



Dear Parent/ Guardian

Please find enclosed information that will assist you to understand our School Based apprenticeship and traineeship programs, commonly referred to as an SBAT!

Normally, we would host an SBAT information session at your child's school and explain all the information provided within this promotional pack and offer you the opportunity to ask questions however due to COVID-19 this cannot occur.

So, we thought we would provide you with the link to our SBAT video which is on our website for you to watch and the information in this pack to read over to gain some understanding of what our programs can offer you child.

Go on to our website to view our SBAT video:

<https://www.nationalfoodinstitute.com.au/course-school-based-traineeships.html>

Once you have had time to go through all our material we invite you to make contact us by phone to either discuss our programs in more details or to schedule a remote zoom meeting at a convenient time, we are happy to accommodate after hours meetings.

National Food Institute and Gre8 Pty Ltd intend to offer the following SBAT program in 2022 to Students at Westall Secondary College:

- **AHC20416 Certificate II in Horticulture @ Keshava Reserve c/o City of Greater Dandenong, Keshava Grove, Dandenong**
- **TLI20419 Certificate II in Warehousing Operations @ Gre8 Pty Ltd, 59-63 Williams Road, Dandenong South**
- **FPB20117 Certificate II in Food processing @ Make and Bake, u2/142-146 Williams Road, Dandenong South**

The program guidelines are that the student attends at the workplace 13hours/week which is made up of 7 hours paid work and 6 hours of formal structured training. The programs contribute to VCAL outcomes and the students can achieve a nationally recognised qualification.

Please ensure that you access the video, read the information, and make contact with us to secure a place for your child's 2022 school year.

If you would like further information, please contact:

Patrick Courtney:
patrick.courtney@nationalfoodinstitute.com.au
0400 165 722

or

Melissa Lechte
melissa.lechte@nationalfoodinstitute.com.au
0439 780 006



**Are you interested in working for an Employer who is making a difference in our Community?
Would you like to work in the Warehousing, Food or Horticulture Industry and earn while you learn?**

Our Employers have School Based Traineeship positions available.

- Our programs include Warehousing Operations, Food Processing and Horticulture and are nationally recognised.
- Students in VCAL year 10 to 12 can participate to obtain credit towards their VCAL outcomes.
- Students with a disability are encouraged to apply. DAAWS funding can be available to assist you in the Traineeship with mentoring and tutorial assistance.
- Traineeships are generally completed in 12 months. Students attend the workplace 2 days per week for the duration of their Traineeship.
- Trainees are paid a minimum of 7 hours per week and participate in 6 hours of structured training per week. All our training is conducted on site.
- Students are employed as School Based Trainees and paid according to the National part time training wage. Trainees will be entitled to accrue holiday pay and sick pay as per normal award conditions.
- The Traineeship is endorsed, and training plan signed by your School.
- Trainees are supervised at all times by a Manager/Team Leader/Trainer of the workplace.
- On successful completion of the traineeship, a Certificate and Employment reference is provided.
- Knowledge obtained from these qualifications can be applied within a range of career paths.

School Based Traineeships Frequently Asked Questions About Our Programs

Who is the RTO?

National Food Institute. We have several existing programs that cater to School Based Traineeships with various employers.

What certificates do we offer??

We offer the following courses:

- Certificate II in Horticulture (AHC20416)
- Certificate II in Warehousing Operations TLI20419
- Certificate II in Food Processing FPB20117

How many students are there in our programs??

This will depend on the size of the workplace, usually there will be 12 to 15 students in a workplace on separate days.

Are our programs suitable for students with a disability??

Our programs are especially suited to students with a mild to moderate disability who may or may not be on a PSD program. Students may be eligible for DAAWS funding.

What are the classroom group sizes??

Our class size will vary depending on student ability levels, however small group training is our preference.

What's our experience working with this cohort??

Our programs have been designed for students with a disability. Our trainers are experienced in working with various cohorts. Each student is individually assessed with an Individual Learning Plan (ILP) to accommodate their learning style at the start of every program.

What is the criteria for accepting students??

Students must be Australian citizens or permanent residents and have not completed an SBAT previously. Students will complete and LLN as part of their enrolment and will be interviewed to assess their suitability for the program.



What days do students attend?? And times??

Students are required to attend the workplace for two days per week to satisfy SBAT guidelines. Days will be decided in consultation with School timetabling. Students will commence at 9am and finish at 4pm, this may vary according to the site.

What happens during the School Holidays??

Our programs are workplace based and as such continue through the School Holidays. Students are encouraged to attend on their regular days. A Leave application can be submitted if required.

Where is the classroom training done??

Our programs are workplace based and ideally our training is usually conducted within the workplace.

How long does the Traineeship go for??

Most students will complete their School Based Traineeship within a 12-month period.

How much do students get paid?

Students commencing a School Based Traineeship are paid for a minimum of 7 hours per week according to the Award rate for Trainees based on their School year level. They are also required to complete an average of 6 hours of theory training per week.

What do students need to have before they can be paid??

Students must have their own Bank Account and be able to provide a Tax File Number or a signed Tax File Declaration to their Employer. Students receive their pay into their nominated Bank Account every fortnight.



SCHOOL BASED WORKPLACE PROGRAMS

AHC20416 Certificate II Horticulture (Release 3)



National Food Institute provides training in AHC20416 - Certificate II Horticulture to new workers within a School based Traineeship. Students enrolling in this program who have a disability maybe be eligible to receive funding for Disabled Australian Apprentice Wage Support (DAAWS). This funding allows for the provision of tutorial and mentoring support to students. Where eligible, training is delivered with Victorian and Commonwealth Government funding.

QUALIFICATION DESCRIPTION:

This qualification underpins a range of work functions and job roles that can lead to a horticultural trade qualification. It is applied in supervised environments where the work is predictable with some basic problem-solving requirements. It involves a range of tasks involving known routines and procedures and taking some accountability for the quality of work outcomes. This course helps create confident, efficient, skilled operators in the horticulture areas. Job roles may include: Horticulture worker, Horticulture assistant.

We achieve results by ensuring that our training programs are:

- Flexible, innovative, current practice, interesting and engaging
- Driven by workplace outcomes

DELIVERY & DURATION:

- Workplace-based delivery over 12 months
- Practical hands on application to support learning.
- Our Trainer/Assessor is in the workplace
- Students undertake classroom training in theory and practical observation.

COURSE FEES:

School-based Traineeships are endorsed by your School and signed up as an eligible trainee by an Australian Apprenticeship Support Network. Student Fees for this program are \$1770.00 or \$354.00 if you are the holder of a valid concession card. In most cases these fees are paid on your behalf by your Employer, please enquire if this will apply for your workplace.

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National Horticulture Institute is a registered trading name of National Food Institute RTO ID:3821



NATIONALLY RECOGNISED
TRAINING



CORE UNITS:

- AHCWHS201 Participate in work health and safety processes
- AHCPCM201 Recognise plants
- AHCPMG201 Treat weeds
- AHCPMG202 Treat plant pests, diseases and disorders
- AHCSOL202 Assist with soil or growing media sampling and testing

ELECTIVES: (Elective units may vary according to individual workplace requirements)

- TLID1001 Shift materials safely using manual handling methods
- AHCNSY202 Care for nursery plants
- AHCNSY203 Undertake propagation activities
- AHCPGD201 Plant trees and shrubs
- BSBITU201 Produce simple word-processed documents
- AHCPGD203 Prune shrubs and small trees
- AHCWRK205 Participate in workplace communications
- AHCWRK209 Participate in environmentally sustainable work practices
- MEM18001C Use hand tools
- SIRXCEG001 Engage the customer





SCHOOL BASED WORKPLACE PROGRAMS

TLI20419 Certificate II in Warehousing Operation (Release 1)



A program for students in a School based Traineeship. Where eligible, training is delivered with Victorian and Commonwealth Government funding. Students with a disability may be eligible to receive funding for tutorial and mentoring support under Disabled Australian Apprentice Wage Support (DAAWS).

QUALIFICATION DESCRIPTION:

This Certificate is suitable for students working within a warehousing or warehousing support role. It is applied in supervised environments where the work is predictable with some basic problem-solving requirements. It involves a range of tasks involving known routines and procedures and taking some accountability for the quality of work outcomes. This course helps create confident, efficient, skilled operators in a warehousing and storage environment.

We achieve results by ensuring that our training programs are:

- Flexible, innovative, current practice, interesting and engaging
- Driven by workplace outcomes

DELIVERY & DURATION:

- Workplace-based delivery over 12 months
- Practical hands on application to support learning.
- Our Trainer/Assessor is in the workplace
- Students undertake classroom training in theory and practical observation

COURSE FEES:

Student Fees are \$1770.00 or \$354.00 if you are the holder of a valid concession card. In most cases these fees are paid on your behalf by your Employer, please enquire if this will apply for your workplace.



CORE UNITS:

- TLIF1001 Follow work health and safety procedures
- TLIL1001 Complete workplace orientation/induction procedures Ensure the safety of transport activities (Chain of Responsibility)
- TLIF0009

ELECTIVES: (Elective units may vary according to individual workplace requirements)

- BSBITU211 Produce digital text documents
- TLIA2011 Package goods
- TLIA2012 Pick and process orders
- TLIA2013 Receive goods
- TLIA2014 Use product knowledge to complete work operations
- TLIA2021 Despatch stock
- TLIA2022 Participate in stocktakes
- TLIB2001 Check and assess equipment capabilities
- TLID1001 Shift materials safely using manual handling methods
- TLIE2001 Present routine workplace information
- TLIE2008 Process workplace documentation
- TLIF2006 Apply accident-emergency procedures
- TLIJ2001 Apply quality procedures





SCHOOL BASED WORKPLACE PROGRAMS

FBP20117 - Certificate II in Food Processing (Release 1)



National Food Institute provides training in FBP20117 - Certificate II in Food Processing to new workers within a School based Traineeship. Students enrolling in this program who have a disability maybe be eligible to receive funding for Disabled Australian Apprentice Wage Support (DAAWS). This funding allows for the provision of tutorial and mentoring support to students. Where eligible, training is delivered with Victorian and Commonwealth Government funding.

We achieve results by ensuring that our training programs are:

- Flexible, innovative, current practice, interesting and engaging
- Driven by workplace outcomes

Qualification Description

This Certificate is suitable for students working within a food production environment in a support role. It is applied in supervised environments where the work is predictable with some basic problem-solving requirements. It involves a range of tasks involving known routines and procedures and taking some accountability for the quality of work outcomes. This course helps create confident, efficient, skilled operators in food processing areas. Job roles may include: Machine operators, packaging and process workers.

DELIVERY & DURATION:

- Workplace-based delivery over 12 months
- Practical hands on application to support learning.
- Our Trainer/Assessor is in the workplace
- Students undertake classroom training in theory and practical observation.

COURSE FEES:

School-based Traineeships are endorsed by your School and signed up as an eligible trainee by an Australian Apprenticeship Support Network. Student Fees for this program are \$1770.00 or \$354.00 if you are the holder of a valid concession card. In most cases these fees are paid on your behalf by your Employer, please enquire if this will apply for your workplace.



CORE UNITS:

FDFOHS2001A
FDFOP2063A
FDFOP2064A
MSAENV272

Participate in OHS processes
Apply quality systems and procedures
Provide and apply workplace information
Participate in environmentally sustainable work practices

GROUP A:

FDFFS2001A

Implement the food safety program and procedures

ELECTIVES: (Elective units may vary according to individual workplace requirements)

FDFOP1003A
FDFOP2004A
FDFOP2005A
FDFPPL2001A
FBPOPR2002
BSBITU201
FBPRBK3009
FBPOPR2001
FBPOPR1008

Carry out manual handling tasks
Clean and sanitise equipment
Work in a socially diverse environment
Participate in work teams and groups
Inspect and sort materials and product
Produce simple word-processed documents
Produce biscuit and cookie products
Work effectively in the food processing industry
Take and record basic measurements



Please SMS a copy of this form to 0400 990 552



A U S T R A L I A N
APPRENTICESHIP
SUPPORT NETWORK
An Australian Government Initiative

Apprenticeship Support Australia
Victoria
Level 3 150 Collins St
Melbourne Victoria 3000
T 1300 363 831

Under 18 Parent/Guardian Training Contract Consent

The purpose of this consent form is to obtain consent from a parent or guardian for an individual under the age of 18 to enter into a traineeship or apprenticeship. This consent form is used in lieu of signing the National Training Contract.

__/__/2021

To Apprenticeship Support Australia,

I acknowledge and consent to my Son/Daughter/Ward, _____ entering the recently signed Training Contract with _____ to undertake the

Australian Apprenticeship in Certificate

Should you have any queries please don't hesitate to contact me on _____ (Parent/Guardian phone number) .

Yours sincerely,

(Parent/Guardian Signature)

(Parent/Guardian full name)

Victorian Chamber of Commerce and Industry, ABN 51 602 702 796 is an authorised sub-contractor of Chambers Apprenticeship Support Australia Pty Ltd.

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