

Information Booklet on Queensland State Government funding through the Certificate 3 Guarantee program for prospective students of the Campfire Internship Program

Certificate III in Outdoor Leadership (SIS30619)



Delivered by Malyon Vocational Training (RTO #30002)

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Thanks for exploring the possibility of training with Malyon Vocational Training (MVT) in the Certificate III in Outdoor Leadership (Cert III OL), incorporated into the Queensland Camping and Conference Centres (QCCC) Campfire internship program. QCCC and MVT are both divisions within Queensland Baptists (QB), and as such are committed to the objectives of QB.

The purpose of this booklet is to provide information to you, prior to your application for enrolment in the Cert III OL in regard to the funding available from the Queensland State Government so that you can make an informed decision about applying for this course which is incorporated in the Campfire Internship Program.

The information covered will include:

- An explanation of the funding program, the Certificate 3 Guarantee Program
- Eligibility criteria for the funding program
- An explanation of the fees, including a co-contribution fee, and how and when these will be charged.
- The training arrangements including timeframes, how training is delivered, location and work placements
- Support services available for you as you undertake the training
- The refund policy should you choose to withdraw from the training.
- Guidance to further information on the funding program from the State Government Department of Education and Training
- Expectations on you in regard to the funding program

If after reading through the information in this booklet, you would like to proceed to apply to enroll in the Cert III OL, we would invite you to complete an enrolment form which you access on request from mvt@malyon.edu.au or call 07 3354 5656. You can use these contact details for any other question you may have about the Cert III OL.

1. Certificate 3 Guarantee Program

The Certificate 3 Guarantee provides eligible individuals with access to a subsidised training place in an Australian Qualifications Framework (AQF) Certification III qualification on the Department's subsidy list, in this case the Certificate III in Outdoor Leadership. Training is delivered by trainers and assessors from Malyon Vocational Training (RTO #30002) who is approved by the Queensland Department of Education and Training as a pre-qualified supplier (PQS).

Funding is provided by the government to assist eligible applicants attain a Cert III qualification that enables them to be employed in in the outdoor recreation industry.

Please refer to the Department of Education and Training student fact sheet on the Certificate 3 Guarantee program which can be accessed at this address:

https://desbt.qld.gov.au/_data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf

Please contact the Department for independent advice about this funding program

2. Eligibility for enrolment in the Certificate 3 Guarantee with Malyon Vocational Training

Prospective students must be:

- Aged 15 years or older
- Be no longer at school
- Permanently reside in Queensland
- Be an Australian citizen, Australian permanent resident, temporary resident with the necessary visa and work permits on the pathway to permanent residency or a New Zealand citizen
- Not hold, or be enrolled in, a Certificate III or higher-level qualification, not including qualifications completed while at school and foundations skill training.

3. Course Fees and Co-contribution

The fees for the Certification III OL with Malyon Vocational Training consist of 2 components. The first is the component that is provided by the government. In 2022 this is:

- \$2,160 for a non- concessional students and
- \$2,880 for a concessional student. A concessional student is one who holds a health care card or pensioner card issued by the Commonwealth, is the partner or dependant of a person who holds a health care card or pension concession card; an Aboriginal or Torres Strait Islander person; a person with a disability with documentation (pension card or other documentation).

The second component is a co-contribution fee charged by Malyon Vocational Training. For students in the QCCC Campfire internship this co-contribution is paid on behalf of the students by QCCC. The Co-contribution fee is \$840 (22 Units x \$38.18).

The total fees for the Cert III OL are:

\$3000 non-concessional and \$3720 concessional

Fees will be charged per unit, as students commence each unit of competency, according to the schedule set in the section below.

4. Training Arrangements

Timeframes

The course will be conducted over 12 months with students/interns undertaking units of competency according to the schedule of delivery.

Commencement Date	Unit of Competency		C= Core / E = Elective
	Code	Title	
10th January - 8th May	SISOCNE002	Paddle a canoe on inland flatwater	E
	SISOCNE005	Lead canoeing activities on inland flatwater	E
10th January - 14th August	SISOABL001	Lead adventure-based learning activities	E
	SISOCHC001	Lead challenge course sessions, low elements	E
	SISOARC001	Lead archery sessions	E
4th April - 14th August	SISOCHC003	Lead challenge course sessions, high elements	E
	HLTWS001	Participate in workplace health and safety	C
	SISOPLN004	Identify hazards, assess and control risks for outdoor recreation activities	C
	SISXCCS001	Provide quality service	C
	SISXEMR001	Respond to emergency situations	C
	SISXFAC001	Maintain equipment for activities	C
27th June - 16th December	SISOBWG002	Bushwalk in difficult tracked environments	E
	SISOBWG006	Lead bushwalks in difficult tracked environments	E
	SISOFLD007	Navigate in difficult tracked environments	E
	SISOFLD003	Select, set up and operate a temporary or overnight site	E
	SISOCLM001	Top rope climb single pitches, artificial surfaces	E
	SISOCLM005	Establish belays for single pitch climbing on artificial surfaces	E
	SISOCLM008	Lead single pitch climbing activities on artificial surfaces, top rope climbing	E
	PUAOPE013	Operate communications systems and equipment	C
	SISOPLN005	Interpret weather and environmental conditions for outdoor recreation activities	C
	SISOFLD002	Minimise environmental impact	C
SISOPLN001	Finalise operation of outdoor recreation activities	C	

Delivery and location

Training will be conducted by MVT training staff based at QCCC's site at Mapleton on the Sunshine Coast hinterland. Interns will live on site. Training will be conducted both on site at Mapleton and at other locations as determined by the training staff.

Work placement

Interns/Students will do their work placement as part of their engagement by QCCC. MVT's trainers are part of the QCCC team.

5. Support services available

As part of your enrolment process, MVT's training staff at Mapleton will ascertain your capacity to engage successfully in the training and discuss with you any additional support that may assist you in completing the qualification. We encourage you in your enrolment application to identify any areas where you believe you would benefit from support (for example in written communication). MVT's trainers may undertake some diagnostic testing with you to ascertain the type and level of support that you require and assist you in attaining this support either from within the training team or from external sources.

6. Refund policy

MVT's refund policy is included below. Please note that because the co-contribution fee is being paid by a 3rd party (QCCC) not yourselves, you will not personally receive any refund if you withdraw from the program. The funds will be returned to QCCC.

MVT's Refund Policy

Fees

Learner fees (i.e. the tuition cost for learners to engage in the study of a unit or module) for modules/units and qualifications are published in this booklet and on MVT's website. Fees are reviewed on an annual basis at it is usual that fees will increase at least in line with the Consumer Price Index and potentially higher if there are additional costs being incurred by MVT for the provision of educational services.

Learners are required to pay for each module/unit at the time of enrolment, prior to commencement of study (or for Certificate 3 Guarantee students these fees are paid via the government subsidy and 3rd party contribution). No student will be required to pay more than \$1500 upfront (ASQA Standard 7, clause 7.3)

Learners will not be issued with any certification while there is an outstanding fee debt.

Refunds

Learners may decide to withdraw from a unit of study before the unit has been completed. The following terms and conditions apply to refund of learner tuition fees:

- Learner withdrawals MUST be made in writing to MVT
- MVT will confirm (in writing) receipt of this notification within five working days of receipt of such notification. The date on which learners are deemed to have withdrawn from their Unit of Study, is the date that the Learner's letter of intention to withdraw is received by MVT.

In the event of a learner withdrawing from a VET unit of study on or before the census date for that unit of study

- 100% of tuition fees paid for that unit will be refunded to the student.
- An administration fee may be charged by MVT to administer this process

In the event of a student withdrawing from a VET unit of study after census date for that unit of study:

- no refund is applicable.

Payment of Refunds

Refunds will be paid within 28 days of the census date of the VET unit of study to which the withdrawal applies.

A student who withdraws after the census date for a VET unit of study may apply for special consideration in line with the Learner Re-crediting and Review Policy (available on the MVT website)

Procedures and Practices

- As noted in the policy above learners may request in writing to withdraw from units/modules on or before the census date and they will receive a full refund of the tuition cost for the unit/module payable to them within 28 days of giving written notice of withdrawal.
- Learners who miss the cut off deadlines above may apply for special consideration according to the re-crediting and review policy

7. Guidance to further information on the Certificate 3 Guarantee Program

You can source further information on the Certificate 3 Guarantee program from the Department of Education and Training's website here, <https://training.qld.gov.au/providers/funded/certificate3> There you will find a fact sheet for students in downloadable form.

8. Department of Education and Training guidelines and expectations

By enrolling in and completing this Cert III OL program you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee program.

On completion of the qualification and as a requirement of the program you will be asked to complete a student training and employment survey (within 3 months of completion or discontinuing the qualification) and submit this to the Department of Education and Training.