





**Ripponlea
Institute**

COURSE GUIDE 2022

VET in Schools Programs

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RTO 21230

www.ripponleainstitute.com



OUR MISSION & VALUES

Personalised Learning in a Supportive Environment

Ripponlea Institute is a Registered Training Organisation providing national qualifications, specialising in the delivery of VET in Schools programs.

We are also a provider of the TAE40116 Certificate IV in Training and Assessment, and tailor our course to the context and needs of secondary school teachers.

Ripponlea School Partnerships

We work closely with partner schools to support the delivery of quality programs that are contextualised and meaningful for young learners, providing support to teachers, assessment materials, learner resources and ongoing professional learning opportunities.

We pride ourselves on the positive rapport we have with school management and teaching staff, and strive to ensure a personalised approach when working with individual schools, teachers and students.

We hope for students to be engaged, motivated and successful learners, and our approach to all materials and support is focused on students and teachers, and how we can best cater to their needs.

We are passionate about delivering accessible and high-quality nationally recognised training within the secondary school context to ensure vocational pathways and successful outcomes for young people.

We recognise the individuality of organisations and work to provide support and services that are tailored to meet the specific needs and requirements of our schools.

SARAH PAVY | GENERAL MANAGER

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TAE40116 CERTIFICATE IV IN TRAINING & ASSESSMENT

Mission Statement

To ensure that secondary teachers

- ✓ have a positive and engaging experience in their Certificate IV studies
- ✓ are passionate and excited about teaching VET
- ✓ are competent and feel confident heading into delivery
- ✓ follow assessment practices of the highest standard
- ✓ have a sound understanding of compliance requirements
- ✓ recognise their responsibilities as trainers and assessors
- ✓ contribute to the success of VET programs in their schools

Goals and Philosophy

At Ripponlea, we believe that the Certificate IV in Training and Assessment is a key factor in teacher confidence, quality delivery of a course, student engagement, effective compliance practices, student completion of qualifications and overall success of VET programs delivered in secondary schools.

We have a strong emphasis on teacher engagement and understanding, with ongoing support and encouragement throughout the course, to ensure a positive experience and mindset about VET teaching and learning.

Consistent progress and course completion is our key focus. To assist teachers in their studies, we provide clear steps and instructions, personalised feedback, ongoing tracking of units attained, and positive and immediate responses to all approaches for help and advice along the way. We work closely with teachers to help them to stay on track and to keep the study momentum going.

We tailor our course to teachers' needs, making sure that coursework is relevant to their area of teaching, suitable for their school context, and that their learning can be transferred effectively into their classrooms when they begin to deliver and assess.





TAE40116 CERTIFICATE IV IN TRAINING & ASSESSMENT

Delivery Structure

Our delivery of the Certificate IV takes candidates through three phases: Design, Delivery and Assessment. The course is made up of ten units, completed in this order:

| | |
|------------------|---|
| TAEDES401 | Design and develop learning programs |
| TAEDES402 | Use training packages and accredited courses to meet client needs |
| TAELLN411 | Address adult language, literacy and numeracy skills |
| BSBCMM401 | Make a Presentation* |
| TAEDEL401 | Plan, organise and deliver group-based learning* |
| TAEDEL402 | Plan, organise and facilitate learning in the workplace |
| TAEASS502 | Design and develop assessment tools |
| TAEASS401 | Plan assessment activities and processes |
| TAEASS402 | Assess competence |
| TAEASS403 | Participate in assessment validation |

We offer teachers the opportunity to apply for Recognition of Prior Learning for 2 units*.

Delivery Model

We run the Certificate IV in Training and Assessment as an independent (self-paced) study program. All coursework is completed in a teacher's own time. The enrolment period is for 12 months, however, we encourage completion within approximately 7 months.

Support includes two-hour workshops at specific points during the course, as well as twice-weekly online support sessions - teachers can join these at any point, and as often as they choose, during their studies.

This enables teachers to touch base with the Ripponlea team frequently, access immediate support on any aspect of their coursework, ask questions, get advice and feedback on practical tasks or simply check in to make sure they are on track. Feedback from teachers indicates that these opportunities for frequent and friendly contact is key to their motivation and success.





TAE40116 CERTIFICATE IV IN TRAINING & ASSESSMENT

Learning Materials and Coursework Progress

At Ripponlea, our approach includes:

- A simple platform for access to learning/reading material
- A variety of learning approaches and resources
- Structured coursework provided in manageable parts each step of the way
- Clear feedback so that teachers understand next steps
- Progress updates along the way
- Direct contact with Assessors
- A focus on individual timeframes and goals

It is very important to us that teachers do not feel 'lost' or overwhelmed by large amounts of coursework documents, resources or complex online platforms.

Study Time

The TAE40116 has a large volume of learning and requires setting aside approximately 10 hours per week – this can vary depending on a teacher's experience, background, approach to study and personal study habits.

Enrolment

The enrolment fee is \$2900. Teachers can enrol at any stage using the link [here](#).

Before enrolling, they will need a USI if they don't already have one, which can be created [here](#).

Questions / Further Information

We encourage teachers, VET Coordinators or other staff members to be directly in touch with Sarah Pavy, General Manager, Ripponlea Institute to ask questions about the course and look at how it can best fit their teachers' needs and the school context. Contact: sarah@ripponleainstitute.com or 03 8731 7409.





22480VIC CERTIFICATE II IN SMALL BUSINESS (OPERATIONS / INNOVATION)

The Certificate II in Small Business provides students with the knowledge and skills to **enhance their employment prospects in a small business or related industries.**

The Small Business program provides learners with exposure to key skills and knowledge required in small business workplaces.

This is a two (2) year program. There are 8 core Units and 4 Elective Units = 12 Units of Competency. The number of Units offered is usually split evenly over the two years. At least 180 nominal hours must be delivered in first year.

Nominal hours are noted at the end of the title of each unit. Where there are two different hours noted, the second reflects Western Australian nominal hours.

Compulsory Units:

VU22520 Contribute to small business operations and innovation (50)

VU22521 Develop elementary skills for small business environments (50)

VU22522 Identify small business policies and procedures* (40)

* BSBWHS201 is a pre-requisite for Unit VU22522

VU22523 Undertake basic market research and promotion for a small business product or service (60)

VU22524 Participate in small business quality processes (25)

VU22525 Assist with the presentation of public activities and events (25)

VU22526 Follow procedures for routine financial activities of a small business (20)

BSBWHS201 Contribute to health and safety of self and others (20)

Elective Units:

Select four (4).

VU22527 Contribute to small business planning (40)

BSBWOR202 Organise and complete daily work activities (20) (15)

SITXCCS006 Provide service to customers (25)

BSBCRT301 Develop and extend critical and creative thinking skills (40)

BSBINN201 Contribute to workplace innovation (35) (20)

BSBSUS201 Participate in environmentally sustainable work practices (20) (10)

ICTWEB201 Use social media for collaboration and engagement (20)

FNSFLT301 Be MoneySmart (40) (35)

BSBPRO301 Recommend products and services (20)



22480VIC CERTIFICATE II IN SMALL BUSINESS (OPERATIONS / INNOVATION)

Graduates of this course will be able to meet the current and future industry requirements to work effectively within small business contexts across a range of industry sectors with the skills, knowledge and attributes to:

- Support safe and sustainable small business operations.
- Support the daily financial management of small business operations.
- Demonstrate elementary professional skills and approaches to engage in small business contexts.
- Apply effective communication, creative thinking and problem solving techniques to underpin co-operative relationships between stakeholders within a small business context.
- Support the implementation and review of innovation and change within a small business context.

Testimonials:

“Thanks for all your help this year. You are really making a difference with the extra support you are providing.”

– *Small Business Teacher*

“[The Ripponlea Institute] VET PD was awesome and answered so many questions. I am excited to start implementing some of the skills learned to my teaching.”

– *Small Business Teacher*

“Thank you so much for all that you do for us teachers...when I listen to other Cert teachers, you really are an amazing RTO... so thank you!”

– *Small BusinessTeacher*





BSB10120 CERTIFICATE I IN WORKPLACE SKILLS

The Certificate I in Workplace Skills provides students with the basic knowledge and skills required to be ready to enter the workforce.

This is a one-year program. There are 2 Core Units, and 4 Elective Units = 6 Units of Competency.

Nominal hours are noted at the end of the title of each unit. Where there are two different hours noted, the second reflects Western Australian nominal hours.

Compulsory Units:

BSBOPS101 Use business resources (15) (20)

BSBPEF101 Plan and prepare for work readiness (20)

Elective Units:

Select four (4).

BSBPEF202 Plan and apply time management (20) (15)

BSBWHS211 Contribute to the health and safety of self and others (20) (15)

FSKLRG011 Use routine strategies for work-related learning (15) (10)

FSKDIG002 Use digital technology for routine and simple workplace tasks (10)

FSKOCM006 Use oral communication skills to participate in workplace teams (10)

BSBTEC101 Operate digital devices (20)

BSBTEC203 Research using the internet (30) (25)

BSBTEC202 Use digital technologies to communicate in a work environment (20)

BSBSUS211 Participate in sustainable work practices (20)

BSBOPS201 Work effectively in business environments (30) (25)

BSBTWK201 Work effectively with others (40) (35)

BSBCMM211 Apply communication skills (40) (35)

BSBCRT201 Develop and apply thinking and problem-solving skills (30) (25)





BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

The Certificate II in Workplace Skills provides students with the necessary knowledge and skills for the workplace.

Students learn to perform a range of tasks using practical skills and fundamental operational knowledge that can be used in Business Services job roles.

This is a one-year program. There are 5 Core Units, and 5 Elective Units = 10 Units of Competency.

- A minimum of 50 hours
- 1 elective from Group A
- 1 elective from Group B
- 3 electives from Groups A, B or C or Import Units

Nominal hours are noted at the end of the title of each unit. Where there are two different hours noted, the second reflects Western Australian nominal hours.

Compulsory Units:

BSBWHS211 Contribute to the health and safety of self and others (20) (15)

BSBPEF202 Plan and apply time management (20) (15)

BSBOPS201 Work effectively in business environments (30) (25)

BSBCMM211 Apply communication skills (40) (35)

BSBSUS211 Participate in sustainable work practices (20) (30)

Elective Units:

Select five (5) electives. Electives must be made up of:

- 1 Group A Unit
- 1 Group B Unit and,
- Any 3 units from Groups A/B/C

Elective A Units:

BSBCRT201 Develop and apply thinking and problem-solving skills (30) (25)

BSBPEF302 Develop self-awareness (30) (25)

Elective B Units:

BSBTEC203 Research using the internet (30) (25)

BSBTEC202 Use digital technologies to communicate in a work environment (20)

BSBTEC201 Use business software applications (60) (55)

BSBTEC101 Operate digital devices (20)

Elective C Units:

BSBPEF101 Plan and prepare for work readiness (20)

BSBTWK201 Work effectively with others (40) (35)



BSB30120 CERTIFICATE III IN BUSINESS

The Certificate III in Business provides students with the necessary knowledge and skills to engage in a variety of Business Service roles in workplaces..

Students learn to perform a range of tasks using business, technology and technical skills to support work in workplace teams.

This is a two-year program. There are 6 Core Units, and 7 Elective Units = 13 Units of Competency.

- A minimum of 50 hours
- 2 elective from Group A
- 1 elective from Group B
- 4 electives from Groups A-G or Import Units

Nominal hours are noted at the end of the title of each unit. Where there are two different hours noted, the second reflects Western Australian nominal hours.

Compulsory Units:

BSBCRT311 Apply critical thinking skills in a team environment (40)

BSBPEF201 Support personal wellbeing in the workplace (50)

BSBSUS211 Participate in sustainable work practices (20) (30)

BSBTWK301 Use inclusive work practices (30)

BSBWHS311 Assist with maintaining workplace safety (40)

BSBXCM301 Engage in workplace communication (40)

Elective units: Select a minimum of 3 electives. Electives: 1 from Group A and remaining 2 from Groups A - G

Group A - Technology

BSBTEC201 Use business software applications (60)

BSBTEC202 Use digital technologies to communicate in a work environment (20)

BSBTEC301 Design and produce business documents (80)

BSBTEC302 Design and produce spreadsheets (35)

BSBTEC303 Create electronic presentations (20)

BSBWRT311 Write simple documents (30)

BSBXCS303 Securely manage personally identifiable information and workplace information (40)

Group B – Business Competence

BSBPEF301 Organise personal work priorities (30)

BSBSTR301 Contribute to continuous improvement (40)



BSB30120 CERTIFICATE III IN BUSINESS

Group C – Teamwork & Relationships

BSBLDR301 Support effective workplace relationships (40)

Group D – Customer and Client Engagement

BSBOPS304 Deliver and monitor a service to customers (35)

BSBOPS305 Process customer complaints (30)

SIRXOSM003 Use social media and online tools (35)

SIRXPDK001 Advise on products and services (30)

Group G – Records and Information Management

BSBINS302 Organise workplace information (30)

Imported Units

BSBTEC203 Research using the internet (30)

BSBMKG434 Promote products and services (40)

FNSFLT311 Develop and apply knowledge of personal finances (35)





10949NAT CERTIFICATE II IN APPLIED LANGUAGE

10949NAT Certificate II in Applied Language aims to provide participants with the language skills and cultural knowledge to **enable them to communicate in social and workplace situations in a language other than English.**

Students develop the intercultural sensitivity and capacity to function in environments where there is a range of cultural and languages background present.

They develop the basic linguistic competency required to understand and use an additional language in social and workplace settings.

The course can be applied to any language and the length of this course is flexible depending on the context.

Compulsory Units:

NAT10949001 Conducting basic oral communication for social purposes in a language other than English (70)

NAT10949002 Conduct basic workplace oral communication in a language other than English (70)

NAT10949003 Read and write basic documents for social purposes in a language other than English (70)

NAT10949004 Read and write basic workplace documents in a language other than English (70)

Note this is the same course as 10297NAT, with updated qualification code.





10661NAT VET CERTIFICATE III IN APPLIED LANGUAGE

10661NAT Vet Certificate III in Applied Language aims to provide participants with the language skills and cultural knowledge to **enable them to communicate in social and workplace situations in a language other than English.**

Students develop the intercultural sensitivity and capacity to function in environments where there is a range of cultural and languages background present.

They develop the basic linguistic competency required to understand and use an additional language in social and workplace settings.

The course can be applied to any language and the length of this course is flexible depending on the context.

Compulsory Units:

CALOCS301 Conduct routine oral communication for social purposes in a language other than English (80)

CALOCW302 Conduct routine workplace oral communication in a language other than English (80)

CALRWS303 Read and write routine texts for social purposes in a language other than English (80)

CALRWW304 Read and write routine workplace texts in a language other than English (80)





MST20616 CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

The Applied Fashion Design and Technology program provides students with the knowledge and skills to **enhance their employment prospects in the fashion design and textile production industries.**

Students develop skills used in the design and production of garments and millinery, as well as in the development of unique fashion and textile designs.

This is a two (2) year program. There are 4 core Units, and 9 electives Units = 13 Units of Competency. At least 120 nominal hours must be delivered in first year.

Nominal hours are noted at the end of the title of each unit. Where there are two different hours noted, the second reflects Western Australian nominal hours.

Compulsory Units:

MSMENV272 Participate in environmentally sustainable work practices (30) (20)

MSMWHS200 Work safely (30) (26)

MSS402051 Apply quality standards (30)

MSTCL2011 Draw and interpret a basic sketch (30) (25)

Elective Units:

MSTCL2010 Modify patterns to create basic styles (50)

MSTFD2001 Design and produce a simple garment (80) (60)

MSTFD2005 Identify design process for fashion designs (40) (30)

MSTFD2006 Use a sewing machine for fashion design (80) (70)

MSTCL1001 Produce a simple garment (40)

MSTML1001 Make a simple headpiece (40)

MSTGN2013 Identify fibres, fabrics and textiles used in the TCF industry (80) (70)

MSTTX1001 Produce a simple textile fabric or product (40)

MSTCL3007* Embellish garment by hand or machine (40)

MSTFD3003** Prepare design concept for a simple garment (80) *optional*





CUA20720 CERTIFICATE II IN VISUAL ARTS

The Certificate II in Visual Arts provides students with the creative and technical skills to work in different visual arts, craft and design environments.

Pathways may include employment into roles such as Ceramics Studio Trainee, Community Arts Workshop Assistant and Arts Practitioner, or other visual arts, craft and design job roles.

This is a two (2) year program. There are 4 core Units, and 5 electives Units = 9 Units of Competency. At least 120 nominal hours must be delivered in first year.

Nominal hours are noted at the end of the title of each unit. Where there are two different hours noted, the second reflects Western Australian nominal hours. New CUA nominal hours not yet released.

Compulsory Units:

BSBWHS211 Contribute to health and safety of self and others (20)

CUAACD201 Develop drawing skills to communicate ideas (60) (70)

CUAPPR211 Make simple creative work

CUARES202 Source and use information relevant to own arts practice (30)

Elective Units:

BSBPEF202 Plan and apply time management (20) (15)

BSBTWK201 Work effectively with others (40) (35)

ICTICT215 Operate digital media technology packages (20) (40)

BSBSUS211 Participate in sustainable work practices (20) (30)

CUACER201 Develop ceramic skills (50) (40)

CUAPRI211 Develop printmaking skills

CUADRA201 Develop drawing skills (50) (40)

CUAIND211 Develop and apply creative arts industry knowledge

MSTGN2013 Identify fibres, fabrics and textiles used in the TCF industry (80) (70)

CUADES201 Follow a design process

CUAPAI211 Develop painting skills





VET IN SCHOOLS PROGRAM TESTIMONIALS

“I wanted to say thank you for your support over the past two years, your professionalism, reliability, and attention to detail has been amazing – definitely the best RTO I have worked with!”

– *VET Fashion Teacher*

“It has been a real pleasure working with Ripponlea Institute. Your level of communication and service is to be commended”

– *VET Applied Language Teacher*

“On behalf of the College thank you and your team at Ripponlea for supporting our teachers and the College through this process. You have been consistently prompt and incredibly helpful and we really appreciate this.”

– *VET Program Coordinator*

“This has been so exciting to see the many changes you and the team are making and all for the future of our delivery and the learning for the students.”

– *VET Small Business Teacher*

“Thank you for your help in this situation and the great work by your assessor to mark it so quickly. Your RTO is fantastic.”

– *TAE Candidate*







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