



Vocational Education Centre

Prospectus 2012



From the Studies Coordinator

CONGRATULATIONS for choosing to undertake nationally accredited training with Workright® Australia. You will significantly improve your knowledge and skills, and will gain new understandings and attitudes whilst undertaking training specifically relevant to the high demands of commerce and industry generally, as well as your specific workplace.

Competency based training has revolutionised training and development across Australia. We, at Workright® Australia, are proud to offer and enable you to participate in competency based training and education programs specific to your needs and those of industry.

Nationally accredited training ensures that your Statements of Attainment, Certificates and/or Diplomas will be recognised across industry sectors, throughout the country, and also internationally.

Here at Workright® Australia, we are committed and dedicated to meeting all of your needs in competency based training, personal and career development.

Your course co-ordinator will be more than willing to help you throughout the program and if further assistance is required I am also available.

Luceille Outhred
Corporate Leader

Workright® Australia - Who are we?

Workright® Australia is an Australian-owned visionary company with its National Office based in Adelaide, South Australia. Workright® Australia has franchise and licence agreements in place interstate, and overseas.

Our Mission is "to assist individuals and corporations towards achieving their highest potential and help make Australia the safest place in the world to work" through the provision of nationally accredited vocational training programs.

To that end we have developed over 350 training programs that lead to qualifications in competency based vocational training.

Each of the above training programs has been granted credit status towards nationally accredited qualifications. These allow the individual learner to specialise in one or more of the following sought after areas:

1. Occupational Health Safety and Welfare
2. Training and Assessing
3. Specialty Training in:
 - English as a Second Language
 - Literacy/Numeracy
 - Training of Isolated/Distance Workers
4. Communication
5. Equity and Workplace Relationships
6. Human Resources
7. Business Management
8. Information Technology

Courses and Specialty Areas Offered by Workright® Australia

The following table summarises the courses and specialty areas offered by Workright® Australia:

Award	Speciality Areas				
Frontline Management	OHSW	Commun-ication	Equity	Manage-ment	Teams
Certificate III in Business (FLM)	✓	✓	✓	✓	✓
Certificate III in Frontline Management	✓	✓	✓	✓	✓
Certificate IV in Business (FLM)	✓	✓	✓	✓	✓
Certificate IV in Frontline Management	✓	✓	✓	✓	✓
Diploma of Business (FLM)	✓	✓	✓	✓	✓
Training and Assessment	Training Assess	Literacy/ESL	Distance Training	Quality	Info Tech
Certificate IV in Training and Assessment	✓				
Diploma of Training and Assessment	✓		✓	✓	✓
Business	Administ-ration	Commun-ication	Manage-ment	Quality	Info Tech
Certificate I in Business	✓	✓			✓
Certificate II in Business	✓	✓			✓
Certificate III in Business	✓	✓		✓	
Certificate III in Business Administration	✓	✓	✓	✓	✓
Certificate III in Recordkeeping	✓	✓		✓	✓
Certificate IV in Business					
Certificate IV in Business Administration	✓	✓	✓	✓	✓
Certificate IV in Recordkeeping	✓	✓	✓	✓	✓
Certificate IV Small Business Management	✓	✓	✓	✓	✓
Certificate IV in Governance	✓	✓	✓	✓	✓
Certificate IV in International Trade					
Diploma of Business	✓	✓	✓	✓	✓

Award	Speciality Areas				
Diploma of Business Administration	✓	✓	✓	✓	✓
Diploma of Management					
Diploma of Human Resources Management	✓	✓	✓	✓	
Advanced Diploma of Management (Human Resources)	✓	✓	✓	✓	✓
Advanced Diploma of Business	✓	✓	✓	✓	
Advanced Diploma of Management	✓	✓	✓	✓	✓
Multimedia					
Certificate II in Multimedia	✓	✓			✓
Certificate III in Multimedia	✓	✓			✓
Information Technology	Comm- unications	Design	Custom Svc	Financial Mgt	Info Tech
Certificate I in Information Technology	✓				✓
Certificate II in Information Technology	✓		✓		✓
Certificate III in Information Technology	✓		✓		✓
Certificate IV in Information Technology (Multimedia)	✓	✓	✓	✓	✓

Course Accreditation Approval

All of the courses listed above are recognised under the Australian Qualifications Framework, and have been approved by DFEST in South Australia. Workright® Australia is a Registered Training Organisation with protocol arrangements set in place with every State and Territory training authority.

Workright® Australia Objectives

We endeavour to ensure that our teaching and training is:

1. **Equitable:** Based on the truth that every person is unique - no two people are alike, and thus the aspirations, abilities and needs of each person need to be considered in the preparation, delivery, evaluation and assessment of all we do.
2. **Current:** Based on current legislation, both State and Federal
3. **Practical:** Able to be applied equally to the home, to the workplace, and to the community
4. **Academically Sound:** The standards of the vocational programs we offer are constantly undergoing review, evaluation, upgrading and assessment by the Quality Control Unit of Workright® Australia. All Units are nationally recognised under ANTA, and all trainers have professional, academic qualifications. All trainers also have a minimum of 5 years industry experience in their field.
5. **Encouraging:** Recognising that everyone has times when they need an additional boost of encouragement, our trainers are selected on the basis of their personal qualities as well as their academic qualifications and practical abilities.

Workright® Australia Programs

Workright® Australia offers a wide range of interesting and instructive Units that address Units of Competence from a number of Training Packages.

These Units range from half-day sessions to three-year full time courses. Some study programs will meet specific job needs for an individual, while others will prepare students for specific careers, or for higher learning at University.

Courses can be studied on a full-time or part-time basis, or may be taken on a Unit-by-Unit basis. Courses are also available on-line (synchronous and asynchronous training) and through External Studies, these are managed by the Distance Education Unit.

Intensive seminars, twilight forums and workshops are available enabling participants to complete specific Units in a shortened timeframe.

Scope of Registration – National Code 0366

Scope of Registration

Code	Name	Details
BSB10107	Certificate I in Business	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB20107	Certificate II in Business	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB30107	Certificate III in Business	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB30407	Certificate III in Business Administration	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB30504	Certificate III in Business (Frontline Management)	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB30807	Certificate III in Recordkeeping	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB31207	Certificate III in Frontline Management	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB40207	Certificate IV in Business	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB40407	Certificate IV in Small Business Management	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB40507	Certificate IV in Business Administration	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB40807	Certificate IV in Frontline Management	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB40907	Certificate IV in Governance	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB41004	Certificate IV in Business (Frontline Management)	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB41107	Certificate IV in International Trade	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB41707	Certificate IV in Recordkeeping	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB50207	Diploma of Business	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB50407	Diploma of Business Administration	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)

BSB50607	Diploma of Human Resources Management	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB51004	Diploma of Business (Frontline Management)	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB51107	Diploma of Management	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB60207	Advanced Diploma of Business	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB60407	Advanced Diploma of Management	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
BSB60907	Advanced Diploma of Management (Human Resources)	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
CUF20601	Certificate II in Multimedia	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
CUF30601	Certificate III in Multimedia	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
ICA10105	Certificate I in Information Technology	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
ICA20105	Certificate II in Information Technology	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
ICA30105	Certificate III in Information Technology	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)
ICA40805	Certificate IV in Information Technology (Multimedia)	Notified as operating in (NSW, VIC, QLD, SA, WA, TAS, NT, ACT)

Course Duration: for full-time students

Course	Duration
Certificate II in Business (Office Administration)	6 months
Certificate III in Business (Office Administration)	6 months
Certificate IV in Business (Office Administration)	12 months
Diploma of Business (Administration)	24 months
Certificate IV in Assessment and Workplace Training	24 months
Diploma in Training and Assessment Systems	24 months
Diploma in Training and Development Management	24 months
Advanced Diploma in HRD Management	36 months
Certificate II in Information Technology (Software Applications)	6 months
Certificate III (Software Applications)	6 months
Certificate IV in Information Technology (Multi Media)	12 months
Certificate III in Frontline Management	6 months
Certificate IV in Frontline Management	12 months
Diploma in Frontline Management	24 months

However, hours of study are nominal, and self-paced study may shorten or lengthen the program depending on commitments and aptitude. Each individual can tailor his/her own program.

Study Schedule 2012

Workright® Australia delivers training to industry on a Unit by Unit basis as well as delivering full certificate training programs. For this reason we do not normally divide the year into terms or semesters, as TAFE Colleges or Higher Education institutions do.

We do, however, recognise that students may prefer to have term or semester breaks - and these are outlined in the training calendar. For students who prefer to shorten their study time, where practical they may attend the training programs offered to industry groups and keep their study program moving.

Examinations

There are no examinations in any of the vocational training programs offered by Workright® Australia. Built on competency based training, all assessment will look at: (1) Knowledge; (2) Skills; and (3) Attitude; and will be assessed against the essential criteria stated within the curriculum document. Assessment will include on- and off-the-job components. Thus, there are no surprises and no need for last minute cramming.

Study Program 2012

Term	Week/s	Date
Term 1		February 6th
Orientation	Week 1	February 6 th
Training Programs	Week 2 – 10	February 8th to April 8th
Term 2		May 5th
Training Programs	Week 1 – 10	May 5th to July 8th
Term 3		July 25th
Training Programs	Week 1 – 10	July 25th to September 23rd
Term 4		October 10th
Training Programs	Week 1 – 10	October 10th to December 16th

Intensive blocks of training in various Units may be held during some term breaks and weekends. Details and dates will be issued throughout the terms.

Academic Levels

Each of the courses have been designed to comply with Australian Qualifications Training Framework Levels 1, 2, 3, 4, 5 and 6.

Students will be advised as soon as new qualification names and designations have been finalised.

Literacy Levels

The Certificate I and Certificate II programs have been designed to address the needs of students with literacy problems or minimal work experience. No student will be rejected because of inadequate literacy levels at Certificate III or IV levels, and arrangements can be made with the Course Co-ordinator, Trainers and Assessors, to facilitate your requirements.

English as a Second Language

The Certificate qualifications have also been designed to address the needs of students who do not have English as their first language, and who may experience language difficulties. No student will be rejected because of inadequate language skill levels.

Applications for admission and registrations for study may be made at any time. Applicants are advised to apply as early as possible and at least fourteen days before the commencement of their course. Late fees may be charged after this time. Prior to acceptance, each applicant will be interviewed by the Course Co-ordinator or Studies Co-ordinator.

Student progress will be monitored carefully. Admission to a course is considered provisional until the student has demonstrated the ability and study habits to meet the requirements of the course.

Preparatory Studies

Some students may need preparatory work in English as a Second Language or Literacy before commencing the course. Up to 64 hours of training in ESL or Literacy delivered by Workright® Australia will gain credit status towards the award being undertaken.

The Units Safety and English as a Second Language, Safety and Literacy, English as a Second Language and Literacy, must be taken where the Course Co-ordinator recommends that procedure.

Availability

While most courses and Units will be available at all venues, it is important that prospective students check with their Course Co-ordinator, or the Studies Co-ordinator. Some Units will be offered several times a year. Workright® Australia reserves the right to cancel any Unit for which there are insufficient enrolments.

Distance Education

All Units from the Workright® Training System and all qualifications are available by Distance Education. If this appeals to you, ask for details.

Unit Attainment

Students may elect to complete selected Units of Competence without completing the full course. Such students will not qualify for an accredited award, but will receive a Statement of Attainment for each Unit in which they successfully complete the prescribed work.

Training Methods

Students will learn through face-to-face training, interactive teaching, reading, research, work experience, preparation of assignments, oral presentations, practical work, group work and simulations. Units may be taken through Distance Mode.

Work Experience/Practical Assignments

Students will be required to participate in practical assignments carried out in an employer organisation. Students should organise their contact organisation and arrange for various practicum's to be carried out throughout the course of their study program.

Students should provide written approval for their practical assignments and work experience to be carried out at the named organisation/s.

Where a student has difficulty finding an organisation for the completion of practical assignments and work experience, the Management of Workright® Australia may be able to liaise with industry on their behalf.

This, however, is the exception rather than the rule, and students will have to provide sufficient evidence to prove they have contacted at least 5 organisations without success.

Distance Training

Units may be undertaken through the Distance Education Department, South Australia.

Recognition of Prior Learning and Credit Transfer

Some people have skills and knowledge that enable them to gain a qualification without completing a standard training program or course.

These skills and knowledge – that would have otherwise been developed through undertaking an accredited course – may have been gained through some other form of study, formal training, self-tuition, work experience or life experience.

As a Registered Training Organisation, Workright® Australia can formally recognise a student's existing level of skill and knowledge in two ways:

- Recognition of prior learning (RPL)
- Credit transfer

Recognition of Prior Learning

RPL is the acknowledgment of skills and knowledge obtained through:

- Formal training or study, including courses at school, college, adult education and training programs at work
- Work experience, including paid and volunteer work
- Life experience, including skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises this prior knowledge and experience and measures it against the course in which students are enrolled. A student possessing some of the skills and/or knowledge taught in the course may not need to complete all of its units.

RPL has many benefits:

- Students can finish their courses earlier
- Study loads and costs are reduced
- The student can take on additional study leading to a second qualification
- By identifying an individual's current competencies, RPL can effectively target training requirements.

The student needs to provide Workright® Australia with evidence of their prior learning if they wish to have their knowledge and skills recognised under RPL.

Workright® Australia will take previous experience and study into account, whether it was achieved in Australia or overseas.

Credit Transfer

Credit transfer allows students to count relevant, successfully completed studies – achieved at TAFE colleges, Registered Training Organisations, professional organisations or enterprises and universities – towards their current course or qualifications.

Credit transfer works in two ways:

- Students receive credit for units or modules they have previously completed and are exempt from retaking them, therefore reducing the study load.
- Students are exempt from certain introductory units but are still required to complete the total credit points or hours for the course.

Credit transfer may also be referred to as "advanced standing".

Youth Allowance, Austudy and Abstudy

Workright® Australia has approval for Austudy and Abstudy payments where the trainees themselves are eligible.

Our nationally accredited courses of 6 and 12 months require 20 hours of contact time per week, and our 24 month course requires 12 hours per week, thus Youth Allowance, Austudy and/or Abstudy eligibility is not an issue, where the trainee is eligible.

Why Competency Based Training?

Competency based training provides an objective standard by which to assess a worker's skills, and it means that a learner/worker may gain recognition for skills acquired outside formal education channels.

Accredited Competency Based Training has many benefits for employees and employers alike.

Benefits to learner/workers may include:

- Safer work environment
- Recognition of previous learning and experiences
- Recognition of existing skills and knowledge
- Personal satisfaction through achievement

- Relevant vocational knowledge
- Increased bargaining power
- Career opportunities are enhanced
- Career change and mobility
- Certificates are recognised throughout Australia

Some of the benefits an employer may experience are:

- Increased safety
 - Decreased Work Cover levies
 - Decrease in down-time and inefficiency
 - Increased profitability
 - Improved quality
 - Increased competitive power
 - Increased bargaining power
 - More satisfied workforce
-

Proposed Vocational Courses

Workright® Australia is currently registered to deliver the following courses:

Course Name	Code
Certificate I in Business	BSB10107
Certificate II in Business	BSB20107
Certificate III in Business	BSB30107
Certificate III in Business Administration	BSB30407
Certificate III in Business (Frontline Management)	BSB30504
Certificate III in Recordkeeping	BSB30807
Certificate III in Frontline Management	BSB31207
Certificate IV in Business	BSB40207
Certificate IV in Small Business Management	BSB40407
Certificate IV in Business Administration	BSB40507
Certificate IV in Frontline Management	BSB40807
Certificate IV in Governance	BSB40907
Certificate IV in Business (Frontline Management)	BSB41004
Certificate IV in International Trade	BSB41107
Certificate IV in Recordkeeping	BSB41707
Diploma of Business	BSB50207
Diploma of Business Administration	BSB50407
Diploma of Human Resources Management	BSB50607
Diploma of Business (Frontline Management)	BSB51004
Diploma of Management	BSB51107
Advanced Diploma of Business	BSB60207
Advanced Diploma of Management	BSB60407
Advanced Diploma of Management (Human Resources)	BSB60907
Certificate II in Multimedia	CUF20601
Certificate III in Multimedia	CUF30601
Certificate I in Information Technology	ICA10105
Certificate II in Information Technology	ICA20105
Certificate III in Information Technology	ICA30105
Certificate IV in Information Technology (Multimedia)	ICA40805
Certificate IV in Training and Assessment	TAA40104
Diploma of Training and Assessment	TAA50104



Application Form

To apply for admission to a course of study with Workright® Australia, please complete this form and send it to:

Admissions
Workright Australia Pty Ltd
Post Office Box 20
North Adelaide
SA 5006


Surname (Mr/Mrs/Ms):		
Given Names:		
Address:		
State	P/code:	Home Phone:
Date of Birth		Email
Desired Course/Unit/Program		
Do you plan to apply for Youth Allowance, Austudy or Abstudy?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Designate which _____		
Is English your main language?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you think you will need to undertake studies in English as a Second Language as part of your study program?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you think you will need to undertake studies in Literacy as part of your study program?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you a permanent resident of Australia? If NO, state country of residence:		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have any disabilities which could affect your studies? If YES, please explain:		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you wish to take advantage of Credit Transfer or Cross Accreditation from a previous course of study? If YES, you will need to provide, with this application, evidence of relevant, successfully completed studies – achieved at a TAFE college, university, accredited private provider, professional organization or enterprise.		<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you wish to have your knowledge and skills assessed for Recognition of Prior Learning (gained either in Australia or overseas)? If YES, you will need to provide suitable evidence along with this application.		<input type="checkbox"/> YES <input type="checkbox"/> NO
2012 Student fees		
Application Fee (once only and non refundable – must be included with this application)		\$150
Tuition Fee (if paying on a per unit basis)		\$399 per unit
Amenities Fee (a compulsory fee set by each venue for the use of morning tea facilities, reference materials, etc.)		TBA

Enclosures required	
Please enclose a 100 word statement on your life experiences and the reason for applying to study with Workright® Australia in your chosen study program. This will assist us with determining if you could be eligible for Recognition of Prior Learning opportunities.	
The \$150 Application Fee should accompany your application.	
Provisional Enrolment	
Admission to a course of study is considered provisional until a student demonstrates his/her ability to cope with the course. Each student's academic progress and behaviour are considered.	
Declaration by Applicant	
If I am accepted as a Trainee of Workright® Australia, I agree to abide by the regulations of the study program, the Occupational Health and Safety Policy and issues of Equity.	
Signature	Date
Registration and Payment	
Registration Forms should reach Workright® Australia at least two weeks before the term commencement. If insufficient enrolments are received, Workright® Australia reserves the right to cancel any Course/Unit and will refund in full any monies paid for that Unit/Course. Fees paid in full before the first day of the course will attract a 5% discount. Fees may also be paid quarterly or monthly, in advance.	
Please indicate your method of payment	
<input type="checkbox"/> Full payment enclosed of \$	<input type="checkbox"/> Part payment enclosed of \$

PLEASE PHOTOCOPY THIS FORM IF YOU NEED TO MAKE MORE THAN ONE APPLICATION

For further information, write to:

Ms Luceille Outhred
 Corporate Leader
 Workright® Australia Pty Ltd
 PO Box 20
 North Adelaide
 SA 5006
 Email: admin@workright.com.au
 Phone: (08) 8262 8477
 Fax: (08) 8262 8490

	Document Name	Workright 2012 Prospectus
	Document No	FM-101
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	Authorised by	Corporate Leader on 11/01/12
	Disclaimer	It is the responsibility of the Workright contact to identify and/or control superseded documents