Safety and First Aid Education
RTO Provider 32422
ABN 28 149 156 990

COMPANY PROFILE

Head Office
76 - 78 York Street
Beenleigh QLD 4207

Branch Office
Suite 7, 359 Chapel Road North
Bankstown NSW 2200 Australia

Contact Details:
Phone 1300 769 559
Fax 02 8739 0900
Email: info@sfae.edu.au

Website
www.sfae.edu.au
COMPANY PROFILE

Safety and First Aid Education is a Registered Training Organisation (RTO Provider 32422).

Providing high quality training and assessment to our students is very important to us. We are committed to maintaining a high level of compliance as part of our RTO obligations.

Safety and First Aid Education strives to help you reach your training goals by making the right choice when selecting a course of study for your staff and clients.

Our Strengths

- Our focus is on quality training outcomes through consistent consultation and customisation of courses to suit specific target group.
- We establish and develop industry credibility through effective collaboration and consultation with relevant industry stakeholders
- We ensure that continuous improvement activities underpin the RTO operations and are effectively documented
- We consult closely with industry to ensure that approaches to training are consistent with the specific client needs and opportunities to enhance current delivery and assessment methods are explored.

"Our objective is to give students the practical skills required to successfully gain employment. We only conduct face to face training in the belief that practical demonstrations and student participation in scenarios are the best learning tools to instil competence and confidence into students."
Mohamed Khalaf, CEO

Head Office
76 - 78 York Street
BEENLEIGH QLD 4207
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PO BOX
PO BOX 2136,
Beenleigh QLD 4207

To maximise your potential for success, we employ trainers who are highly qualified and experienced and passionate about the quality of training you should receive. You will find the learning experience to be invaluable because they provide a real insight into what it is like to work in the current market and work environment.

SFAE is fortunate to have a strong team of experienced and qualified educators who have the ability to drive an RTO that is focused on training and assessment relevant to its intended scope of operations.

The Director and senior personnel are experienced RTO operators and all have higher qualifications and profound experience in OHS, VET, Business and Education with a combined 25 years of experience in business management, including financial planning and financial management.

Successful study experiences are important for motivating students to seek out pathways for learning.

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OUR PEOPLE

Mohamed Khalaf, CEO
Background in the Financial and Banking Sector, Bachelor of Commerce, is a Director of several companies covering the security, building administration and finance sectors. Has been directly involved in the training industry for over 10 years.

Clodelia Zarate, Compliance Officer
Clodelia has over 14 years experience in the VET sector in Australia and has provided compliance and administration services since 2009 as the Principal Consultant and Director for VET Assist. Since 2009, VET Assist has helped RTOs in the greater Sydney metropolitan area through customised and tailored solutions.

Sadaqat Siddiq, Website Development Manager
Following a highly successful career in information Technology management and B2B e-commerce solutions for LVMH Australia/NZ from 1998 to 2004, and prior to that over 12 years of management experience for various blue chip Australian / International companies as an IT Manager. Mr. Siddiq is well equipped to support the management team with sage advice on Online Sales, Marketing and general business issues.

MEET OUR ADMIN TEAM

Dalia Elasal, Admin Manager
Dalia has over 15 years of experience overseas working in various roles in customer service as a bank officer, international services officer and as an experienced IT system programmer and help desk officer. She has exposure to the vocational education sector through her role at the AMES or Adult Migrant English Services.

Tricia Bautista
Tricia recently completed her Cert III in Business. She assists management in administrative duties and is a valuable member of the SFAE NSW team. Her inherent pleasing personality, communication skills, personal integrity in dealing with people enables her to render invaluable suggestions and recommendations on how to further improve the quality SFAE’s services as an RTO.

Nicole Taylor
Nicole has almost 13 years experience in Administration/HR and Management roles in the Security, Transport and Logistics and Warehousing industries. Most recently she completed SFAE’s Cert II in Security Operations to further her career. It is with her extensive knowledge and experience that she is able to support SFAE's QLD team and enhance support services at our RTO.

Magnum Hamze, Accounts Officer
Magnum holds a Bachelors Degree in Accounting from overseas and an Australian Diploma of Business. He has an 2 years experience in international accounts and over 6 years of supervisory roles in various practices. He has also worked as an Accounting and Business Consultant for 3 years. Magnum is a welcome addition to our SFAE Team to support the management team in providing day to day financial and accounts services.

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OUR PEOPLE

MEET OUR TRAINERS - NSW

John Leggett, Senior Trainer
Has been involved in training in the Government and private sector for over 35 years. Worked in a variety of industries, building/demolition, transport, security, government departments and agencies. Site coordinator for security at the Homebush Olympic Park for the 2000 Olympic Games, an active field officer for St Johns Ambulance. Worked with many RTOs training all over Australia and overseas.

Nasser Roumieh, Senior Trainer
Experienced trainer with very practical background. Nasser is a Tradesman Boilermaker Welder and still runs a fabrication business to the building industry. Nasser is also a highly qualified trainer in the business, occupational health and safety, project management and building industries. He trains for many Registered Training Organisations and is executive manager of his own training company.

Tarek El Sage, Trainer
Tarek has worked in the Security Industry for the last 13 years and still runs his own security company. He has also been involved in the hospitality industry over the last 8 years and has been approved by the Office of Liquor Gaming and Racing to train RSA. He is also an approved First Aid trainer.

MEET OUR TRAINERS - QLD

Peter Wairau, Senior Trainer
Peter has been involved in the training industry for more than 16 years. With his extensive industry experience in the building and construction, security operations and warehousing and transport industries, Peter has a demonstrated passion for the trades. Highlight of his career is training guards for NSW Security licence & First Aid for the Olympics and working as the Coordinator for the Security Guards during the 2000 Olympic Games in Sydney, managing up to 300 staff per shift.

Ashley Taylor, Trainer
Ashley is a highly skilled security professional specialising in K9 Handling, Services, Training and Products. He has been in the industry now for over 11 years including experience both in Australia and Overseas. He is currently the only K9 ergonomics specialist in Australia. With his dedication to delivering high quality training and services with the upmost integrity, SFAE students can definitely benefit from Ashley’s wealth of knowledge and experience in Security and K9 Handling Training. Blue Dog K9 Services (BDK9S) is Australia’s leading service provider in the field of canine services, training and products. Visit: www.bdk9s.com.au

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We are very conscious of feedback from students and employers and encourage this by way of the generic forms required by ASQA and our own feedback forms completed by students and employers. Our staff and trainers are constantly in touch with employers in all industries so that we are constantly getting information about what skills the employers need and to keep us informed of any changes or trends in the employers needs.

John Leggett, Senior Trainer

We are registered with the Australian Skills Quality Authority to provide the national training packages as listed on its scope of registration on the TGA website [http://training.gov.au/Organisation/Details/32422](http://training.gov.au/Organisation/Details/32422)

At present we have the following courses on our RTO scope:

**BUSINESS COURSES**
- BSB30115 Certificate III in Business NEW!
- BSB40215 Certificate IV in Business NEW!
- BSB40812 Certificate IV in Frontline Management
- BSB51107 Diploma of Management NEW!

**COMMUNITY SERVICES**
- CHC42112 Certificate IV in Career Development
- CHC30113 Certificate III in Early Childhood Education and Care NEW!
- CHC50113 Diploma of Early Childhood Education and Care NEW!

**SECURITY OPERATIONS**
- CPP20212 Certificate II in Security Operations
- CPP30411 Certificate III in Security Operations

**WAREHOUSING OPERATIONS**
- TLI21610 Certificate II in Warehousing Operations
- TLI31610 Certificate III in Warehousing Operations

**SHORT COURSES**
- CPCCOHS1001A Work safely in the construction industry
- HLTAID001 Provide Cardiopulmonary Resuscitation
- HLTAID003 Provide first aid
- HLTAID004 Provide an emergency first aid response in an education and care setting
- SITHFAB201 Provide responsible service of alcohol
- SITHGAM201 Provide responsible gambling services

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SHORT COURSES

Safety and First Aid Education (SFAE) is offering the First Aid course for only $100. (normally $120)
This offer is available for short period and has only limited seats available.

So call us now on 1300 769 559 to reserve your seat today!

CPR
HLTAID001 Provide Cardiopulmonary Resuscitation

First Aid
HLTAID003 Provide first aid
This course is focused on providing you with skills and knowledge required to provide basic first aid and possibly life support in an emergency situation until further professional assistance is available.

First Aid for Early Childhood
HLTAID004 Provide an emergency first aid response in an education and care setting

White Card - Construction
CPCCOHS1001A Work safely in the construction industry
White card training course including the Statement of Training (SOT) costs $100. White Card training is delivered on scheduled dates at our centres. SFAE is approved by WorkCover NSW to deliver work safety in construction industry. The student will require to provide 100 points of Identification in order to attend the white card course. Please check the link below to get more information regarding 100 point ids requirement.

SITHFAB201 Provide responsible service of alcohol
- Sell or Serve Alcohol Responsibly
- Assist Customers to Drink within Appropriate Limits
- Assess Alcohol-affected customers and identify customers to whom sale or service must be refused.
- Refuse to Provide Alcohol

SITHGAM201 Provide responsible gambling services
This unit describes the performance outcomes, skills and knowledge required to provide responsible gambling services, and information to customers who require assistance with their problem gambling.
- Provide responsible service of gambling
- Provide information and assistance to customers about problem gambling

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QUALIFICATIONS

BSB30115 Certificate III in Business

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team.

Units include:
- BSBWHS302 Apply knowledge of WHS legislation in the workplace
- BSBCUS301 Deliver and monitor a service to customers
- BSBDIV301 Work effectively with diversity
- BSBFIA301 Maintain financial records
- BSBADM311 Maintain business resources
- BSBINM301 Organise workplace information
- BSBINN301 Promote innovation in a team environment
- BSBPROM301 Recommend products and services
- BSBPUR301 Purchase goods and services
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBWOR301 Organise personal work priorities and development
- BSBWRT301 Write simple documents

Possible job titles relevant to this qualification include:
- customer service adviser
- data entry operator
- general clerk
- payroll officer
- typist
- word processing operator

BSB40215 Certificate IV in Business

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Units include:
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBCUS401 Coordinate implementation of customer service strategies
- BSBCUS402 Address customer needs
- BSBFIA402 Report on financial activity
- BSBADM409 Coordinate business resources
- BSBINN301 Promote innovation in a team environment
- BSBCMM401 Make a presentation
- BSBMKG413 Promote products and services
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- BSBRSK401 Identify risk and apply risk management processes

Possible job titles relevant to this qualification include:
- accounts clerk
- clerk
- legal receptionist
- medical receptionist
- office administration assistant
- student services officer

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BSB40812 Certificate IV in Frontline Management

This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager.

At this level frontline managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes. The Certificate IV in Frontline Management can be completed in flexible formats i.e. A combination of online, correspondence and face to face workshops conducted by a trainer. RPL is offered for this course.

Units include:

- BSBMGT401A Show Leadership in the workplace
- BSBMGT402A Implement and operational plan
- BSBWHS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBWOR402A Promote team effectiveness
- BSBLED401A Develop teams and individuals
- BSBINN301A Promote innovation in a team environment
- BSBCMM401A Make a presentation
- BSBMKG413A Promote products and services
- BSBUS301A Implement and monitor environmentally sustainable work practices
- BSBRSK401A Identify risk and apply risk management processes

Possible job titles relevant to this qualification include:
- Coordinator
- Leading Hand
- Supervisor
- Team Leader

BSB51107 Diploma of Management

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches.

Units include:

- BSBWOR501B Manage personal work priorities and professional development
- BSBWOR502B Ensure team effectiveness
- BSBRSK501B Manage risk
- BSBCUS501C Manage quality customer service
- BSBFIM501A Manage budgets and financial plans
- BSBPMG522A Undertake project work
- BSBHRM405A Support the recruitment, selection and induction of staff
- BSBMGT502B Manage people performance

Possible job titles relevant to this qualification include:
- Manager

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CHC42112 Certificate IV in Career Development

This qualification covers workers who provide a range of programs and services to individuals and groups of clients and employers to support them in planning their career and/or locating, securing and maintaining suitable employment.

Workers at this level:
- Need an understanding of access and equity issues including cultural diversity, Aboriginal and/or Torres Strait Islander and disability issues and to work with local communities in the provision of services
- May have limited supervisory responsibilities (e.g. in employment services context).

Work at this level may include, for example:
- Work in career information and transition services
- Assisting in career adviser roles in education, training, school or transition work environments.

Units include:

- CHCCAR501C Conduct career guidance interview
- CHCCDP401B Deliver service consistent with a career development framework
- CHCCDP402B Assist clients to plan and access career pathways
- CHCCDP403B Analyse and apply education and training information
- CHCCS407C Operate referral procedures
- CHCCS411C Work effectively in the community sector
- CHCES411A Collect, analyse and apply labour market information
- CHCNET404B Facilitate links with other services
- HLTHIR403C Work effectively with culturally diverse clients and co-workers
- CHCORH405E Maintain an effective work environment
- HLTWHS300A Contribute to WHS processes
- CHCCOM403A Use targeted communication skills to build relationships
- CHCCS400C Work within a relevant legal and ethical framework
- CHCES404B Promote clients to employers
- CHCES416A Plan and provide job search support
- CHCNET402B Establish and maintain effective networks

Possible job titles relevant to this qualification include:
- Career information officer
- Career and transition services coordinator

This qualification may also be appropriate for workers already holding a relevant professional or vocational qualification for application in areas such as:
- School career advice and VET in Schools work
- Human resources, education and training and industry specialisation.

In addition, a recommended skill set is identified for such individuals as an introduction to career development work.

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CHC30113 Certificate III in Early Childhood Education and Care

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.


### Units include:
- CHCCS400C  Work within a relevant legal and ethical framework
- CHCECE001  Develop cultural competence
- CHCECE002  Ensure the health and safety of children
- CHCECE003  Provide care for children
- CHCECE004  Promote and provide healthy food and drinks
- CHCECE005  Provide care for babies and toddlers
- CHCECE007  Develop positive and respectful relationships with children
- CHCECE009  Use an approved learning framework to guide practice
- CHCECE010  Support the holistic development of children in early childhood
- CHCECE011  Provide experiences to support children’s play and learning
- CHCECE013  Use information about children to inform practice
- CHCPRT001  Identify and respond to children and young people at risk
- HLTAID004  Provide an emergency first aid response in an education and care setting
- HLTWHS001  Participate in work health and safety
- HLTHIR404D  Work effectively with Aboriginal and/or Torres Strait Islander people
- CHCECE006  Support behaviour of children and young people
- HLTHIR403C  Work effectively with culturally diverse clients and co-workers
- CHCORG303C  Participate effectively in the work environment

### Possible job titles relevant to this qualification include:
- Early Childhood Educator

### Pre-requisite requirements
There are no entry requirements for this qualification.

### Unpaid Work Placement requirements
Students are required to complete work placement in child-related work may be required to complete a Working With Children Check. The check is free for students undertaking unpaid work experience.

- 120 hours of work placement with a regulated education and care service

### English language, literacy and other skill requirements
It is expected that students
- have reading and writing skills that will enable them to understand diagrams; complete written reports; and understand workplace documents
- are able to communicate effectively in formal situations and meetings
- are able to undertake basic research for workplace documents

**NOTE:**
Students may be requested to complete exercises that will give the trainer an indication of the language, literacy and numeracy levels they currently have. This needs identification aims to identify where support services and assistance may be best applied.

[www.sfae.edu.au](http://www.sfae.edu.au)
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CHC50113 Diploma of Early Childhood Education and Care

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.

Under the Education and Care Services National Law (2011) the Australian Children’s Education and Care Quality Authority (ACECQA) publishes lists of approved early childhood education and care qualifications and information regarding regulatory requirements here: http://www.acecqa.gov.au

Units include:

- CHCCS400C Work within a relevant legal and ethical framework
- CHCECE001 Develop cultural competence
- CHCECE002 Ensure the health and safety of children
- CHCECE003 Provide care for children
- CHCECE004 Promote and provide healthy food and drinks
- CHCECE005 Provide care for babies and toddlers
- CHCECE007 Develop positive and respectful relationships with children
- CHCECE009 Use an approved learning framework to guide practice
- CHCECE016 Establish and maintain a safe and healthy environment for children
- CHCECE017 Foster the holistic development and wellbeing of the child in early childhood
- CHCECE018 Nurture creativity in children
- CHCECE019 Facilitate compliance in an education and care services
- CHCECE020 Establish and implement plans for developing cooperative behaviour
- CHCECE021 Implement strategies for the inclusion of all children
- CHCECE022 Promote children’s agency
- CHCECE023 Analyse information to inform learning
- CHCECE024 Design and implement the curriculum to foster children's learning and development
- CHCECE025 Embed sustainable practices in service operations
- CHCECE026 Work in partnership with families to provide appropriate education and care for children
- CHCPRT001 Identify and respond to children and young people at risk
- HLTAID004 Provide an emergency first aid response in an education and care setting
- HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people
- HLTHWS003 Maintain work health and safety
- BSBINN502A Build and sustain an innovative work environment
- BSBLED401A Develop teams and individuals
- BSBUS501A Develop workplace policy and procedures for sustainability
- HLTHIR403C Work effectively with culturally diverse clients and co-workers
- CHCORG506E Coordinate the work environment

Possible job titles relevant to this qualification include:
- Early Childhood Educator
- Early Childhood Centre Manager
- Group/team co-ordinator/Leader early childhood
- Family Day Care Coordinator
- Program Leader

Unpaid Work Placement requirements

Students are required to complete work placement in child-related work may be required to complete a Working With Children Check. The check is free for students undertaking unpaid work experience.

- 360 hours of work placement with a regulated education and care service

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CPP20212 Certificate II in Security Operations
This qualification covers workers who are unarmed security officers in Queensland. An unarmed security officer personally guards, patrols or watches another person’s property, without a guard dog or weapon.

Units include:
- CPPSEC2001A Communicate effectively in the security industry
- CPPSEC2002A Follow workplace safety procedures in the security industry
- CPPSEC2003B Work effectively in the security industry
- CPPSEC2004B Respond to security risk situation
- CPPSEC2005A Work as part of a security team
- CPPSEC2006B Provide security services to clients
- HLTAID003 Provide first aid
- CPPSEC2011B Control access to and exit from premises
- CPPSEC2014A Operate basic security equipment
- CPPSEC2015A Patrol premises
- CPPSEC2017A Protect self and others using basic defensive techniques
- CPPSEC2010A Protect safety of persons

Possible job titles relevant to this qualification include:
- In-house security officer
- Loss prevention officer
- Security gate operator

CPP30411 Certificate III in Security Operations
This qualification covers workers who are Crowd Controllers or Dog Patrol Security Officers in Queensland.

A crowd controller keeps order at a public place by:
- Screening the entry of people into a place
- Monitoring or controlling the behaviour of people in a place
- Removing people from a place

A dog patrol security officer guards, patrols or watches another person’s property with a guard dog.

Units include:
- BSFLM303C Contribute to effective workplace relationships
- BSBWOR301A Organise personal work priorities and development
- CPPSEC3001A Maintain workplace safety in the security industry
- CPPSEC3002A Manage conflict through negotiation
- CPPSEC3003A Determine response to security risk situation
- CPPSEC3005A Prepare and present security documentation and reports
- CPPSEC3006A Coordinate a quality security service to customers
- CPPSEC3007A Maintain security of environment
- CPPSEC2012A Monitor and control individual and crowd behaviour
- CPPSEC3010A Manage dogs for security functions
- CPPSEC3011A Handle dogs for security patrol
- CPPSEC3012A Store and protect information
- CPPSEC3017A Plan and conduct evacuation of premises
- CPPCMN3002A Develop a traffic management plan

Possible job titles relevant to this qualification include:
- Crowd controller
- Dog Patrol Security Officer

Dog Handling Course
Statement of Attainment in Certificate III in Security Operations for the units:
- CPPSEC3010A Manage dogs for security functions
- CPPSEC3011A Handle dogs for security patrol
TLI21610 Certificate II in Warehousing Operations

This qualification covers workers who are from the Warehousing Industry in Queensland. A general qualification for the Warehousing and Storage Industry. Successful completion will require competency in units that relate to work defined as aligned at AQF Level 2. Performance of a prescribed range of functions involving known routines and procedures and some accountability for the quality of outcomes.

Units include:
- TLIF1001A Follow occupational health and safety procedures
- TLIL1001A Complete workplace orientation/induction procedures
- TLIA2011A Package goods
- TLIA2012A Pick and process orders
- TLIA2013A Receive goods
- TLIA2014A Use product knowledge to complete work operations
- TLIA2021A Despatch stock
- TLIA2022A Participate in stocktakes
- TLIA3039A Receive and store stock
- TLID2003A Handle dangerous goods/hazardous substances
- TLID2004A Load and unload goods/cargo
- BSBCUS201B Deliver a service to customers
- TLIE2008A Process workplace documentation
- TLIG2007A Work in a socially diverse environment
- TLIJ2001A Apply quality procedures

Possible job titles relevant to this qualification include:
- Store Assistant/ Warehouse Assistant
- Packer
- Postal Assistant
- Pallet Maker/Repairer

TLI31610 Certificate III in Warehousing Operations

A general qualification for the Warehousing and Storage Industry. Successful completion will require competency in units that relate to work defined as aligned at AQF Level 3. Performance of a defined range of skilled operations, usually within a range of broader related activities involving known routines, methods and procedures, where some discretion and judgement is required in the selection of equipment, services or contingency measures and within known time constraints.

Units include:
- TLIF1001A Follow occupational health and safety procedures
- TLIL1001A Complete workplace orientation/induction procedures
- TLIA3004A Process receipt and delivery of containers and cargo
- TLIA3015A Complete receive/despatch documentation
- TLIA3016A Use inventory systems to organise stock control
- TLIA3017A Identify products and store to specifications
- TLIA3018A Organise despatch operations
- TLIA3019A Organise receival operations
- TLIA3038A Control and order stock
- TLIA3039A Receive and store stock
- TLIE3002A Estimate/calculate mass, area and quantify dimensions
- TLIF3003A Implement and monitor occupational health and safety procedures
- TLIF3022A Implement/monitor procedures when warehousing/storing dangerous goods and/or hazardous substances
- TLIG3002A Lead a work team or group
- TLIL3003A Conduct induction process
- BSBWOR301B Organise personal work priorities and development
- TLU2012A Participate in environmentally sustainable work practices
- TLUJ3002A Apply quality systems

Possible job titles relevant to this qualification include:
- Storeperson
- Postal Worker
- General Warehouse Operator
- Despatch or Receiving Officer
- Inventory Controller
Certificate 3 Guarantee
QUEENSLAND Funding

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career. It also supports Queensland’s Year 12 graduates to transition to employment by providing fee-free training in high priority qualifications.

SFAE courses approved under the Certificate 3 Guarantee Program include:

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Other information:
- The amount of subsidy provided will depend on the demand for skilled workers in the area of study.
- Students can only access the Certificate 3 Guarantee through approved training providers (Pre-qualified Suppliers).
- An eligible student must not hold or be currently undertaking a certificate level III or higher qualification.
- They must be 15 years of age or older, have finished secondary school or left school and be an Australian or New Zealand citizen or permanent resident residing in Queensland.
- Prospective students are only eligible for one subsidised training place for a certificate level III qualification.
- The Certificate 3 Guarantee Program is a Queensland Government initiative.

For more information on the Certificate 3 Guarantee, including eligibility requirements, subsidy information, concessional student status and program related documents, visit www.training.qld.gov.au/certificate3guarantee

User Choice
QUEENSLAND Funding

The User Choice 2010 – 2015 program provides a public funding contribution towards the cost of training and assessment for eligible Queensland Apprentices and Trainees. This funding specifically targets the occupational outcomes of the Apprenticeship or Traineeship and align with the skill outcomes required by industry.

The funding priority will determine the level of public funds contributed to training regardless of whether the qualification is an Apprenticeship or Traineeship.

To be eligible to receive a Government Contribution the Apprentice or Trainee must have entered into a Training Contract for a qualification that is funded by the Department, be registered on DELTA with a commencement date or recommencement date on or after 1 July 2010, and select a training provider who holds Pre-qualified Supplier status for their nominated qualification.

The funding priority of a qualification usually determines the level of public funds contributed to training regardless of whether the qualification is an apprenticeship or traineeship. The Government Contribution for a User Choice funding contribution will be detailed in the Apprentice or Trainee’s Letter of Registration from the Department, and is subject to student eligibility and their selection of an eligible Pre-qualified Supplier as their SRTO.

**SFAE courses eligible under the User Choice program include:**
- BSB30112 Certificate III in Business
- TLI31610 Certificate III in Warehousing Operations

CENTRELINK PAYMENTS FOR STUDENTS

Centrelink provide financial support to assist with costs while you finish school, undertake tertiary education, or undertake an Australian Apprenticeship or traineeship. Income support payments like ABSTUDY, Austudy, Youth Allowance and Pensioner Education Supplement provide financial support while you study or train. Centrelink also provide payments to help the families and carers of students.

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Description</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pensioner Education Supplement</td>
<td>Helps students with the ongoing costs of full-time or part-time study in a secondary or tertiary course.</td>
<td><a href="http://www.humanservices.gov.au/customer/services/centrelink/pensioner-education-supplement">http://www.humanservices.gov.au/customer/services/centrelink/pensioner-education-supplement</a></td>
</tr>
<tr>
<td>ABSTUDY</td>
<td>Helps with costs for Aboriginal and Torres Strait Islander Australians who are studying or undertaking an Australian Apprenticeship.</td>
<td><a href="http://www.humanservices.gov.au/customer/services/centrelink/abstudy">http://www.humanservices.gov.au/customer/services/centrelink/abstudy</a></td>
</tr>
</tbody>
</table>

The following SFAE Courses are registered for Centrelink student payments.

- BSB3011S Certificate III in Business
- BSB4021S Certificate IV in Business
- BSB40812 Certificate IV in Frontline Management
- BSB5191S Diploma of Leadership and Management
- CHC42112 Certificate IV in Career Development
- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care
- CPP20212 Certificate II in Security Operations
- CPP30411 Certificate III in Security Operations
- TLI21610 Certificate II in Warehousing Operations
- TLI31610 Certificate III in Warehousing Operations

You will need following information:
Registered Training Organisation: Safety and First Aid Education Pty. Ltd.
Institution Reference Number: 4P338
Provider Number: 32422

For more information about this process phone:
- Centrelink Call Centre: 13 24 90
- ABSTUDY students call: 13 23 17

Please contact Centrelink to find out if there is any assistance available to you whilst you study our courses. [http://www.humanservices.gov.au/customer/subjects/payments-for-students-and-trainees](http://www.humanservices.gov.au/customer/subjects/payments-for-students-and-trainees)

Tertiary Transport Concession Card (TTCC)
SFAE is registered with the Department of Transport and Main Roads and is authorised to verify a QLD student’s eligibility for a TTCC.

TTCC Registration Number: RTO-159-15


www.sfae.edu.au
1300 769 559
# SFAE Fees and Charges

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>COURSE FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB30115</td>
<td>Certificate III in Business</td>
<td>$1200</td>
</tr>
<tr>
<td>BSB40215</td>
<td>Certificate IV in Business</td>
<td>$1700</td>
</tr>
<tr>
<td>BSB40812</td>
<td>Certificate IV in Frontline Management</td>
<td>$1500</td>
</tr>
<tr>
<td>BSB51107</td>
<td>Diploma of Management</td>
<td>$6800</td>
</tr>
<tr>
<td>CHC42112</td>
<td>Certificate IV in Career Development</td>
<td>$1800</td>
</tr>
<tr>
<td>CHC30113</td>
<td>Certificate III in Early Childhood Education and Care</td>
<td>$3600</td>
</tr>
<tr>
<td>CHC50113</td>
<td>Diploma of Early Childhood Education and Care</td>
<td>$12,800</td>
</tr>
<tr>
<td>CPP20212</td>
<td>Certificate II in Security Operations</td>
<td>$1200</td>
</tr>
<tr>
<td>CPP30411</td>
<td>Certificate III in Security Operations</td>
<td>$1200</td>
</tr>
<tr>
<td></td>
<td>Security Licensing Course Package Includes</td>
<td>$1000</td>
</tr>
<tr>
<td></td>
<td>Statement of Attainment in Certificate II in Security Operations = 10 units</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statement of Attainment in Certificate III in Security Operations = 4 units</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide first aid - 1 unit</td>
<td>$1000</td>
</tr>
<tr>
<td></td>
<td>Security Dog Units Statement of Attainment in Certificate III in Security Operations for the units:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CPPSEC3010A Manage dogs for security functions</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td>CPPSEC3011A Handle dogs for security patrol</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security Upgrade Statement of Attainment in Certificate III in Security Operations for the units:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CPPSEC3002A Manage conflict through negotiation</td>
<td>$300</td>
</tr>
<tr>
<td></td>
<td>CPPSEC3013A Control person using empty hand techniques</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HLTAID003 Provide first aid</td>
<td></td>
</tr>
<tr>
<td>TLI21610</td>
<td>Certificate II in Warehousing Operations</td>
<td>$1000</td>
</tr>
<tr>
<td>TLI31610</td>
<td>Certificate III in Warehousing Operations</td>
<td>$1200</td>
</tr>
<tr>
<td>CPCCHOH51001A</td>
<td>Work safely in the construction industry</td>
<td>$120</td>
</tr>
<tr>
<td>HLTAID001</td>
<td>Provide cardiopulmonary resuscitation</td>
<td>$50</td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide first aid</td>
<td>$120</td>
</tr>
<tr>
<td>HLTAID004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
<td>$150.00</td>
</tr>
<tr>
<td>SITHFAB201</td>
<td>Provide responsible service of alcohol</td>
<td>$150</td>
</tr>
<tr>
<td>SITGHAM201</td>
<td>Provide responsible gambling services</td>
<td>$75</td>
</tr>
</tbody>
</table>

**OTHER CHARGES**

<table>
<thead>
<tr>
<th>Price</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50</td>
<td>Re-issuing a certificate after it has been initially issued to a student.</td>
</tr>
<tr>
<td>$150</td>
<td>Replacing issued learning materials which the student has lost or damaged</td>
</tr>
<tr>
<td>$50</td>
<td>Re-assessment services fee per Unit of Competency</td>
</tr>
<tr>
<td>$150</td>
<td>RPL services fee per Unit of Competency</td>
</tr>
<tr>
<td>10 cents/page</td>
<td></td>
</tr>
<tr>
<td>$50</td>
<td>NON-REFUNDABLE</td>
</tr>
<tr>
<td>$50</td>
<td>For Students Withdrawing from the course with advanced written notice of 14 days.</td>
</tr>
<tr>
<td>$150</td>
<td>For Students Withdrawing from the course after commencement with valid reasons and approved by SFAE.</td>
</tr>
</tbody>
</table>

**Note:**
- The Fees and Charges above are effective from 01 July 2015.
- SFAE reserves the right to change these fees and charges with 28 days notice.

www.sfae.edu.au
1300 769 559
Safety and First Aid Education
RTO Provider 32422 | ABN 28 149 156 990

Head Office
76 - 78 York Street
Beenleigh QLD 4207

Branch Office
Suite 7, 359 Chapel Road North
Bankstown NSW 2200 Australia

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Fax 02 8739 0900
Email: info@sfae.edu.au

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