

Information Booklet on Queensland State Government funding through the Certificate 3 Guarantee program for prospective students of the Campfire Internship Program

Certificate III in Outdoor Recreation (SIS30413)



Delivered by The Training Collaborative (RTO #30002)

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Thanks for exploring the possibility of training with The Training Collaborative (TTC) in the Certificate III in Outdoor Recreation (Cert III OR), incorporated into the Queensland Camping and Conference Centres (QCCC) Campfire internship program. QCCC and TTC are both divisions within Queensland Baptists (QB), and as such are committed to the objectives of QB.

The purpose of this booklet is to provide information to you, prior to your application for enrolment in the Cert III OR in regard to the funding available from the Queensland State Government so that you can make an informed decision about applying for this course which is incorporated in the Campfire Internship Program.

The information covered will include:

- An explanation of the funding program, the Certificate 3 Guarantee Program
- Eligibility criteria for the funding program
- An explanation of the fees, including a co-contribution fee, and how and when these will be charged.
- The training arrangements including timeframes, how training is delivered, location and work placements
- Support services available for you as you undertake the training
- The refund policy should you choose to withdraw from the training.
- Guidance to further information on the funding program from the State Government Department of Education and Training
- Expectations on you in regard to the funding program

If after reading through the information in this booklet, you would like to proceed to apply to enroll in the Cert III OR, we would invite you to complete an enrolment form which you access on request from admin@trainingcollaborative.org.au or call 1300 829 531. You can use these contact details for any other question you may have about the Cert III OR.

1. Certificate 3 Guarantee Program

The Certificate 3 Guarantee provides eligible individuals with access to a subsidised training place in an Australian Qualifications Framework (AQF) Certification III qualification on the Department's subsidy list, in this case the Certificate III in Outdoor Recreation. Training is delivered by trainers and assessors from the Training Collaborative (RTO #30002) who is approved by the Queensland Department of Education and Training as a pre-qualified supplier (PQS).

Funding is provided by the government to assist eligible applicants attain a Cert III qualification that enables them to be employed in in the outdoor recreation industry.

Please refer to the Department of Education and Training student fact sheet on the Certificate 3 Guarantee program which can be accessed here, <https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student-2016-17.pdf>

Please contact the Department for independent advice about this funding program

2. Eligibility for enrolment in the Certificate 3 Guarantee with The Training Collaborative

Prospective students must be:

- Aged 15 years or older
- Be no longer at school
- Permanently reside in Queensland
- Be an Australian citizen, Australian permanent resident, temporary resident with the necessary visa and work permits on the pathway to permanent residency or a New Zealand citizen
- Not hold, or be enrolled in, a Certificate III or higher-level qualification, not including qualifications completed while at school and foundations skill training.

3. Course Fees and Co-contribution

The fees for the Certification III OR with The Training Collaborative consist of 2 components. The first is the component that that is provided by the government. In 2017 this is:

- \$1,950 for a non- concessional students and
- \$2,600 for a concessional student. A concessional student is one who holds a health care card or pensioner card issued by the Commonwealth, is the partner or dependant of a person who holds a health care card or pension concession card; an Aboriginal or Torres Strait Islander person; a person with a disability with documentation (pension card or other documentation).

The second component is a co-contribution fee charged by the Training Collaborative. For students in the QCCC Campfire internship this co-contribution is paid on behalf of the students by QCCC. The Co-contribution fee is \$720 (24 Units x \$30).

The total fees for the Cert III OR are:

\$2,670 non-concessional and \$3,320 concessional

Fees will be charged per unit, as students commence each unit of competency, according to the schedule set in the section below.

4. Training Arrangements

Timeframes

The course will be conducted over 1 year with students/interns undertaking units of competency according to the schedule of delivery.

Commencement and Completion	Unit of Competency (C = Core / E = Elective)
January 23 – April 23	HLTAID003 Provide First Aid (C)
	SISXCAI306A Facilitate Groups (C)
	SISOABL301A Assist in the facilitation of adventure-based learning (E)
	SISOCR301A Conduct a low ropes session (E)
	SISOCNE202A Perform deep water rescues (E)
	SISOCNE303A Apply canoeing skills (E)
	SISOCNE305A Guide canoeing trips on flat and undemanding water (E)
	SISONAV201A Demonstrate navigation skills in a controlled environment (E)
April 24- July 23	SISOARC301A Conduct an archery session (E)
	SISOCR302A Conduct a high ropes session(E)
	SISOODR302A Plan outdoor recreation sessions(C)
	SISOODR303A Guide outdoor recreation sessions (C)
July 24 – 15 October	SISOVTR301A Perform vertical rescues(E)
	SISXRSK301A Undertake risk analysis of activities(C)
	SISXEMR201A Respond to emergency situations(C)
	BSBWOR301B Organise personal work priorities and development(C)
	SISXCCS201A Provide customer service(C)
	TAEDEL301A Provide work skill instruction(C)
October 16- 30 Novemeber	SISOBWG201A Demonstrate bushwalk skills in a controlled environment(E)
	SISOBWG303A Guide bushwalks in a controlled environment (E)
	PUAOPE002B Operate communication systems and equipment(E)
	SISOOPS306A Interpret weather conditions in the field(C)
	SISOOPS201A Minimise environmental impact(C)
	SISXOHS101A Follow occupational health and safety policies(C)

Delivery and location

Training will be conducted by TTC training staff based at QCCC's site at Mapleton on the Sunshine Coast hinterland. Interns will live on site. Training will be conducted both on site at Mapleton and at other locations as determined by the training staff.

Work placement

Interns/Students will do their work placement as part of their engagement by QCCC. TTC's trainers are part of the QCCC team.

5. Support services available

As part of your enrolment process, TTC's training staff at Mapleton will ascertain your capacity to engage successfully in the training, and discuss with you any additional support that may assist you in completing the qualification. We encourage you in your enrolment application to identify any areas where you believe you would benefit from support (for example in written communication). TTC's trainers may undertake some diagnostic testing with you to ascertain the type and level of support that you require, and assist you in attaining this support either from within the training team or from external sources.

6. Refund policy

TTC's refund policy is included below. Please note that because the co-contribution fee is being paid by a 3rd party (QCCC) not yourselves, you will not personally receive any refund if you withdraw from the program. The funds will be returned to QCCC.

TTC's Refund Policy

Fees

Learner fees (i.e. the tuition cost for learners to engage in the study of a unit or module) for modules/units and qualifications are published in this booklet and on TTC's website. Fees are reviewed on an annual basis at it is usual that fees will increase at least in line with the Consumer Price Index and potentially higher if there are additional costs being incurred by TTC for the provision of educational services.

Learners who are not availing themselves of VET FEE-HELP (being phased out in 2017) are required to pay for each module/unit at the time of enrolment, prior to commencement of study (or for Certificate 3 Guarantee students these fees are paid via the government subsidy and 3rd party contribution). No student will be required to pay more than \$1500 upfront (ASQA Standard 7, clause 7.3)

Learners will not be issued with any certification while there is an outstanding fee debt.

Refunds

Learners may decide to withdraw from a unit of study before the unit has been completed. The following terms and conditions apply to refund of learner tuition fees:

- Learner withdrawals MUST be made in writing to TTC
- TTC will confirm (in writing) receipt of this notification within five working days of receipt of such notification. The date on which learners are deemed to have withdrawn from their Unit of Study, is the date that the Learner's letter of intention to withdraw is received by TTC.

In the event of a learner withdrawing from a VET unit of study on or before the census date for that unit of study

- 100% of tuition fees paid for that unit will be refunded to the student.
- A small administration fee may be charged by TTC to administer this process

In the event of a student withdrawing from a VET unit of study after census date for that unit of study:

- no refund is applicable.

Payment of Refunds

Refunds will be paid within 28 days of the census date of the VET unit of study to which the withdrawal applies.

A student who withdraws after the census date for a VET unit of study may apply for special consideration in line with the Learner Re-crediting and Review Policy (available on the TTC website)

Procedures and Practices

- As noted in the policy above learners may request in writing to withdraw from units/modules on or before the census date and they will receive a full refund of the tuition cost for the unit/module payable to them within 28 days of giving written notice of withdrawal.
- Learners who miss the cut off deadlines above may apply for special consideration according to the re-crediting and review policy

7. Guidance to further information on the Certificate 3 Guarantee Program

You can source further information on the Certificate 3 Guarantee program from the Department of Education and Training's website here, <https://training.qld.gov.au/providers/funded/certificate3> There you will find a fact sheet for students in downloadable form.

8. Department of Education and Training guidelines and expectations

By enrolling in and completing this Cert III OR program you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee program.

On completion of the qualification and as a requirement of the program you will be asked to complete a student training and employment survey (within 3 months of completion or discontinuing the qualification) and submit this to the Department of Education and Training.