

1300 959 540

foundationeducation.edu.au/schools



**Foundation
Education**
unlock your potential

SCHOOLS PROGRAM



real skills for
real careers



MOTIVATE STUDENTS TO PURSUE THEIR DREAMS

As an educator, you face the daily challenge of balancing a pre-determined curriculum with individual learning styles while channelling the talents of each student in their interest areas and subjects.

Foundation Education is passionate about helping young people embrace their potential. We provide real-life tools and resources that students will need to succeed in an increasingly competitive employment market.

We pride ourselves on service and excellence and have tailored our learning pathway options and delivery resources to suit the needs of schools. Our Schools Program has a higher than average graduation rate nationally, ensuring students can take the first steps on their pathway to life long learning and success.



AUSPICE AND ONLINE COURSES

- BSB20120 Certificate II in Workplace Skills
- BSB30120 Certificate III in Business
- CHC30121 Certificate III in Early Childhood Education and Care
- CHC30221 Certificate III in School Based Education Support

Full auspice - Auspice available Australia wide. Western Australia and South Australia only in non-government schools.
Online - Online available Australia-wide. South Australia only in non-government schools



Self-marking quizzes

Online courses from \$799 per student

Online Learning Management System for students, teachers, schools

Only \$249 per student Auspice delivery

Paperless learning and assesment

WHY CHOOSE FOUNDATION EDUCATION?



Self marking quizzes
Most of our quizzes are self marking to reduce Teacher load.



Dedicated national Schools Team
Who provide support for school VET Coordinators, Teachers and Students.



1 or 2 year Auspice delivery options
Auspice courses are delivered online and submitted through our Learning Management System. Deliver the course on your timetable.



Large range of online courses
Online courses are delivered online and submitted through our Learning Management System. All assessments are marked in-house by our industry qualified assessors for online courses.

TAILOR MADE LEARNING MANAGEMENT SYSTEM

My eCampus has been developed to provide a single platform for both Teachers and Students to manage all their requirements.

- » Arrange and manage Student cohorts by class and/or group
- » Upload additional learning resources and customise their delivery
- » Generate and print reports as often as they are needed
- » Student and Teacher access, anywhere and anytime
- » Track individual student work and assessment
- » Paperless learning and assessment



AUSPICE AND ONLINE OPTIONS

Online and Auspice Delivery	Online	Auspice
BSB20120 Certificate II in Workplace Skills	\$799	\$249
BSB30120 Certificate III in Business	\$799	\$249
CHC30121 Certificate III in Early Childhood Education and Care	\$799	\$249
CHC30221 Certificate III in School Based Education Support	\$999	\$249

Full auspice - Auspice available Australia wide. Western Australia and South Australia only in non-government schools.
Online - Online available Australia-wide. South Australia only in non-government schools.

Additional costs

\$999 administration fee charged annually per school for auspice only

WA & NSW nominal hours are based on state guides. All other states nominal hours have been calculated using the Nationally agreed nominal hours.

BSB20120

CERTIFICATE II
IN WORKPLACE SKILLS

The BSB20120 Certificate II in Workplace Skills sets you up to enter the workforce and find your first job quickly. The skills you learn in this course can prepare you for an entry-level role in any professional environment (e.g. as a receptionist in an office or an administrative assistant in a firm).

STUDY PATHWAYS

- BSB30120 Certificate III in Business
- BSB30120 Certificate III in Business (Medical Administration)
- BSB30120 Certificate III in Business (Customer Engagement)
- BSB30120 Certificate III in Business (Business Administration)

POSSIBLE JOB TITLES INCLUDE:

- Administrative assistant
- Office receptionist

COURSE DURATION
12 months or 24 months

DELIVERY MODES

Foundation Education offers a variety of delivery options for this course, including:

- Full auspice - Auspice available Australia wide. Western Australia and South Australia only in non-government schools.
- Online - Online available Australia-wide. South Australia only in non-government schools.

STATE REQUIREMENTS*

***WA Work Placement** is a mandatory WACE VET course requirement. Completion of 110 hours work placement will provide an additional 2 WACE credits. (Max 6 WACE Credits after completion). Non completion of the workplace hours would still be credentialled for the AQF VET qualification.

BSB30120

CERTIFICATE III
IN BUSINESS

The BSB30120 Certificate III in Business equips you with the knowledge and skills to work productively in a variety of workplace settings. This business course could lead you to a career as a CEO's personal assistant, an administration officer in a large corporation, or a word processing operator in an office.

STUDY PATHWAYS

- BSB30120 Certificate III in Business (Business Administration)
- BSB40120 Certificate IV in Business
- BSB50120 Diploma of Business
- BSB50120 Diploma of Business (Operations)

POSSIBLE JOB TITLES INCLUDE:

- Administration Officer
 - Administrative Assistant
 - Personal Assistant
- Receptionist
 - Records Clerk
 - Word Processing Operator

COURSE DURATION
12 months or 24 months

DELIVERY MODES

Foundation Education offers a variety of delivery options for this course, including:

- Full auspice - Auspice available Australia wide. Western Australia and South Australia only in non-government schools.
- Online - Online available Australia-wide. South Australia only in non-government schools.

STATE REQUIREMENTS*

***WA Work Placement** is a mandatory WACE VET course requirement. Completion of 110 hours work placement will provide an additional 2 WACE credits. (Max 6 WACE Credits after completion). Non completion of the workplace hours would still be credentialled for the AQF VET qualification.

***NSW Work Placement** is a mandatory HSC VET course requirement with 35 minimum hours assigned to this course. Non-completion of work placement means the student has not met the HSC VET course requirements and cannot count the HSC credit units for the course towards the award of their HSC. They would still be credentialled for the AQF VET qualification.

	TAS	VIC	NT	SA	QLD	WA	NSW
TOTAL NUMBER OF UNITS (5 CORE UNIT & 5 ELECTIVE UNITS)	10	10	10	10	10	10	10
TOTAL NOMINAL HOURS	405	420	405	405	405	400	130
WORK PLACEMENT HOURS REQUIRED						110*	35*
MAX CREDITS AVAILABLE	TCE CREDITS 42	VCE CREDITS 4	NTCET CREDITS 45	SACE CREDITS 45	QCE CREDITS 4	WACE CREDITS 4	HSC CREDITS 2

UNITS OF COMPETENCY

Code	Description	Hours						
BSBWHS211	Contribute to the health and safety of self and others	20	20	20	20	20	15	10
BSBCMM211	Apply communication skills	40	40	40	40	40	35	0
BSBOPS201	Work effectively in business environments	30	30	30	30	30	25	25
BSBPEF202	Plan and apply time management	20	20	20	20	20	15	15
BSBSUS211	Participate in sustainable work practices	20	20	20	20	20	30	15
BSBTEC201	Use business software applications	60	60	60	60	60	55	15
BSBTWK201	Work effectively with others	40	40	40	40	40	35	15
BSBOPS202	Engage with customers	100	100	100	100	100	100	20
BSBOPS203	Deliver a service to customers	40	40	40	40	40	40	15
BSBPEF201	Support personal wellbeing in the workplace	50	50	50	50	50	45	15

	TAS	VIC	NT	SA	QLD	WA	NSW
TOTAL NUMBER OF UNITS (6 CORE UNIT & 7 ELECTIVE UNITS)	13	13	13	13	13	13	13
TOTAL NOMINAL HOURS	545	545	545	545	545	545	240
WORK PLACEMENT HOURS REQUIRED						110*	70*
MAX CREDITS AVAILABLE	TCE CREDITS 55	VCE CREDITS *	NTCET CREDITS 70	SACE CREDITS 70	QCE CREDITS 8	WACE CREDITS 4	HSC CREDITS 4

UNITS OF COMPETENCY

Code	Description	Hours						
BSBWHS311	Assist with maintaining workplace safety	40	40	40	40	40	40	15
BSBPEF201	Support personal wellbeing in the workplace	50	50	50	50	50	45	15
BSBTWK301	Use inclusive work practices	30	30	30	30	30	35	15
BSBXCM301	Engage in workplace communication	40	40	40	40	40	35	15
BSBCRT311	Apply critical thinking skills in a team environment	40	40	40	40	40	45	20
BSBSUS211	Participate in sustainable work practices	20	20	20	20	20	30	15
BSBTEC201	Use business software applications	60	60	60	60	60	55	15
BSBPEF301	Organise personal work priorities	30	30	30	30	30	30	20
BSBTEC301	Design and produce business documents	80	80	80	80	80	70	25
BSBOPS201	Work effectively in business environments	30		30	30	30	25	25
BSBOPS304	Deliver and monitor a service to customers	35	35	35	35	35	50	20
BSBWRT311	Write simple documents	30	30	30	30	30	30	20
BSBFIN302	Maintain financial records	60	60	60	60	60	55	25
BSBINS302	Organise workplace information		30					

*For **VIC**, this qual meets VCE requirements and recognition of up to two VCE VET Units 3 and 4 sequences.
Note: The Units 3 and 4 sequence of VCE VET Business is not designed as a stand-alone study. Students are strongly advised against undertaking the Units 3 and 4 sequence without first completing Units 1 and 2.

Students wishing to receive an ATAR contribution for VCE VET Business must undertake scored assessment.

CHC30121

CERTIFICATE III
IN EARLY CHILDHOOD
EDUCATION AND CARE

This qualification will provide students with the skills needed to work in a variety of education settings. Students will learn how to support the development of literacy, oral and numeracy skills, and contribute to the management of a learning environment.

- STUDY PATHWAYS
- CHC50121 Diploma of Early Childhood Education and Care
 - CHC30221 Certificate III in School Based Education Support
 - CHC40221 Certificate IV in School Based Education Support

- POSSIBLE JOB TITLES INCLUDE:
- Long Day Care Educator
 - Kindergarten Assistant
 - Childcare Assistant
 - Early Childhood Educator

- COURSE DURATION
- 12 months or 24 months
- DELIVERY MODES
- Foundation Education offers a variety of delivery options for this course, including:
- Full auspice - Auspice available Australia wide. Western Australia and South Australia only in non-government schools.
 - Online - Online available Australia-wide. South Australia only in non-government schools.
- STATE REQUIREMENTS*
- *In SA only, Early Childhood Education courses may require RAN-EC training (which may incur an additional cost).

	TAS	VIC	NT	SA	QLD	WA	NSW
TOTAL NUMBER OF UNITS (15 CORE UNITS & 2 ELECTIVE UNITS)	17	17	17	17	17	17	17
TOTAL NOMINAL HOURS	1198	1198	1198	1198	1198	1062	480
WORK PLACEMENT HOURS REQUIRED	160	160	160	160	160	160	160
MAX CREDITS AVAILABLE	TCE CREDITS 119	VCE CREDITS 1-4	NTCET CREDITS 155	SACE CREDITS 155	QCE CREDITS 8	WACE CREDITS 4	HSC CREDITS 4

Note; Nominal hours and school credits may change or be updated throughout the year and it is best to confirm with each individual schooling state regulations prior to enrolling students within the course.

UNITS OF COMPETENCY

Code	Description	Hours						
CHCECE030	Support inclusion and diversity	63	63	63	63	63	55	30
CHCECE031	Support children's health, safety and wellbeing	160	160	160	160	160	145	50
CHCECE032	Nurture babies and toddlers	108	108	108	108	108	95	45
CHCECE033	Develop positive and respectful relationships with children	100	100	100	100	100	120	45
CHCECE034	Use an approved learning framework to guide practice	80	80	80	80	80	70	15
CHCECE035	Support the holistic learning and development of children	100	100	100	100	100	100	45
CHCECE036	Provide experiences to support children's play and learning	75	75	75	75	75	70	40
CHCECE037	Support children to connect with the natural environment	50	50	50	50	50	45	20
CHCECE038	Observe children to inform practice	40	40	40	40	40	35	15
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55	55	55	55	55	50	15
CHCECE055	Meet legal and ethical obligations in children's education and care	60	60	60	60	60	55	30
CHCECE056	Work effectively in children's education and care	65	65	65	65	65	70	20
CHCPRT001	Identify and respond to children and young people at risk	40	40	40	40	40	30	30
HLTAID012	Provide First Aid in an education and care setting	22	22	22	22	22	22	20
HLTWHS001	Participate in workplace health and safety	20	20	20	20	20	30	15
CHCDIV001	Work with diverse people	40	40	40	40	40	30	20
CHCPRP003	Reflect on and improve own professional practice	120	120	120	120	120	40	25

CHC30221

CERTIFICATE III
IN SCHOOL BASED
EDUCATION SUPPORT

This qualification reflects the role of workers who assist teachers and support student learning in a range of classroom settings. They complete general administrative as well as operational tasks to support students with learning under the guidance of a teacher or other educational professional. Work requires use of discretion and judgement within the boundaries of established policies and procedures.

Education support workers work mainly with students in classroom settings in primary or secondary schools, as defined by State/Territory legislation.

- STUDY PATHWAYS
- CHC30121 Certificate III in Early Childhood Education and Care
 - CHC40221 Certificate IV in School Based Education Support
 - CHC50113 Diploma of Early Childhood Education and Care

- COURSE DURATION
- 12 months or 24 months
- DELIVERY MODES
- Foundation Education offers a variety of delivery options for this course, including:
- Full auspice - Auspice available Australia wide. Western Australia and South Australia only in non-government schools.
 - Online - Online available Australia-wide. South Australia only in non-government schools.

- POSSIBLE JOB TITLES INCLUDE:
- Teacher Aide
 - Teachers Assistant

	TAS	VIC	NT	SA	QLD	WA	NSW
TOTAL NUMBER OF UNITS (10 CORE UNITS & 5 ELECTIVE UNITS)	15	15	15	15	15	15	15
TOTAL NOMINAL HOURS	722	722	722	722	722	677	395
WORK PLACEMENT HOURS REQUIRED	100	100	100	100	100	100	100
MAX CREDITS AVAILABLE	TCE CREDITS 69*	VCE CREDITS 1-4,3,4	NTCET CREDITS 75	SACE CREDITS 75	QCE CREDITS 8	WACE CREDITS 4	HSC CREDITS 4

Note; Nominal hours and school credits may change or be updated throughout the year and it is best to confirm with each individual schooling state regulations prior to enrolling students within the course. *TCE units still to be credited so figure is approximate

UNITS OF COMPETENCY

Code	Description	Hours						
CHCDIV001	Work with diverse people	40	40	40	40	40	30	20
CHCEDS033	Meet legal and ethical obligations in an education support environment	35	35	35	35	35	30	25
CHCEDS034	Contribute to the planning and implementation of educational programs	70	70	70	70	70	65	35
CHCEDS035	Contribute to student education in all developmental domains	60	60	60	60	60	55	35
CHCEDS036	Support the development of literacy and oral language skills	55	55	55	55	55	70	30
CHCEDS037	Support the development of numeracy skills	60	60	60	60	60	55	35
CHCEDS057	Support students with additional needs in the classroom	85	85	85	85	85	75	35
CHCEDS059	Contribute to the health, safety and wellbeing of students	30	30	30	30	30	30	25
CHCEDS060	Work effectively with students and colleagues	50	50	50	50	50	45	25
CHCEDS061	Support responsible student behaviour	45	45	45	45	45	40	20
CHCPRT001	Identify and respond to children and young people at risk	40	40	40	40	40	30	30
HLTAID012	Provide First Aid in an education and care setting	22	22	22	22	22	22	25
HLTWHS001	Participate in workplace health and safety	20	20	20	20	20	30	15
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55	55	55	55	55	50	15
CHCEDS050	Support Aboriginal and/or Torres Strait Islander education	55	55	55	55	55	50	25



**Foundation
Education**

unlock your potential

Ready to find out more?

Contact our Schools
Consultants on



1300 959 540

Students to reference our Vet in Schools Handbook. Schools to reference the School Agreement with Foundation Education once onboarding is completed. The information provided is intended only as an introduction and guide to Foundation Education and its range of available products and services. While every endeavour has been made to supply accurate information, changes may apply due to training package requirements. Accordingly, Foundation Education does not accept any liability for consequences which may directly or indirectly result from information contained in this brochure. *\$249 per student per course, and an additional \$999 per annum administration fee are charged for Auspice delivery. Please enquire for online course delivery prices.

Information contained in this document is subject to change. This document is accurate at the time of publication on 10.01.2025.

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TRAINING

