



Burnett Youth Learning Centre

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Dear Parent/Carer

From Week 4, Term 2, BYLC will introduce a 'Pathways Program' for students not engaged in a certificate course offered onsite Monday and Thursday. The Pathways Program will be highly individualised and offer the following options:

Option 1 - VET Certificate: students may select **one certificate** from the following list –

- BSB20120 Certificate II in Workplace Skills: a business qualification that equips students with the knowledge and skills required for any industry
- CHC22015 Certificate II in Community Services: provides a pathway to a range of industry options e.g., youth work, health and aged care, social work and education
- ICT20120 Certificate II in Applied Digital Technologies: a general and industry specific qualification.

View the choices information attached to see if there is a match with your student's career goals.

All students will need to complete an aptitude quiz before starting the VET Certificate.

Option 2 - Work Ready: comprises a range of activities to improve employability – e.g., safety certificates, TAFE micro credentials, career quizzes, industry exploration and more.

All students in the Pathways Program will:

1. Develop an employment portfolio – safety certificates, work samples, references, resume, and other relevant evidence
2. Engage in hands-on enterprise activities – for a BYLC Market Day event to learn the basics of small business, profit and loss, and being enterprising.

We ask that you discuss the two options with your student and decide on the best fit. Once a decision has been made, please **complete the Expression of Interest (EOI) attached** so that enrolments can be completed ASAP. All students must have a USI recorded in their EOI. If your student does not yet have a USI, please obtain one [here](#). If the EOI is not returned to the school by Week 2, Term 2, your student will be placed in the Work Ready Option.

The staff at BYLC are excited about this new program that will enhance student employability, develop confidence, and maximise post Year 12 outcomes.

If you have any questions, please phone Marnie Parker (RTO Manager) on 0422 159 239.

Yours faithfully,

James Marsman – Principal

Marnie Parker – RTO Manager

Pathways Program - Expression of Interest

Parent/Carer Name: _____

Student Name: _____

Student USI: _____

My student would like to engage in: (please tick **one**)

The VET Certificate Option

The Work Ready Option

VET Certificate Option only: please select the certificate your student would like to engage in
(**one** only)

BSB20120 Certificate II in Workplace Skills

CHC22015 Certificate II in Community Services

ICT20120 Certificate II in Applied Digital Technologies

I understand my student will need to complete an aptitude quiz before starting the VET

Certificate

Work Ready Option only:

I understand and support my student engaging in a range of activities designed to enhance employability

Parent/Carer signature: _____

Date: _____

Student signature: _____

Date: _____

Choice 1: BSB20120 Certificate II in Workplace Skills

Who delivers this course?

This course is delivered by an **external RTO** - Skills Generation



How is this course delivered? The course is delivered online, in small chunks, called 'Learning Bytes'. This means the assessment is broken into small, manageable learning sections.

Cost: BYLC will cover the cost of this course.

Units of Competency: 10 units – 5 core and 5 electives

Core Units:

BSBCMM211 Apply communication skills

BSBOPS201 Work effectively in business environments

BSBPEF202 Plan and apply time management

BSBSUS211 Participate in sustainable work practices

BSBWHS211 Contribute to the health and safety of self and others

Elective Units:

BSBTEC202 Use digital technologies to communicate in a work environment

BSBTEC101 Operate digital devices

BSBCRT201 Develop and apply thinking and problem-solving skills

BSBOPS203 Deliver a service to customers

BSBPEF201 Support personal wellbeing in the workplace

This course prepares and equips students to be job ready for entry level roles in a wide variety of business environments and industry sectors. Students gain knowledge and acquire skills that employers value.

Choice 2: CHC22015 Certificate II in Community Services

Who delivers this course?

This course is delivered by an **external RTO** -
Skills Generation



How is this course delivered? The course is delivered online, in small chunks called 'Learning Bytes'. This means the assessment is broken into small, manageable learning sections.

Cost: This course is VETiS funded. If your student has not used their VETiS funding, this option is available. Please be aware, if your student completes this course, they will have used their VETiS Funding, as funding is available for ONE CERTIFICATE I OR II course, not delivered by BYLC RTO and on the list of funded courses. If your student has used their VETiS Funding, BYLC will cover the cost of this course.

Units of Competency: 9 units – 5 core and 4 electives

Core Units:

CHCCOM001 Provide first point of contact

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people

BSBWOR202 Organise and complete daily work activities

HLTWHS001 Participate in workplace health and safety

Elective Units:

BSBCRT201 Develop and apply thinking and problem-solving skills

BSBTEC202 Use digital technologies to communicate in a work environment

FSKOCM07 Interact effectively with others at work

BSBWOR201 Manage personal stress in the workplace

This course is ideal for students who are passionate about making a positive difference in their communities and are looking for a rewarding career involving helping others. Students will gain foundation knowledge and skills to support their pathway to entry level roles within the diverse Community Services Sector – including Youth Work, Disability and Aged Care.

Choice 3: CT20120 Certificate II in Applied Digital Technologies

Who delivers this course?

This course is delivered by an **external RTO** -
Skills Generation



How is this course delivered? The course is delivered online, in small chunks called 'Learning Bytes'. This means the assessment is broken into small, manageable learning sections.

Cost: BYLC will cover the cost of this course.

Units of Competency: 12 units – 6 core and 6 electives

Core Units:

BSBSUS211: Participate in sustainable work practices

BSBTEC202: Use digital technologies to communicate in a work environment

BSBWHS211: Contribute to the health and safety of self and others

ICTICT213: Use computer operating systems and hardware

ICTICT214: Operate application software packages

ICTICT215: Operate digital media technologies

Elective Units:

ICTICT216: Design and create basic organisational documents

BSBXCS301: Protect own personal online profile from cyber security threats

BSBXCS302: Identify and report online security threats

BSBPEF202: Plan and apply time management

BSBTEC101: Operate digital devices

BSBPEF201: Support personal wellbeing in the workplace

This qualification helps students build practical digital and workplace skills including use of computer operating systems and hardware, delivering services to customers, working effectively in business environments, cyber security, and staying safe online.