

Foundation Studies

Diploma in General Studies

The Foundation Studies program is designed to equip students with skills to enable them to succeed academically in the post-secondary environment. Since the Foundation Studies program began in 1991, around 200 students have used the program as a pathway into Avondale degree courses. Many of these have already graduated with degrees in Nursing, Education, Theology, Arts, Business and Science, and are now employed in hospitals, schools, offices and churches around Australia and overseas.

The Foundation Studies program is a gateway to a variety of degree courses at Avondale. It offers a route into degree courses to people over 19 years of age who have not done Year 12, or to students who did not do as well as they had hoped in their Year 12 exams. Students who would like to improve their English language skills, or who did their secondary studies in a language other than English can also benefit from this program.

Foundation Studies gives students the opportunity to master some of the academic skills needed for post-secondary studies. The program provides individual help with essay and assignment writing, managing a study program, keyboard and word processing skills, as well as other basic academic skills.

Foundation Studies students typically include one or two degree-level subjects in their first semester program. These can be counted towards a degree course. Some students enter full-time degree studies after only one semester of Foundation Studies; others complete two semesters of Foundation Studies before transferring to a full degree program. Supporting documentation of Year 11 and Year 12 school reports and/or post-secondary school studies will assist the Registrar in deciding whether a student needs to complete one or two semesters of Foundation Studies.

Entry requirements

- 1 Applicants who have not done Year 12/13 need to have reached the age of nineteen by 1 March in the year of commencement of Foundation Studies.
- 2 Applicants under the age of nineteen on 1 March in the year they wish to commence Foundation Studies should have completed Year 12 (Australia) or Year 13 (New Zealand).
- 3 Admission may also be gained by completion of a Certificate IV from a Registered Training Organisation.
- 4 Overseas applicants. Avondale's Admissions Office assesses students from other countries individually upon application.

English language proficiency

Applicants from a country where English is not the first language must demonstrate proficiency in English in one of the following ways:

- 1 Provide documentary evidence that all senior secondary schooling was conducted in the English language, and evidence of a satisfactory pass in English in a British O-level examination or local equivalent.
- 2 Obtain an overall IELTS score of 4.5 or better with no individual band score less than 4.5.

Overseas applicants are also required to satisfy Australian government visa requirements.

English language courses are offered through Avondale's English Language Centre. See below under English Language Courses.

Enrolment

The Foundation Studies program is a component of the Diploma in General Studies course. Foundation Studies students are enrolled initially in the Diploma of General Studies. At the end of the first or second semester, successful students may choose either to transfer to a full program of degree studies or to continue with the Diploma in General Studies.

Course structure

Semester 1

FT050	Foundation English	3
FT067	Academic Skills	2
CR010	Contemporary Belief Systems	3
CO020	Introduction to Information Technology	1
	<i>or</i>	
WP020	Introduction to Word Processing	1
EN120	Communication and Literature (degree-level subject)	3
Elective	(chosen in consultation with course coordinator)	3

In many cases the elective will be a degree-level subject.

Students who are successful in Semester 1 may apply to enter full-time degree-level studies, with credit for degree studies already passed.

Semester 2

Four or five elective subjects (chosen in consultation with the course coordinator)

Students who are successful in Semester 2 may apply to enter full-time degree-level studies with credit for degree subjects already passed, or may choose to complete the two-year Diploma in General Studies. (Foundation Studies is the first year of the Diploma in General Studies).

Elective subjects

Choice of electives will be determined by the student's educational background and the course of study the student wishes to prepare for. Electives should be chosen in consultation with the Course Coordinator. Some examples of possible electives are listed below.

Foundation electives

FT052.1/2	Foundation Mathematics	3
FT054.1/2	Foundation for Tertiary Studies	3
FT060.1	Basic Word processing	3

Semester 4

Four or five degree subjects approved by the course coordinator.

Degree-level electives

AC110.1	Introductory Accounting	3
CC101.2	Introductory Journalism	3
CC105.1	Media Interpretations	3
CH123.1	General Chemistry	3
CO152.1	Introduction to Educational Computing	3
CO154.1	Introduction to Information Management	3
EN131.1	Approaches to Literature	3
EN132.2	Australian Literature: an Introduction	3
CR100.1/2	Christian Faith in an Adventist Context	3
CR120.1/2	Human Relations	3
CY104.1	SDA History and Heritage	3
GD100.1	Design Principles and Practice	3
GE160.1	Environmental Issues	3
GE170.2	Global Issues	3
HI103.1	Australia: Prehistory to the Present	3
HI104.2	The Ancient World	3
HI105.2	The Reformation	3
HO125.1	Sociocultural Studies	3
HO140.2	Food Nutrition and Health	3
HP100.2	Introduction to Biomechanics	3
HP101.1	Fitness Applications	3
MA133.2	Business Statistics	3
MA134.1	General Mathematics	3
MK150.1	Marketing Principles	3
MT140.1	Management Theory & Practice	3
MU100.1	Performance and Music Skills 1A	3
PS100.1/2	Introductory Psychology	3
PS110.1	Introductory Psychology & Sociology	3
VA100.1	Theory and Practice of Art	3

Diploma in General Studies

Semesters 1 and 2 of the Diploma in General Studies are the same as Semesters 1 and 2 of Foundation Studies. At the end of the first or second semester, successful students may either transfer to a degree course or continue with the Diploma in General Studies.

Duration

Two years full-time or equivalent part-time.

Entry requirements

As for Foundation Studies.

Accreditation

The Diploma in General Studies is accredited by the NSW Department of Education and Training.

Course structure*Semesters 1 and 2*

The same as Semesters 1 and 2 of Foundation Studies (see above).

Semester 3

Four or five degree subjects approved by the course coordinator.

English Language Courses

The Avondale English Language Centre offers English Language courses for international students who wish to proceed to further study at Avondale or other Australian institutions, or who wish to improve their English for social or business purposes.

The English Language Centre offers two types of programs:

- 1 English Language Intensive Courses for Overseas Students (ELICOS courses).
- 2 Study tour programs

ELICOS courses

ELICOS courses (English Language Intensive Courses for Overseas Students) assist students to attain the level of English proficiency required for successful academic studies at Avondale or elsewhere. ELICOS courses also cater for people wishing to improve their English for social or business purposes.

Courses are offered at four levels:

- 1 ELICOS Elementary
- 2 ELICOS Intermediate
- 3 ELICOS Upper Intermediate
- 4 ELICOS Advanced

Each course is of ten weeks duration but is divided into two five-week modules. This flexible entry arrangement allows students to enrol at five-week intervals throughout the year. An assessment test is taken by all students to determine the appropriate entry level and course. Successful completion of each course enables students to advance to the next level. Students generally choose an enrolment date that will enable them to complete the necessary courses in time to enrol in a degree program at Avondale in March or August.

Entry requirements and student visas

International students are able to study in Australia after securing a student visa. Conditions for securing a visa vary from country to country.

The Avondale Admissions Office is able to offer advice and assistance in applying for student visas.

Applicants planning to take a degree at Avondale after completing the ELICOS program should apply for a visa for the degree course rather than for the ELICOS course alone.

The IELTS test is the preferred assessment test of the Australian Government for student visa applications, although TOEFL tests are permissible from a very limited number of specified countries.

A student visa issued for study at Avondale may not be transferred to another institution before the end of a course

without permission from the Department of Immigration.

Visa conditions include regular attendance at classes and notification to the Department of Immigration of a change of address or student's enrolment status.

Applicants are advised that some information provided on the ELICOS Application Form may be made available to Commonwealth and State agencies and the Fund manager of the ESOS Assurance Fund

English Language study tours

Study Tour programs are available to groups of students who wish to improve their English. These vary in length between two and four weeks and combine English tuition with cultural experiences and sightseeing.

Study Tours are not available to holders of student visas.

Bridging Programs and Word Processing Competency Program

Academic Bridging Program

In the week prior to the commencement of Semester 1 a four-day Academic Bridging Program is offered to help prospective students improve various academic skills in preparation for their study program. It covers the following topics:

- Study Skills
- Reading Skills
- Time Management
- Lectures and Note Taking
- MBTI and Personal Learning Styles
- Critical Thinking
- Learning and Remembering
- Seminars and Tutorials
- Student Health
- Preparing for Exams
- Conventions of Formal Writing
- Introduction to the Library
- Writing Workshops

Academic Bridging Program International

This one- to two-week program is a requirement for AUSAID-sponsored international students. The program is designed to provide an orientation to Australian culture and to study at Avondale College.

Chemistry Bridging Program

A five-day Chemistry Bridging Program is offered in the week prior to the commencement of first semester to help students to improve their knowledge and understanding of Chemistry. It is designed for students who have not taken Chemistry in Year 12 but wish to enter courses where a background of chemistry is needed. It does not satisfy the prerequisite requirement for Chemistry IA or Chemistry IB. It includes both theory and laboratory components.

Word Processing Competency Program

As part of the Registration program all commencing degree students are to sit for a copy test requiring students to pass a typing speed of at least 20 words per minute and 90% accuracy. During the first two weeks of the academic year all commencing degree students will also be required to attend a special one-hour test to assess their word processing competency. Those who do not pass the speed or competency test are given the opportunity to attend word processing competency classes until they reach the required standard.

Word processing competency is a prerequisite to graduation and should students choose not to avail themselves of the word processing classes indicated above, they will need to make other arrangements to achieve the competency so that they may complete all requirements for graduation.

Aviation

Certificate III in Aviation (Private Pilot Licence)

Certificate IV in Aviation (Commercial Pilot Licence)

Diploma of Aviation (Air Transport Pilot Licence)

Diploma of Aviation (Instructor Rating)

These courses provide nationally recognised competency-based training qualifications at standards set by industry (AQTF).

Certificate III in Aviation provides training and skills required and the issue of an Australian Private Pilot Licence (Aeroplane).

Certificate IV in Aviation provides entry-level qualifications and skills allowing entry to the workforce as a commercial pilot, with a multi-engine Command Instrument Rating.

The Diploma of Aviation (Air Transport Pilot Licence) provides graduates with enhanced qualifications and skills that facilitate employment in an airline environment.

The Diploma of Aviation (Instructor Rating) provides graduates with skills and qualifications allowing employment as a flight instructor with the additional advantage of providing them with the industry recognised Certificate IV in Assessment and Workplace Training.

Both Diploma courses include highly valued modules including Crew Resource Management, Multi-crew Training, Hazardous Goods Awareness, First Aid, and Ethics and Lifestyle issues.

Duration

Certificate III—one semester full-time

Certificate IV and both Diploma courses—two semesters full-time

Accreditation

Avondale is a Registered Training Organisation. Its awards in Aviation are accredited by the NSW Vocational Education and Training Accreditation Board. The qualifications are recognised by industry throughout Australia, and include Civil Aviation Safety Authority issued qualifications. The awards allow for credit to be transferred to and from other public and private registered training organisations (RTOs). The courses are approved for Austudy/Abstudy/Youth Allowance purposes, and are approved as courses for overseas students.

Entry requirements

Applicants for the Diploma courses must meet the following requirements:

- Ability to pass the CASA-approved medical examination.
- Fluency in the English language to a standard that permits effective written and verbal communication in an aviation context. Students with a non-English speaking background need to demonstrate a standard of IELTS 5.5 or equivalent.
- Completion of Year 12 of school, or equivalent, or obtain mature age entry.
- Have completed Mathematics and a Science (Physics or Chemistry) at Year 12 level or its equivalent, as much of the course assumes a prior knowledge and understanding of Mathematics and Physics principles.

The minimum entry requirement for Certificate III is satisfactory completion of Year 10; however, completion of Year 12 is advised for entry to Certificate IV. Successful completion of Certificate IV in Aviation will be considered when assessing entry to either of the Diploma of Aviation courses.

Recognition of Prior Learning

Students who have completed a CASA Private Pilot Licence are granted entry to the Diploma of Aviation. Students who have completed the CASA Commercial Pilot Licence and a Multi-engine Command Instrument Rating or a Night VFR Rating are granted entry to the Diploma of Aviation (Instructor Rating) with advanced standing. Advanced standing will also be given for CASA exams completed, and the Chief Flying Instructor will require a flight evaluation to establish current flying competence.

Progression within and across courses

A student who commences one of the courses may exit with a lesser qualification by completing the appropriate modules. A student who starts either of the diploma programs may transfer over to the other program by completing the appropriate modules.

Pathway to degree studies in aviation

Students successfully completing either the Diploma of Aviation (ATPL) or Diploma of Aviation (Instructor Rating) will be given advanced standing for entry into the second year of the Bachelor of Aviation Studies at the University of Western Sydney (Macarthur Campus) as per a memorandum of understanding between Avondale College and the University of Western Sydney (Macarthur Campus).

Course structures

Listed below are the courses and the modules to be completed for each course:

Module	Code	Hours
<i>Certificate III in Aviation</i>		
		360
Basic Aeronautical Knowledge	AV105	65
General Flying Progress	AV106	50
Private Pilot Licence Theory	AV110	200
Private Pilot Licence Practical	AV111	45
<i>The Certificate IV in Aviation</i>		
		755
Basic Aeronautical Knowledge	AV105	65
General Flying Progress	AV106	50
Private Pilot Licence Theory	AV110	200
Private Pilot Licence Practical	AV111	45
Night VFR Rating	AV115	35
Multi-engine Endorsement	AV120	15
Instrument Rating Theory	AV205	100
Command Instrument Rating (ME) Practical	AV206	75
Commercial Pilot Licence Theory	AV130	90
Commercial Pilot Licence Practical	AV131	80
<i>Diploma of Aviation (ATPL)</i>		
		1400
Basic Aeronautical Knowledge	AV105	65
General Flying Progress	AV106	50
Private Pilot Licence Theory	AV110	200
Private Pilot Licence Practical	AV111	45
Night VFR Rating	AV115	35
Multi-engine Endorsement	AV120	15
Instrument Rating Theory	AV205	100
Command Instrument Rating (ME) Practical	AV206	75
Commercial Pilot Licence Theory	AV130	90
Commercial Pilot Licence Practical	AV131	80
Dangerous Goods Training	AV07	15
First Aid	AV072	15
Survival Skills	AV073	30
Cockpit Resource Management	AV146	15
Multi Crew Operations	AV148	40
Ethics and Lifestyle	CR110	40
Airline Transport Licence Theory		
Meteorology	AV221	30
Human Factors	AV222	30
Flight Planning	AV223	140
Performance and Loading	AV224	80
Aerodynamics and Aircraft Systems	AV225	120
Navigation	AV226	60
Flight Rules and Air Law	AV227	40
<i>Diploma of Aviation (Instructor Rating)</i>		
		1410
Basic Aeronautical Knowledge	AV105	65
General Flying Progress	AV106	50
Private Pilot Licence Theory	AV110	200
Private Pilot Licence Practical	AV111	45
Night VFR Rating	AV115	35
Multi-engine Endorsement	AV120	15
Instrument Rating Theory	AV205	100
Commercial Pilot Licence Theory	AV130	90
Commercial Pilot Licence Practical	AV131	80
Instructor Rating Grade 3	AV210	375
Dangerous Goods Training	AV071	5
First Aid	AV072	15
Survival Skills	AV073	30
Cockpit Resource Management	AV146	15
Multi Crew Operations	AV148	40
Ethics and Lifestyle	CR110	40

*Certificate IV in Assessment and Workplace Training
(Course 991)*

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Plan assessment	VT041
Conduct assessment	VT042
Review assessment	VT043
Train small groups	VT044
Plan and promote a training program	VT045
Plan a series of training sessions	VT046
Deliver training session	VT047
Review training	VT048

Certificate Courses in Business

Certificate II in Business

Certificate III in Business Administration

Certificate III in Business (Sales)

Certificate IV in Business Administration

Certificate IV in Business (Marketing)

Certificate IV in Business (Human Resources)

These courses provide one year of comprehensive training in a variety of business, office and client-oriented skills. Graduates are prepared for employment in a wide variety of career areas requiring marketing, sales, recruitment, employment, client interaction, computer applications, office technology, teamwork, accounting, and interpersonal relationships.

The courses provide nationally recognised competency-based training qualifications at standards set by industry (AQTF).

Areas of study

Information Technology; Bookkeeping; Communication; Desktop Publishing; Train Small Groups; Supervision/Leadership/Team Skills; The Christian, Ethics and the Workplace; Office Skills and Management Skills; Customer Relations; Customer Service Strategies; Sales; Human Resource Management; Marketing; Reception; International Computer Driving Licence (ICDL).

Duration

Certificate II—one semester full-time

Certificates III and IV—two semesters full-time

Students may choose to complete Level III only or progress to Level IV in the same year of study. Embedded in this integrated program is the starting point Certificate II in Business (first semester).

Accreditation

The courses are accredited by the NSW Vocational Education Training and Accreditation Board (VETAB). Avondale is a Registered Training Organisation (RTO). This means the qualifications are recognised by industry throughout Australia, and credit can be transferred to and from other public and private education and training institutions. The courses are approved for Austudy/Abstudy/Youth Allowance purposes and are approved as courses for overseas students.

Professional recognition

The courses are recognised by the Australian Institute of Office Professionals (AIOP) and Australian Council of Independent Vocational Colleges (ACIVC) as approved courses. Students may apply to become student members of the AIOP.

Entry requirements

The minimum entry requirement is satisfactory completion of Year 10; however, completion of Year 12 is advised for entry to Certificate IV. Successful completion of Certificate II in Business allows entry to Certificate III in Business Administration or Certificate III in Business (Sales). Successful completion of Certificate III in Business Administration or Sales allows entry into any of the Certificate IV in Business courses.

Entry requirements for overseas applicants

Applicants from other countries will have their qualifications assessed by the Admissions Office. Applicants from a country where English is not the first language must demonstrate proficiency in English in one of the following ways:

- 1 Provide documentary evidence that secondary schooling was conducted in an English medium, *and* evidence of a satisfactory pass in English in a British O-level examination or local equivalent.
- 2 Obtain an overall IELTS score of 5.5 or better with no individual band score less than 5.5.

Overseas applicants are also required to satisfy Australian Government visa requirements.

Pathway to degree studies

Students successfully completing a Certificate IV in Business may be considered for admission to degree courses at Avondale, subject to the requirement that normally an equivalent number of years have been spent in education as would be required to complete Year 12 (Australia) or Year 13 (New Zealand).

Work experience

As part of the course, all students are required to participate in at least one week of work experience during the mid-year vacation. The work experience coordinator assists in the organisation of this component.

Recognition of Prior Learning

Because neither the route nor the method of learning is considered in the assessment process, Avondale takes into account a range of prior learning experiences, including experiences other than those accredited by other registered providers. Students who consider they already possess the skills and knowledge necessary to be deemed competent in any learning outcome may have the opportunity to have this substantiated through formal qualifications or testing/references.

An RPL may be available at the discretion of the Course Coordinator. Applications for RPL must be submitted not later than the completion of week four of the semester of entry. Applications should be made through the course coordinator.

BSB20101 Certificate II in Business

Prerequisite: Minimum—completion of Year 10 (Australia); recommended—(Year 12 Australia) or international equivalent.

ACBSBCMN201A	Work effectively in a business environment
BSBCMN203A	Communicate in the workplace
ACBSBCMN204A	Work effectively with others
BSBCMN205A	Using business technology
BSBCMN206A	Process and maintain workplace information
BSBCMN207A	Prepare and process financial/business documents
ACBSBCMN208A	Deliver a service to customers
ACBSBCMN209A	Provide information to clients
BSBCMN211A	Participate in workplace safety procedures
BSBCMN212A	Handle mail
BSBCMN213A	Produce simple word processed documents
BSBCMN214A	Create and use simple spreadsheets
BA229	The Christian in the workplace
BA729	Effective workplace/team relationships

BSB30201 Certificate III in Business Administration

Prerequisite: Successful completion of Certificate II in Business

BSBRKG301A	Control records
ACBSBCMN302A	Organise personal work priorities and development
ACBSBFLM303A	Contribute to effective workplace relationships
BSBADM391A	Produce text from shorthand notes
BSBADM303A	Produce text from audio transcription
BSBADM304A	Design and develop text documents
BSBADM305A	Create and use databases
BSBADM306A	Create electronic presentations
BSBADM307A	Organise schedules
BSBADM308A	Process payroll
BSBCMN308A	Maintain financial records
ACBSBCMN310A	Deliver and monitor a service to customers
BSBCMN311A	Maintain workplace safety
BA539	Ethics of workplace decision-making
BA739	Christian workplace culture

BSB30301 Certificate III in Business (Sales)

Prerequisite: Successful completion of Certificate II in Business

BSBSLS301A	Develop product knowledge
BSBSLS302A	Identify sales prospects
BSBSLS303A	Present a sales solution
BSBSLS304A	Secure prospect commitment
BSBSLS305A	Support post sales activities
ACBSBCMN302A	Organise personal work priorities and development
ACBSBFLM303A	Contribute to effective workplace relationships
BSBADM304A	Design and develop text documents

BSBADM305A	Create and use databases
BSBCMN308A	Maintain financial records
BSBCMN311A	Maintain workplace safety
BSZ404A	Train small groups
BA539	Ethics of workplace decision-making
BA739	Christian workplace culture

BSB40201 Certificate IV in Business Administration

Prerequisite: Successful completion of Certificate II in Business and Certificate III in Business Administration or Sales.

BSBRKG402A	Provide information from and about records
BSBADM402A	Produce complex business documents
BSBADM404A	Develop and use complex spreadsheets
BSBADM405A	Organise meetings
BSBADM406A	Organise business travel
BSBCMN405A	Analyse and present research information
BSBCMN406A	Maintain business technology
BSBCMN410A	Coordinate implementation of customer service strategies
BSBFLM404A	Lead work teams
BSZ404A	Train small groups

BSB40801 Certificate IV in Business (Human Resources)

Prerequisite: Successful completion of Certificate II in Business and Certificate III in Business Administration or Sales.

BSBHR401A	Administer human resources systems
BSBHR402A	Recruit and select personnel
BSBHR403A	Process human resource documents and enquiries
BSBHR404A	Co-ordinate human resource services
BSBADM402A	Produce complex business documents
BSBADM405A	Organise meetings
BSBCMN405A	Analyse and present research information
BSBCMN410A	Coordinate implementation of customer service strategies
BSBFLM404A	Lead work teams
BSZ404A	Train small groups

BSB40701 Certificate IV in Business (Marketing)

Prerequisite: Successful completion of Certificate II in Business and Certificate III in Business Administration or Sales.

BSBMKG402A	Analyse consumer behaviour for specific markets
BSBMKG403A	Analyse market data
BSBMKG406A	Build client relationships
BSBMKG407A	Make a presentation
BSBADM402A	Produce complex business documents
BSBADM405A	Organise meetings
BSBCMN405A	Analyse and present research information
BSBCMN410A	Coordinate implementation of customer service strategies
BSBFLM404A	Lead work teams
BSZ404A	Train small groups

International Computer Driving Licence (ICDL)

Avondale is an authorised testing centre for this internationally recognised qualification. Students are encouraged to participate in testing during semester 2. The following subject areas are covered:

- Basic concepts of information technology
- File management
- Word processing
- Spreadsheet
- Database
- Presentation packages
- Information and communication

Certificate Courses in Outdoor Recreation

Certificate III in Outdoor Recreation

Certificate IV in Outdoor Recreation

These courses provide comprehensive training in a variety of outdoor recreation skills, including abseiling, rock climbing, white water kayaking/canoeing, sea kayaking, wilderness navigation/bushwalking, environmental interpretation.

The courses provide nationally recognised competency-based training qualifications at standards set by industry.

Training specialisations

- Abseiling
- Rock climbing
- White water kayaking/canoeing
- Sea kayaking
- Wilderness navigation/bushwalking
- Environmental interpretation

Employment possibilities

- The retail camping sector
- Sport and recreation centres
- Camping and outdoor recreation centres
- Wilderness adventure camping and tourism
- Outdoor education
- Adventure therapy programs
- Youth at Risk programs
- Vocational training
- Guiding

Duration

Certificate III—one year (two semesters) of full-time study

Certificate IV—one year (two semesters) of full-time study

Accreditation

The courses are accredited by the NSW Vocational Education Training Accreditation Board (VETAB) and recognised under the National Framework for the Recognition of Training (NFROT). This allows for credit to be transferred to and from other public and private education and training institutions. The courses are approved for Austudy/Abstudy/Youth Allowance purposes and approved as courses for overseas students.

Entry requirements

Completion of Year 12 is strongly recommended for entry. Senior First Aid and Bronze Medallion qualifications are compulsory prerequisites of the course. It is also expected that applicants will have a reasonable standard of fitness, which needs to be maintained to continue to engage in outdoor pursuits. Students must have an aptitude for physical activity and leadership, must be literate and numerate and good communicators. Prior experience and a positive interest in several outdoor pursuits are desirable.

Entry requirements for overseas applicants

Applicants from other countries will have their qualifications assessed by the Admissions Office. Applicants from a country where English is not the first language must demonstrate proficiency in English in one of the following ways:

- 1 Provide documentary evidence that secondary schooling was conducted in an English medium, *and* evidence of a satisfactory pass in English in a British O-level examination or local equivalent.
- 2 Obtain an overall IELTS score of 5.5 or better with no individual band score less than 5.5.

Overseas applicants are also required to satisfy Australian Government visa requirements.

Progression from Certificate III to Certificate IV

Students successfully completing Certificate III will gain advanced standing into the Certificate IV in Outdoor Recreation.

Recognition of Current Competency (RCC)

Because neither the route nor the method of learning is considered in the assessment process, the College takes into account a range of prior learning experience, including experiences other than those accredited by other registered providers. Students who consider they already possess the skills and knowledge necessary to be deemed competent in any element may have the opportunity to have this substantiated through formal qualifications or assessment/references.

All units in these courses are nationally recognised and therefore those students who have completed a recognised unit at another registered provider may be granted credit. Up to 25% of a course may be credited through RCC.

Work experience

For Certificate III all students are required to participate in a minimum of 3 weeks full-time work placement by the completion of the course. For Certificate IV all students are required to participate in a minimum of 5 weeks full-time work placement by the completion of the course. The Course Coordinator and training staff will assist in the organisation of this component.

Field trips

Much of the instruction for both courses takes place in the field. Trips can range from excursions of a few hours duration to local abseil sites to five-day expeditions to the high country of the Snowy Mountains. To enhance employment opportunities and provide exposure to the networks of the outdoor recreation industry, students attend the annual conference of the Outdoor Recreation Industry Council of New South Wales.

Equipment and additional costs

The College provides all abseiling and canoeing equipment including personal flotation devices, canoes/ kayaks, helmets and harnesses.

Students are expected to provide:

Wetsuit and neoprene booties
Pack, sleeping bag
Boots, waterproof jacket
Appropriate clothing
Tent and stove
Torch, compass, first aid kit

It may be that some students will not have all this equipment at the start of the course in March, and for this reason, the College has negotiated substantial discounts for students in the course (15-20% off) through local retailers. A field trip to these suppliers is normally made during the first week of classes.

Estimated equipment cost: AUD \$2500

(assuming purchase of all on list)

Estimated textbook cost: AUD\$250 per year.

Personal injury insurance

While personal insurance is not compulsory, students may wish to investigate the costs associated with obtaining some level of coverage.

Certificate III in Outdoor Recreation

Certificate III in Outdoor Recreation is a one-year (two semester) course of full-time study, which provides comprehensive training in a variety of outdoor recreation skills.

The course provides nationally recognised competency-based training qualifications at industry standards. Students successfully completing Certificate III will gain advanced standing in Certificate IV in Outdoor Recreation.

To satisfy the requirements and qualify for a Certificate III award, the combination of unit groups listed below must be successfully completed.

Group A

Sport & Recreation Core Units (including pre/co-requisites)

Group B

Outdoor Recreation Stream Units (including pre/co-requisites)

Group C

Outdoor Recreation Specialisation Clusters of Units

Abseiling—Natural Surface

Canoeing/Kayaking—Whitewater

Bushwalking

Group D

Additional Electives

As the training package is under review and about to be released in 2003, please contact the Course Coordinator for accurate information on units.

Certificate IV in Outdoor Recreation

Certificate IV in Outdoor Recreation is a one-year (two semester) course of full-time study, which provides the professional competencies required by practitioners to facilitate recreational experiences in a broad range of outdoor settings. The program provides the theoretical understanding of the physiological and psychological needs of clients required for safe leadership in remote wilderness areas. Certificate III is a prerequisite, as Certificate IV builds on the foundations of the Certificate III program and further extends the skills to guide/instructor level.

To qualify for a Certificate IV award, the following combination of unit groups must be successfully completed:

Group A

Sport & Recreation Core Units

Group B

Outdoor Recreation Stream Units

Group C

Outdoor Recreation Specialisation Clusters

Abseiling—Natural Surface

Sea Kayaking

Bushwalking

Environmental Interpretation

Rockclimbing—Natural Surface (Lead Climbing Single Pitch)

As the training package is under review and about to be released in 2003, please contact the Course Coordinator for accurate information on units.