, not the theory and practice of machining. The focus should be on using engineering tools and equipment to produce or modify objects. This needs to be done in a safe manner for each learner and those around them.

## Eligibility - Cost

**Blue Dog Training** is an approved Career Ready VET in Schools provider.

**MEM20422 Certificate II in Engineering Pathways** - This qualification is funded by the Department of Trade, Employment and Training (DTET) through the Career Ready - VET in Schools (VETiS) program, which provides eligible secondary school students with access to one (1) approved funded Career Ready – VET in Schools qualification while at school.

In situations where a student is not eligible for Career Ready VET in Schools (VETiS) funding, under the DTET's funding arrangements, Blue Dog Training offers fee-for-service enrolments at a cost of \$1,200.

Please refer to the Blue Dog Training Website for information on their refund policy.

[https://bluedogtraining.com.au/storage/app/media/pdf\\_documents/policies/Student\\_Fee\\_Refund\\_Policy.pdf](https://bluedogtraining.com.au/storage/app/media/pdf_documents/policies/Student_Fee_Refund_Policy.pdf)



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## Training and Assessment Delivery

The Blue Dog Training VETiS program is delivered at the student's school as part of their timetabled classes by Blue Dog Training's qualified trainers and assessors.

Secondary school students are enrolled as a student with Blue Dog Training, and their qualification or statement of attainment is issued by Blue Dog Training.

Training and assessment are via Blue Dog Training's blended mode of delivery which comprises both on-line training and face to face classroom-based training at the school workshop.

Blue Dog Training trainers and assessors attend the school on a structured basis throughout the school year. Blue Dog Training is responsible for all training and assessment.

### Core

MEM13015	Work safely and effectively in manufacturing and engineering
MEMPE005	Develop a career plan for the engineering and manufacturing industries
MEMPE006	Undertake a basic engineering project
MSMENV272	Participate in environmentally sustainable work practices

### Elective

MEM11011*	Undertake manual handling
MEM16006*	Organise and communicate information
MEM16008*	Interact with computing technology
MEM18001*	Use hand tools
MEM18002*	Use power tools/hand held operations
MEMPE001	Use engineering workshop machines
MEMPE002	Use electric welding machines
MEMPE007	Pull apart and re-assemble engineering mechanisms

#### Notes:

- \*Prerequisite units of competency - An asterisk (\*) against a unit of competency code in the list above indicates there is a prerequisite requirement that must be met. Prerequisite unit(s) of competency must be assessed before assessment of any unit of competency with an asterisk.
- Elective units may be subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices.

More information about this qualification is available at: <https://training.gov.au/Training/Details/MEM20422>



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# CPC20220 Certificate II in Construction Pathways

## This qualification is delivered by:

Registered training organisation (RTO):  
Blue Dog Training (RTO Code: 31193)  
www.bluedogtraining.com.au  
07 3331 6004



## Description

The qualification CPC20220 is designed to introduce learners to the recognised trade callings in the construction industry and provide meaningful credit in a construction industry Australian Apprenticeship with the exception of plumbing.

The units of competency within this qualification cover essential work health and safety requirements, communication skills, work planning, and basic use of tools and materials and have core units of competency requirements that are required in most Certificate III qualifications. The qualification is built around a basic construction project unit that integrates the skills and embeds the facets of employability skills in context.

Commencing in Year 11 and delivered in the school workshops, during normal school hours as a part of the student's regular school timetable, the course is completed over a period of two (2) years. A student can only participate in a Blue Dog Training VETiS program with the permission of their school.

## Application

The learning program should develop trade-like skills but not aim to deliver trade-level expertise. For example, the expected outcome in tiling is not to master trade-level techniques and theory, but to gain an introduction to tiling—understanding how tiles are laid, aligned, and adhered, and having the opportunity to tile a basic surface. Similarly, in general construction, the focus should be on learning how to safely use hand and power tools to construct or modify simple timber projects, rather than teaching advanced joinery or structural framing. The emphasis should be on using construction tools and equipment to complete practical tasks safely, ensuring the well-being of each learner and those around them.

## Eligibility - Cost

**Blue Dog Training** is an approved Career Ready VET in Schools provider.

**CPC20220 Certificate II in Construction Pathways** - This qualification is funded by the Department of Trade, Employment and Training (DTET) through the Career Ready - VET in Schools (VETiS) program, which provides eligible secondary school students with access to one (1) approved funded Career Ready – VET in Schools qualification while at school.

In situations where a student is not eligible for Career Ready VET in Schools (VETiS) funding, under the DTETs funding arrangements, Blue Dog Training offers fee-for-service enrolments at a cost of \$1,200.

Please refer to the Blue Dog Training Website for information on their refund policy.

[https://bluedogtraining.com.au/storage/app/media/pdf\\_documents/policies/Student\\_Fee\\_Refund\\_Policy.pdf](https://bluedogtraining.com.au/storage/app/media/pdf_documents/policies/Student_Fee_Refund_Policy.pdf)



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## Training and Assessment Delivery

The Blue Dog Training VETiS program is delivered at the student's school as part of their timetabled classes by Blue Dog Training's qualified trainers and assessors.

Secondary school students are enrolled as a student with Blue Dog Training, and their qualification or statement of attainment is issued by Blue Dog Training.

Training and assessment are via Blue Dog Training's blended mode of delivery which comprises both on-line training and face to face classroom-based training at the school workshop.

Blue Dog Training trainers and assessors attend the school on a structured basis throughout the school year. Blue Dog Training is responsible for all training and assessment.

### Core

CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCVE1011*	Undertake a basic construction project
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCCOM1015	Carry out measurements and calculations

### Elective

CPCWHS1001#	Prepare to work safely in the construction industry
CPCCCM2004*	Handle construction materials
CPCCCM1011	Undertake basic estimation and costing
CPCCCA2002*	Use carpentry tools and equipment
CPCCWF2002*	Use wall and floor tiling tools and equipment

#### Notes:

- \*Prerequisite units of competency - An asterisk (\*) against a unit of competency code in the list above indicates there is a prerequisite requirement that must be met. Prerequisite unit(s) of competency must be assessed before assessment of any unit of competency with an asterisk.
- Elective units may be subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices.
- # The unit CPCWHS1001 Prepare to work safely in the construction industry is designed to meet WHSQ regulatory authority requirements for General Construction Induction Training (GCIT) and must be achieved before access to any building and construction work site. Successful completion of this unit of competency as part of this Blue Dog Training VETiS program will result in the student being issued with a Workplace Health and Safety Queensland Construction Induction 'White Card'.

More information about this qualification is available at: <https://training.gov.au/Training/Details/CPC20220>



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## VET Student Induction and Checklist

Once you have read/understood the VET Student Handbook, please complete this form and give it to your trainer / assessor.

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

<b>I have completed the following items and agree with the statements where I have ticked and initialed.</b>			
		Tick when completed	Initial here when completed
I have reviewed this VET Student Handbook and Certificate Course Offerings 2026		<input type="checkbox"/>	
I know where to access privacy notices and understand how my personal information will be collected and used		<input type="checkbox"/>	
I understand how competency-based assessment works		<input type="checkbox"/>	
I understand I can access my student profile at any time		<input type="checkbox"/>	
I am aware of the recognition processes I may apply for – RPL, Credit Transfer or Qualifications issued by another RTO		<input type="checkbox"/>	
I am aware of the support available to me		<input type="checkbox"/>	
The complaints and appeals system have been explained		<input type="checkbox"/>	
I understand that if I have any difficulty in this subject, I will talk to my trainer		<input type="checkbox"/>	
I am aware that work experience may be available		<input type="checkbox"/>	
I understand LLND assessment determines my level of ability in these areas and what support I may need		<input type="checkbox"/>	
I am aware that I must supply or create a USI prior to enrolment		<input type="checkbox"/>	
I understand the qualifications available to me through BYLC RTO		<input type="checkbox"/>	
I understand which qualifications are available through a Third-Party Arrangement with Blue Dog		<input type="checkbox"/>	
I understand the qualification and units I will be enrolled in		<input type="checkbox"/>	
Student Name:			
Signature:		Date:	



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