BUNBURY REGIONAL TRADE TRAINING CENTRE

MANEA SENIOR COLLEGE SITE

15 SCHOOLS • 3 CAMPUSES • 1 VISION
COURSE DESCRIPTION

Students will learn the role of first medical response workers or volunteers who provide initial care to patients. These people provide basic first aid and emergency responses in the pre-hospital/out of hospital environment.

PRE-REQUISITES

There are no pre-requisites for this course.

WHY CHOOSE THIS COURSE

This course is ideal for students considering a career in first aid or ambulance work. DNA Kingston Training is a multi award winning training organisation specialising in Health training. Students are taught by fully qualified lecturing staff with Paramedic and First Aid industry experience providing students with relevant training. We work closely with each student, customising training for the individual.

EXAMPLES OF EMPLOYMENT/CAREER OPPORTUNITIES

- Community based first responder
- Emergency medical responder
- EMS first responder
- Workplace first responder
- Volunteer first aider

PATHWAYS FROM THE QUALIFICATION

The units completed in this course may provide credit towards a range of qualifications from Certificate III level and above, allowing students to continue with their first aid training. Volunteer First Aid or Workplace First Responder

COST/FEE PAYMENT OPTIONS

The cost of this course is $1,817 which includes tuition, course material and uniforms. Payment plans are available and payments can be made via cheque, credit card or bank transfer.

<table>
<thead>
<tr>
<th>Site</th>
<th>Fees</th>
<th>Resource fees</th>
<th>Course duration</th>
<th>Days of week</th>
<th>RTO</th>
<th>WPL hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC TTC</td>
<td>$1,817</td>
<td>Included</td>
<td>1 day / week over 3 terms</td>
<td>Thursday</td>
<td>DNA Kingston</td>
<td>No Compulsory WPL.</td>
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</table>
CERT II CUSTOMER ENGAGEMENT  BSB20215

COURSE DESCRIPTION
This qualification reflects the role of individuals who typically work with multiple communication channels, capture data and provide customer service. Typically, individuals in this role work under direct supervision, with limited authority to delegate.

PRE-REQUISITES
There are no pre-requisites for this course.

WHY CHOOSE THIS COURSE
This course is flexible and you will receive training and assessment from Lecturers who have relevant industry experience. FEC prides itself on the support and guidance it offers its students. FEC works in partnership with students, school VET coordinators and parents to ensure that students reach their potential.

EXAMPLES OF EMPLOYMENT/CAREER OPPORTUNITIES
- Administration assistant
- Front counter receptionist
- Telesales
- Retail assistant

PATHWAYS FROM THE QUALIFICATION
Upon completion of this course, you could continue on to complete the Certificate III in Business.

COST/FEE PAYMENT OPTIONS
The cost of the course is $850 and the following payment options are available: Direct credit, cheque/Money order by mail or in person, cash in person, EFTPOS, credit card in person or over the phone, interest free payment plans are also available.

<table>
<thead>
<tr>
<th>Site</th>
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<th>Days of week</th>
<th>RTO</th>
<th>WPL hours required</th>
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<tbody>
<tr>
<td>MSC TTC</td>
<td>$850</td>
<td>Included</td>
<td>1 day / week over 1 term (approx 9 - 10 weeks)</td>
<td>Wednesday</td>
<td>Fremantle Education Centre</td>
<td>Nil</td>
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</table>
CERT III BASIC HEALTH CARE  HLT31215

COURSE DESCRIPTION
Reflects the role of first aid or medical response workers who provide basic health care services including emergency first aid and sometimes transport services in the pre-hospital/out-of-hospital environment. The qualification applies to people who provide a first response in workplaces such as industrial sites, first aid organisations and the ADF.

PRE-REQUISITES
Recommended pre-requisite; Cert II Medical Service First Responder.

WHY CHOOSE THIS COURSE
This course is ideal for students considering a career in first aid or ambulance work. DNA Kingston Training is a multi award winning training organisation specialising in Health training. Students are taught by fully qualified lecturing staff with Paramedic and First Aid industry experience providing students with relevant training. We work closely with each student, customising training for the individual.

EXAMPLES OF EMPLOYMENT/CAREER OPPORTUNITIES
- Community based first responder
- Emergency medical responder
- EMS first responder
- Workplace first responder
- Volunteer first aider

PATHWAYS FROM THE QUALIFICATION
The units completed in this course may provide credit towards a range of qualifications from Certificate III level and above, allowing students to continue with their first aid training.

COST/FEE PAYMENT OPTIONS
The cost of this course is $1,975 which includes tuition, course material and uniforms. Payment plans are available and payments can be made via cheque, credit card or bank transfer.

<table>
<thead>
<tr>
<th>Site</th>
<th>Fees</th>
<th>Resource fees</th>
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<th>Days of week</th>
<th>RTO</th>
<th>WPL hours required</th>
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<tbody>
<tr>
<td>MSC TTC</td>
<td>$1,975</td>
<td>Included</td>
<td>1 day / week over 3 terms</td>
<td>Friday</td>
<td>DNA Kingston</td>
<td>Not required but suggested.</td>
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CERT III BUSINESS  BSB30115

COURSE DESCRIPTION
Reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support a team.

PRE-REQUISITES
There are no pre-requisites for this course.

WHY CHOOSE THIS COURSE
The Certificate III in Business gives students the opportunity to work in any office environment by teaching a thorough understanding of business processes and procedures.

EXAMPLES OF EMPLOYMENT/CAREER OPPORTUNITIES
Office assistant, accounts clerk, junior personal assistant, receptionist, customer service representative.

PATHWAYS FROM THE QUALIFICATION
Upon completion of this qualification, students can either pursue employment opportunities or continue onto a Certificate IV, Diploma and Advanced Diploma. These higher level qualifications allow students to specialise in specific areas such as Human Resources, Leadership & Management and Marketing.

COST/FEE PAYMENT OPTIONS
Payment options are available.

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<th>WPL hours required</th>
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<tr>
<td>MSC TTC</td>
<td>$1,500 - $1,800</td>
<td>Included</td>
<td>1 day / week over 3 terms (includes WPL)</td>
<td>Friday</td>
<td>Cartec Training Solutions</td>
<td>To be included in training days.</td>
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CERT III COMMUNITY SERVICES  CHC32015

COURSE DESCRIPTION
This qualification applies to community work delivered through a broad range of services which provide support to individuals and groups. This level is appropriate for support workers, case workers and client contact officers.

PRE-REQUISITES
There are no prerequisites to complete this course.

WHY CHOOSE THIS COURSE
This course is flexible and you will receive training and assessment from Lecturers who have relevant industry experience. FEC prides itself on the support and guidance it offers its students. FEC works in partnership with students, school VET coordinators and parents to ensure that students reach their potential.

EXAMPLES OF EMPLOYMENT/CAREER OPPORTUNITIES
- Aboriginal or Torres Strait Islander community development worker
- Client contact
- Recreational activities officer (weekend)
- Support worker (youth, women, families, domestic violence, child protection)
- Residential support worker
- Community care worker
- Youth worker

PATHWAYS FROM THE QUALIFICATION
Upon completion of this course, you could continue on to complete the Certificate IV in Community Services.

COST/FEE PAYMENT OPTIONS
The cost of the course is $1,375 and the following payment options are available:
Direct credit, cheque/Money order by mail or in person, cash in person, EFTPOS, credit card in person or over the phone, interest free payment plans are also available.

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<th>RTO</th>
<th>WPL hours required</th>
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<tbody>
<tr>
<td>MSC TTC</td>
<td>$1,375</td>
<td>Included</td>
<td>1 day / week over 3 terms (plus WPL)</td>
<td>Thursday</td>
<td>Fremantle Education Centre</td>
<td>15 days outside of delivery days. RTO covers insurance. Prefer students/school with support from RTO as required. WPL is TP and assessment requirement and must be in community services organisation (may be some age restrictions).</td>
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</tbody>
</table>
CERT III DENTAL LABORATORY ASSISTING  HLT35115

COURSE DESCRIPTION
Students will learn the role of a dental laboratory assistant who are responsible for pouring impressions, producing custom-made trays, manufacturing occlusal registration rims, transferring oral records, articulating models for a range of prostheses, and constructing mouth guards.

PRE-REQUISITES
There are no pre-requisites for this course.

WHY CHOOSE THIS COURSE
This course is ideal for students who like manual work and are considering a career in dental. DNA Kingston Training is a multi-award winning training organisation specialising in Health training. Students are taught by fully qualified lecturing staff with dental industry experience providing students with up to date training and techniques. We work closely with each student, customising training for the individual.

EXAMPLES OF EMPLOYMENT/CAREER OPPORTUNITIES
Dental Laboratory Assistants work alongside Dental Technicians to assist in the production of dental prosthetics for dental patients.

PATHWAYS FROM THE QUALIFICATION
Students can consider completing the Certificate IV in Dental Assisting, or apprenticeship in Dental Technology.

COST/FEE PAYMENT OPTIONS
The cost of this course is $2,300 which includes tuition, course material, instruments and uniforms. Payment plans are available and payments can be made via cheque, credit card or bank transfer.

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<tr>
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<th>RTO</th>
<th>WPL hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC TTC</td>
<td>$2,300</td>
<td>Included</td>
<td>1 day / week over 3 terms</td>
<td>Thursday</td>
<td>DNA Kingston</td>
<td>There are no work experience requirements for this course.</td>
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CERT IV COMMUNITY SERVICES CHC42015

COURSE DESCRIPTION
This qualification covers workers who provide a range of services and interventions to clients, and or who implement community education and interventions which provide support to individuals and groups. Work may take place in a range of contexts such as community based organisations, residential rehabilitation services and outreach services and workers may have supervisory responsibilities.

PRE-REQUISITES
There are no pre-requisites for this course however completion of Certificate III Community Services is recommended.

WHY CHOOSE THIS COURSE
This course is flexible and you will receive training and assessment from Lecturers who have relevant industry experience. FEC prides itself on the support and guidance it offers its students. FEC works in partnership with students, school VET coordinators and parents to ensure that students reach their potential.

EXAMPLES OF EMPLOYMENT/CAREER OPPORTUNITIES
Examples of further career opportunities include case worker, community support worker, domestic violence order, early intervention and homeless worker, family support worker, health education officer, outreach officer, support worker, welfare support worker, welfare worker.

PATHWAYS FROM THE QUALIFICATION
Upon completion of this course, you could continue on to complete the Diploma in Community Services.

COST/FEE PAYMENT OPTIONS
The cost of the course is $1,450 and the following payment options are available: Direct credit, cheque/ Money order by mail or in person, cash in person, EFTPOS, credit card in person or over the phone, interest free payment plans are also available.

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</thead>
<tbody>
<tr>
<td>MSC TTC</td>
<td>$1,450</td>
<td>Included</td>
<td>1 day / week over 3 terms</td>
<td>TBC; Tuesday OR Thursday</td>
<td>Fremantle Education Centre</td>
<td>15 days outside of delivery days. RTO covers insurance. Prefer students/school with support from RTO as required. WPL is TP and assessment requirement and must be in education environment (may be some age restrictions).</td>
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Site Fees Resource fees Course duration Days of week RTO WPL hours required

MSC TTC $1,450 Included 1 day / week over 3 terms TBC; Tuesday OR Thursday Fremantle Education Centre 15 days outside of delivery days. RTO covers insurance. Prefer students/school with support from RTO as required. WPL is TP and assessment requirement and must be in education environment (may be some age restrictions).
CERT IV DENTAL ASSISTING  HLT45015

COURSE DESCRIPTION
Students will learn the skills to be a dental assistant who provide an advanced level of assistance to a dentist, dental hygienist, dental prosthetist, dental therapist or oral health therapist, which contributes to the quality of oral health care. The course is conducted over 2 years with work experiences components imbedded in the course.

PRE-REQUISITES
Year 11 students only (course conducted over 2 years). There are no other pre-requisites for this course.

WHY CHOOSE THIS COURSE
This course is ideal for students who enjoy working with people and are considering a career in dental assisting. DNA Kingston Training is a multi award winning training organisation specialising in Health training. Students are taught by fully qualified lecturing staff with dental industry experience providing students with up to date training and techniques. We work closely with each student, customising training for the individual.

EXAMPLES OF EMPLOYMENT/CAREER OPPORTUNITIES
Dental Assistants provided advanced assistance to a dentist, dental hygienist, dental prosthetist, dental therapist or oral health therapist, which contributes to the quality of oral health care.

PATHWAYS FROM THE QUALIFICATION
Students can use the Certificate IV qualification to meet entry requirements for university entry (requirements will differ per university) or additional courses within the Health Care training package.

COST/FEE PAYMENT OPTIONS
The cost of this course is $5,500. Payment plans are available and payments can be made via cheque, credit card or bank transfer.

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<tbody>
<tr>
<td>MSC TTC</td>
<td>$5,500</td>
<td>Included</td>
<td>2 days / week over 7 terms</td>
<td>Thursday &amp; Friday</td>
<td>DNA Kingston</td>
<td>250 hours. RTO covers insurance and organises placement. WPL is assessment required as outlined in TP guidelines.</td>
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