

CAMPBELL PAGE

• COMMUNITY • EMPLOYMENT • OPPORTUNITY •

Courses

BE THE BEST
YOU CAN BE.

ACCREDITED TRAINING PROGRAMS

We provide nationally-accredited training programs across a range of sectors including aged care, home and community care, children's services, community services, retail and business administration.

As a registered training organisation (RTO), we're qualified to offer:

- Certificate III in Individual Support
- Certificate III in Early Childhood Education and Care
- Diploma in Early Childhood Education and Care
- Certificate II in Retail Services
- Certificate II in Business

Contact our Training Services Team for more information on course dates and locations on 1300 762 071.



CERTIFICATE III IN INDIVIDUAL SUPPORT (AGEING)

COURSE OVERVIEW

This qualification provides the skills and knowledge for an individual to be competent in aged care operations. Work would be undertaken in various roles in a care facility for example personal care and other activities associated with people living in a care facility.

Work placement is included in this qualification as well as senior first aid. Gaining a national police check is a pre-requisite for this program.

Occupational titles may include:

- Accommodation support worker
- Care service employees
- Care worker
- Community care worker
- Community house worker
- Community support worker
- Care assistant
- Field officer
- Home care assistant
- In-home respite worker
- Nursing assistant
- Personal care assistant
- Personal care giver or worker Disability service officer (in some jurisdictions)
- Residential care worker
- Support worker

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

COURSE OVERVIEW

Early childhood, education and care is an ever growing industry with more parents than ever utilising child care in all its various forms. Due to recent growth in the child care sector and the roll out of the new National Standard, from January 2014 the minimum qualification for entry to children services will be a Certificate III. Any individual wishing to enter the child care industry must now be working towards, or currently hold, the Certificate III in Early Childhood Education and Care.

Work placement is included in this qualification as well as a senior first aid certificate and working with children check.

Occupational titles may include:

- Childhood Educator
- Childhood educator assistant
- Early childhood educator
- Family day care worker
- Nanny
- Outside school hours care assistant
- Playgroup supervisor
- Recreation assistant

DIPLOMA OF EARLY CHILDHOOD EDUCATION AND CARE

COURSE OVERVIEW

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standard.

They may have responsibility for supervision of volunteers or other staff.

Occupational titles may include:

- Authorised Supervisor
- Centre Manager
- Children's Adviser
- Children's Service Director/Manager
- Children's Services Coordinator
- Director
- Team Leader
- Program Leader
- Child Development Worker
- Childhood Educator
- Childhood educator assistant
- Early childhood educator
- Family day care worker

CERTIFICATE II IN BUSINESS

COURSE OVERVIEW

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

A two week work placement is included as a requirement for successful completion of this qualification.

Occupational titles may include:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist

CERTIFICATE II IN RETAIL SERVICES

COURSE OVERVIEW

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions requiring basic retail operations. Work could be undertaken in various retail store settings, such as specialty stores, supermarkets, department stores and retail outlets.

A two week work placement included as a requirement for successful completion of this qualification.

Job Roles may include

- Providing product and service advice in a retail store
- Selling products and services in a variety of retail settings
- Working as a checkout operator
- Checking stock and replenish shelves
- Organising and maintaining work areas and displays

