

## Save time, save money - gain multiple qualifications

Study two or three qualifications at the same time. There are a number of common units, which you can use to your advantage.

**Triple Certificates:** Certificate I in Information Technology (ICA10105)  
Certificate II in Information Technology (ICA20105)  
Certificate II in Business (BSB20107)

**Double Certificates:** Certificate I in Information Technology (ICA10105)  
Certificate II in Information Technology (ICA20105)

**Double Certificates:** Certificate I in Information Technology (ICA10105)  
Certificate II in Business (BSB20107)

### Frequently Asked Questions

#### Are you looking for work?

Longbeach PLACE is offering Certificate I and Certificate II level in Information Technology and Certificate II level in Business. These qualifications are recognised standards for job seekers in the office environment. We have developed a schedule which allows students to work on one, two or three qualifications at the same time. You can save time and money completing units common to these qualifications and gain 2 or 3 qualifications.

Limited places, please apply early.

#### What will I be learning with these qualifications?

These courses are an ideal way to become accredited in computer usage and successfully operate the software most commonly used in business today. The courses are suitable for anyone training or re-training for the workforce and will equip students with the essential skills, knowledge and attributes required to work in a range of clerical and general administrative positions. Skills in computing will be developed to a level appropriate for work in a modern business organization.

#### How long will it take to complete?

Triple Certificates take approximately 38 weeks to complete, during this time you will be attending between two and three days each week.

*Please see our timetable for details of class times and dates.*

#### How much will it cost me?

*Please enquire about additional government grants you may be eligible under Parents Returning to Earning Program if you have been looking after children over the past 2 years and not working.*

#### **Triple Certificates – complete all three, February - November:**

Cert I in Information Technology (ICA10105)

Cert II in Information Technology (ICA20105)

Certificate II in Business (BSB20107)

**Total cost: \$580 (\$280 concession) NO COST** for Parents or Carers Returning to Work (conditions apply)

#### **Double Certificates, complete both, February - November:**

Cert I in Information Technology (ICA10105)

Cert II in Information Technology (ICA20105)

**Total cost: \$505 (\$255 concession) NO COST** for Parents or Carers Returning to Work (conditions apply)

#### **Double Certificates, complete both, July - December:**

Cert. I in Information Technology (ICA10105)

Cert II in Business (BSB20107)

**Total Cost: \$430 (\$230 concession) NO COST** for Parents or Carers Returning to Work (conditions apply)

*If you completed your Certificate I in Information Technology with us in 2009/10, your fees will be adjusted accordingly*

## Frequently Asked Questions – for Accredited Training 2010, Semester Two

### **Where do these courses lead me?**

On successful completion of their course, students will have gained skills and knowledge for the workplace or for further study. Students have the option of going onto a higher Certificate levels or Diploma.

### **Who will be teaching?**

Longbeach PLACE employs qualified tutors, who are experienced in working with adult learners to conduct the teaching and assessment.

### **What qualification will I receive?**

This is a nationally recognised Vocational Education and Training (VET) course. Longbeach PLACE is registered as a provider of accredited training by the Victorian Registration and Qualifications Authority. On successful completion of the qualification, students will be issued with a certificate when all results have been recorded. If the full qualification has not been completed, a statement of attainment may be requested for individual units and sent out at end of the semester.

### **Is there any Recognition of Prior Learning (RPL)?**

Recognition of prior learning and current competencies is available if you believe you have the requisite skills and would like a formal qualification. Relevant documentation will need to be prepared by you and presented as evidence of current competencies in relation to the elements covered in the course. More information upon application.

### **I have a Health Care Card, are there any concessions?**

Students with a Health Care Card or Pensioner Concession Card in the family are required to provide a copy of the card to qualify for the concession rate. The concession rate cannot be claimed if fees are paid by a third party.

### **Is there anything extra to pay?**

An Annual Membership Fee of \$20 applies. For qualification in Information Technology, students are required to purchase a student workbook for the cost of \$66 (inc, GST). The invoicing of any payments will attract an administrative fee of \$5.50 (including GST)

### **Can I pay off my class fees?**

Yes. You may pay by instalments if needed – on the understanding that you are committed to continue once you have a place. Please speak to the programming staff to arrange payments and to sign your Payment Plan Contract.

### **Do I need my own computer?**

Students doing units in computing will need access to a computer and the internet, out-of-class time, for revision and practice. We have a limited number of places for computer access at no extra cost to students completing accredited training. Computers are also available at local libraries for community use.

### **Is there any homework?**

Yes. Students will be required to complete a certain amount of homework, revision and assignments away from class. The time involved is often equivalent to the time spent in class.

### **Are there any tests?**

All nationally accredited courses require student assessment. Students will be assessed throughout the course by a variety of means: the completion of set work; small projects; questionnaires, assignments etc.

### **How do I get a place in class?**

**Please apply for a place in class early as numbers are limited.** To be eligible for a government funded place you must be a permanent Australian Resident/Citizen. Applications are made directly to Longbeach PLACE by speaking to programming staff. All participants are required to fill in and sign a registration form available from our office or web site at [www.longbeachplace.org.au](http://www.longbeachplace.org.au) . If you require more information regarding course suitability please speak with programming staff. Once your application has been approved a \$60 deposit is needed to hold your place in class. To retain the place full fees are due 14 days prior to commencement. Payments can be made by phone using credit card; mail using cheque or credit card; or in person during office hours.

### **What are the hours for course applications and payments?**

Monday to Wednesday 9.30 am – 3 pm;  
Thursday & Friday 9.30 am – 12 noon.

**Location:** 15 Chelsea Road, CHELSEA

**Phone:** 9776 1386