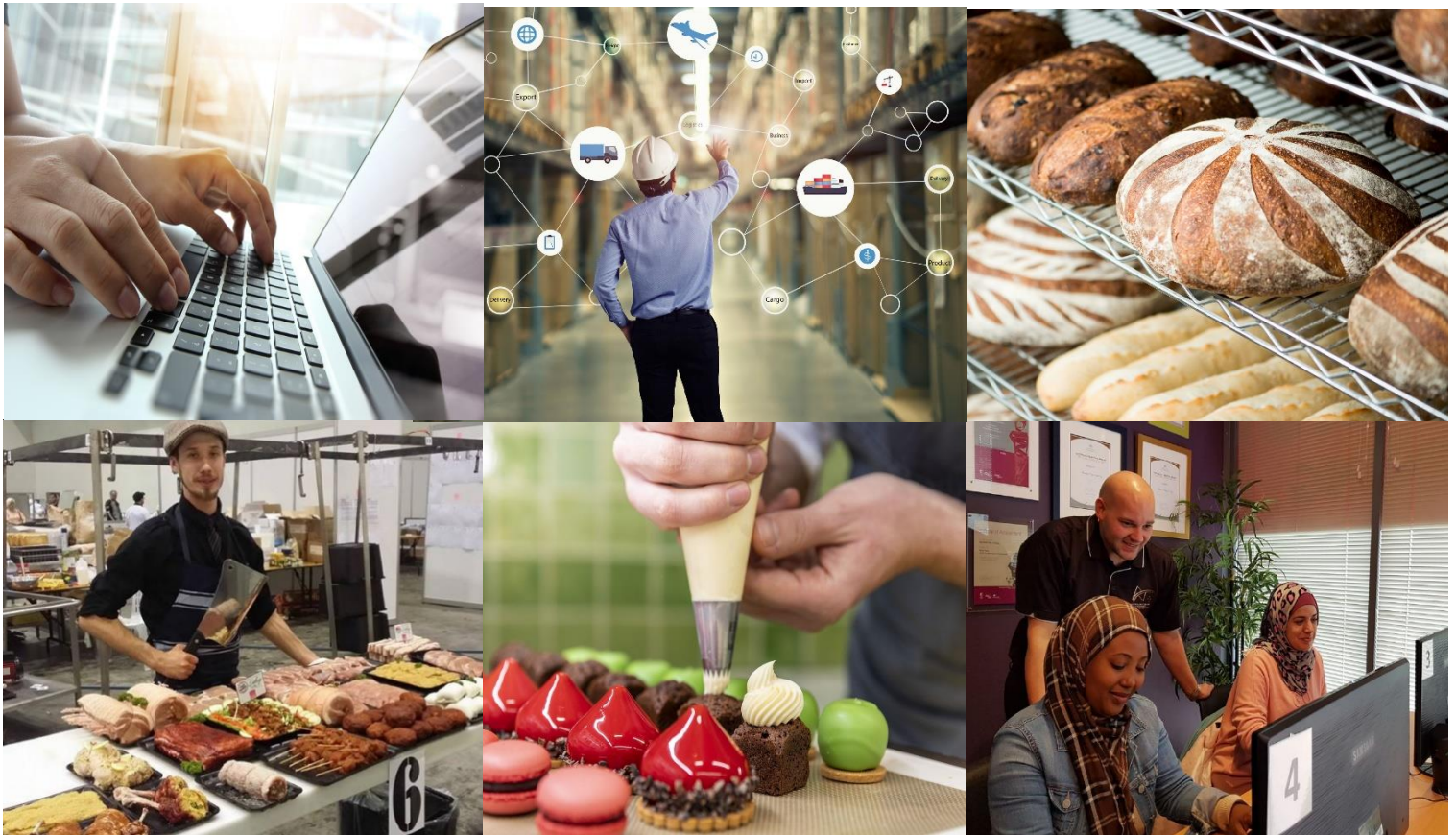




# AUSTRALIAN COLLEGE OF TRAINING QUALIFICATIONS GUIDE 2025



BUSINESS SERVICES

FOOD PROCESSING

BREAD BAKING, CAKE & PASTRY

MEAT PROCESSING

RETAIL BUTCHER

RETAIL SERVICES

HOSPITALITY & PATISSERIE

CLEANING

SUPPLY CHAIN & PROCESS MANUFACTURING

TEXTILE PRODUCTION & LAUNDRY OPERATIONS

FOOD SAFETY, HACCP & FOOD AUDITING



## Vocational Education and Training (VET)

Education is one of Australia’s best strategies to achieve social, economic and environmental sustainability. VET is “education and training for work” and part of a broader education network that includes schools, registered training organisations, tertiary institutions and adult education. Australia’s VET system is:

- Industry-led: The employers and professional associations of an industry define the outcomes that are required from training.
- National: The VET system is jointly managed by state, territory and Australian governments, in partnership with industry and training providers.
- Client focused: Clients of the VET system are employers and individuals who are involved in or intend to be involved in “education and training for work”, responding to client needs.

## Improved Productivity and Sustainability

It is well known that skilled, experienced staff provide increased productivity and become more participative in addressing workplace issues. Staff, who are not only skilled in their job but also have the underlying knowledge become the frontline for identifying unproductive or unsafe work practices as well as providing solutions to address the issues. This results in reduced staff turnover, happier customers and increased profits. Staying competitive is the key to sustainability.

## The Pathway to Develop a Team Approach within a Productive Workplace

There is a Nationally Recognised Qualification for everyone in the workplace. The Australian College of Training delivers training for new employees, current staff, supervisors, leading hands, managers, senior managers, quality managers and executives.

# ACT NOW FOR YOUR FUTURE

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# ABOUT AUSTRALIAN COLLEGE OF TRAINING

## ORIGINS

Australian College of Training (ACT) has been delivering nationally recognised qualifications since 2003. The College initially started as a small business, commencing with one training package delivery and that now delivers 69 qualifications spread over 8 training packages in a broad range of industry areas, offering a whole of business training approach for many small to large organisations.

## OUR MISSION STATEMENT

The College is dedicated to the provision of excellence in Vocational Education and Training (VET) to the College's three key stakeholders:

- Industry organisations – Grow intellectual capital and build sustainable and productive industry personnel
- Government organisations – Be a world class provider of VET representing ultimate value for money in all purchasing models
- Learners – Add significant lifelong value in both professional development and career progression

## AWARDS RECEIVED

The College is proud to have been a finalist in the Western Australian Training Excellence Awards in 2005, 2007, 2008, 2009, 2011, 2012 and 2014. In 2008 the College was awarded by the WA Government under the WA Training Excellence Awards as the best Small Training Provider in WA and later in 2008 the College was awarded by the Commonwealth in the Australian Training Awards as the best Small Training Provider Nationally. In 2009 the College was awarded by MINTRAC as the Best Registered Training Organisation in the Australian Meat Industry. Australian College of Training has a reputation for high quality delivery.



WA Small Training Provider Award 2008  
Winner



Finalist WA Small Training Provider of the Year  
Sponsored by ACPET





# TRAINING OPTIONS AND ENROLMENT

The following sections outline the training options available for you to enrol in a qualification or accredited training course.

The College's pathways are aimed at almost any person wishing to undertake a qualification or course to:

- Further their career or provide an alternate career direction
- Gain a qualification through an apprenticeship or traineeship
- Gain a formal qualification by recognising prior skills learned
- Increase employment opportunities
- Enhance their self-development or professional development

## TRAINING OPTIONS

There are several options to choose from if you are considering undertaking a formal qualification. Training can be customised in every area including the location and frequency of the training, and also how the training is delivered. The College tailors courses to suit individual business requirements.

- Apprenticeships and Traineeships (Australian Apprenticeships) – Apprenticeships and Traineeships allow people to combine work with structured on- and/or off-the-job training. Apprenticeships and Traineeships have a range of benefits for you and your employer.
- Public Courses and Workshops – Public short courses and workshops are regularly scheduled covering specific skill sets and nationally accredited units of competence, in response to industry's demand.
- Tailored Courses – The College has a strong focus on flexibility which means that you can build the training that best suits you as an individual or the business and staff needs.
- VET in Schools – VET in schools allows secondary students to gain practical work experience and nationally recognised qualifications as part of their education.
- Training for Specific Needs – The College delivers effective training to meet the needs of people from disadvantaged groups, providing them with the necessary skills to participate effectively in society and in a workplace.
- In-house Training – Employees can receive training during work hours, with the College visiting your place of business or other convenient location. Training may also be a normal part of day-to-day work and is a valid approach to improving employee skills and motivation.
- Self-Paced Learning – Students may undertake a qualification or accredited course to increase their employment opportunities, or to enhance their career, through a self-paced learning mode. Students study in their own time and undertake practical work experience to gain the necessary skills and knowledge.
- Full-time or Part-Time – Part-time training enables employees to complete training whilst still maintaining employment, but it can take longer to complete a course than full-time study. The College allows flexible training, where full-time or part-time training modes are available.
- Recognition of Prior Learning (RPL) – If you have extensive work experience or previously completed qualifications or courses of study, you may be able to use this prior experience and study to gain RPL for a new or current qualification.

## ENROLMENTS

For information on any of the above training options, to enrol in a training program or to discuss which training option may be the most suitable course of study for you can:

- See more details on the specific course you are interested in, in the relevant qualification guide
- Go to our website to obtain more information at [www.auscollege.edu.au](http://www.auscollege.edu.au)
- Contact our team at the College on-  
Phone: (08) 9472 6111  
Email: [training@auscollege.edu.au](mailto:training@auscollege.edu.au)



## BUSINESS SERVICES

The Business Services sector, covered by the BSB Business Services Training Package, includes a diverse range of industries and occupations, as well as a range of cross-industry functions and services supporting the commercial activity of all industries. In our global, knowledge-based economy, this very large, dynamic and growing industry is vital to Australia's economic progress.

Australian College of Training covers the following Business Services sectors:

- **Administration** – Administration is designed for individuals working in office administration or junior personal assistant positions. It includes general administrative and IT competencies as well as general workplace skills.
- **Business** - There are several business qualifications ranging from Certificate I to Diploma. These qualifications can be customised and contextualised to suit various enterprises, regions and groups across the Australian business industry and provide essential cross-industry skills and specialisations. They also provide a pathway for those wishing to continue on with their business studies into the higher education sector.
- **Leadership and Management** – The leadership and management qualifications are applicable to anyone with emerging leadership and management responsibility across a range of organisations within Australia. These include those in team leader, supervisory, front desk or line management positions and middle managers.
- **Work Health and Safety** – The WHS qualifications are designed to meet organisational needs in coordinating and maintaining WHS programs. The qualifications apply to a range of vocations including work health and safety coordinator, work health and safety officer, and general officer manager with a work health and safety specialisation.

The following is a list of Business Services qualifications offered by Australian College of Training:

- BSB20120 Certificate II in Workplace Skills
- BSB30120 Certificate III in Business
- BSB40120 Certificate IV in Business
- BSB40420 Certificate IV in Human Resource Management
- BSB40520 Certificate IV in Leadership and Management
- BSB41419 Certificate IV in Work Health and Safety
- BSB50420 Diploma of Leadership and Management
- BSB51319 Diploma of Work Health and Safety



# FOOD PROCESSING

The Food Processing industry, covered by the FBP Food, Beverage and Pharmaceutical Training Package includes a diverse range of sectors engaged in the production of human and animal food, pharmaceuticals and beverages. Australia has a significant global presence in the meat, dairy, beverage and cereal markets and is a core business for Australia. It is a major exporter of food products such as wheat, sugar, barley, beef and sheep meat, dairy and wine. Farm and food production is sustained by over 100,000 growers capable of ensuring a constant and reliable source of raw materials.

The food and beverage industry turns over approximately A\$92 billion per year (second only to mining) and exports A\$18 billion. The food and beverage industry is Australia's largest manufacturing employer, with approximately 240,000 employees.

Job pathways in the industry typically start at entry level operator, through a wide application of operator and senior production positions which include specialist technical expertise and supervisory roles. Experienced workers may continue their development to specialist food science and technology outcomes or managerial positions.

Australian College of Training covers the following Food Processing sectors:

- Cakes, pastry, bread
- Confectionery
- Egg processing
- Fruit and vegetable
- Retail baking
- Wine
- Beverages (including juices, soft drinks, aerated & still waters, and other beverages)
- Dairy processing
- Grain processing
- Grocery products
- Poultry processing
- Sales

The following is a list of Food Processing qualifications offered by Australian College of Training:

- FBP20122 Certificate II in Food Processing
- FBP20221 Certificate II in Baking
- FBP30121 Certificate III in Food Processing
- FBP30321 Certificate III in Cake and Pastry
- FBP30421 Certificate III in Bread Baking
- FBP30521 Certificate III in Baking



# MEAT PROCESSING

The Australian Meat Processing Training Package covers the abattoirs, smallgoods, foods services and retailing sectors of the industry. The Australian Meat Industry is an important industry for Australia ranking as the 4<sup>th</sup> highest commodity export earner and providing employment to over 50,000 employees.

The Australian Meat Industry consists of a domestic sector producing for the local market and an export sector processing and shipping to over 100 countries around the world. Two thirds of Australia's red meat production is exported. The meat processing sectors, both domestic and export, are highly regulated and customer driven.

The meat industry workforce comprises workers from a wide variety of backgrounds, with increasing numbers of workers from diverse cultural backgrounds.

Structured training is becoming increasingly important in the meat processing industry as companies seek to maintain the viability and competitiveness of all sectors of the industry in both domestic and international markets. There is increasing pressure on management of companies to maintain and improve the position of the industry on the domestic and world markets.

The many jobs and workplace functions in the meat processing industry covered by these qualifications range from entry level through to middle management and regulators. These include process workers, plant operators, abattoir workers, meat inspectors, butchers in meat retailing, workers and managers in meat retail departments and supermarkets and owner-operators of meat retailing businesses.

The following is a list of Meat Processing qualifications offered by Australian College of Training:

- AMP20117 Certificate II in Meat Processing (Food Services)
- AMP20316 Certificate II in Meat Processing (Abattoirs)
- AMP20415 Certificate II in Meat Processing (Meat Retailing)
- AMP30116 Certificate III in Meat Processing (Boning Room)
- AMP30216 Certificate III in Meat Processing (Food Services)
- AMP30322 Certificate III in Meat Safety Inspection
- AMP30516 Certificate III in Meat Processing (Slaughtering)
- AMP30622 Certificate III in Meat Processing
- AMP30815 Certificate III in Meat Processing (Retail Butcher)
- AMP30916 Certificate III in Meat Processing (Smallgoods-General)
- AMP40222 Certificate IV in Meat Processing
- AMP40522 Certificate IV in Meat Safety Inspection



## PROPERTY SERVICES (CLEANING)

Property Services covers a wide range of industry occupations including cleaning, building management, pest and waste management, building design and inspection and testing. More than 1.8 million Australians work in over 526,000 enterprises within this sector.

About the cleaning industry: Cleaning Operators work in a range of residential and commercial workplace settings. The cleaning sector employs large numbers of part-time and casual employees with most work taking place out of business hours.

While cleaning may be highly labour intensive, a skilled workforce is required. If work is not performed correctly it may result in costly damage to assets and potentially cause illness, largely through the misuse of chemicals.

Domestic or residential cleaning occurs in private homes from large family homes to small apartments. Cleaning companies employ a team of cleaning operators to work at different work sites in a range of residential and commercial sites such as hospitals, aged care homes and catering facilities. These workplaces require particular attention to hygiene and infection control as the health implications of inadequate cleaning may lead to serious illness or death.

The cleaning qualification is designed to provide technical skills and training for workers in all areas of the cleaning industry.

The following is a list of Property Services qualifications offered by Australian College of Training:

- CPP30321 Certificate III in Cleaning Operations



## TEXTILE PRODUCTION & LAUNDRY OPERATIONS

The TCF (textile, clothing and footwear) industry covers a wide range of enterprises and sectors including clothing production, design and development, garment alterations and repairs, textile production and laundry operations. This industry employs 25,400 people in Australia.

The textile production qualification is designed for production workers to provide vital production support roles in a TCF manufacturing environment.

The laundry operations qualification is designed for people who operate and support functions within a laundry enterprise.

The following is a list of TCF qualifications offered by Australian College of Training:

- MST20722 Certificate II in Apparel, Fashion and Textiles
- MST20422 Certificate II in Laundry Operations



## RETAIL SERVICES

The Retail Services industry, covered by the Retail Services Training Package, is made up of retail and wholesale industries with small and medium-sized businesses. There are approximately 140,000 retail businesses in Australia, accounting for about 11% of employment.

Businesses in the retail industries cover a wide range of formats such as supermarkets, department stores, speciality chains, and convenience stores. Online retailing is a current challenge for the retail industry with estimates of online retailing representing 6% of total Australian retail sales.

The employment profile of the retail industry includes functional roles such as selling, customer service, merchandising, online marketing, inventory, loss prevention, security, employee relations, clerical administration, finance, operations, planning, staff supervision and store management, plus specialist areas relating to supply chain management and product or service provision.

People, customers and employees are critical to the retail and wholesale industries, with a highly skilled workforce contributing to a highly productive economy. Continuous lifelong learning is crucial for ongoing improvements in productivity and participation in this retail sector.

The following is a list of Retail Services qualifications offered by Australian College of Training:

- SIR20216 Certificate II in Retail Services
- SIR30216 Certificate III in Retail
- SIR30316 Certificate III in Business to Business Sales
- SIR40316 Certificate IV in Retail Management
- SIR50116 Diploma of Retail Leadership



## HOSPITALITY AND PATISSERIE

The hospitality industry includes businesses that provide accommodation, food and beverages. This includes restaurants, cafes and takeaway food, pubs and bars, hotels, motels and other accommodation, and casinos. Growth in the hospitality industry is strong and will see revenue exceed \$100 billion per year. The tourism, travel and hospitality industries account for approximately 1 million employees or over 8% of the Australian workforce.

Training in the hospitality industry will provide skills that are transferable across all industry sectors and product styles, and gaining knowledge in the use of technology for online marketing and sales and use of social media to engage and attract customers.

There are a range of diverse of occupations in the hospitality industry ranging from bar attendants, baristas, café workers, commercial cookery and catering, pastry chef, patissier as well as supervisors and managers who are often required to achieve higher level qualifications to perform significant responsibilities. Many skills in the hospitality qualifications are transferrable to other sectors and job roles.

The following is a list of Hospitality qualifications offered by Australian College of Training:

- SIT20322 Certificate II in Hospitality
- SIT30622 Certificate III in Hospitality
- SIT31021 Certificate III in Patisserie



## SUPPLY CHAIN OPERATIONS

The Transport and Logistics industry, covered by the Transport and Logistics Training Package includes supply chain operations, road transport, rail and ports.

Transport and Logistics is often referred to as the “backbone” of the Australian economy. It directly affects every part of the economy and everyone’s standard of living. The transport and logistics network comprises ports, roads, railways, freight terminals, airports and distribution and materials handling centres. Because of its integration within the economy, the relative ‘health’ of the transport and logistics industry is often considered a barometer for the overall strength of the economy.

Transport and logistics involves almost every type of occupation from vehicle crews to staff involved in engineering, infrastructure, tourism, hospitality, security, retailing, warehousing, administration and IT.

Improvement to Australia’s economic productivity will depend on a well integrated transport system that ensures safe and efficient mobility of people and goods. The expected productivity growth of Australia will only be realised if the transport and logistics workforce is able to respond to the skill demands of the economy.

The following is a list of Supply Chain qualifications offered by Australian College of Training:

- TLI20422 Certificate II in Supply Chain Operations
- TLI30321 Certificate III in Supply Chain Operations



## PROCESS MANUFACTURING

Process manufacturing is a branch of manufacturing that is associated with the assembly of raw materials or components (inputs) into a final product (outputs) and the use of a range of equipment by production workers. The processing industry includes a wide range of production for food, beverages, chemicals, pharmaceuticals, textiles, plastics, metals, etc.

Process manufacturing relies on the flow of sequential steps and the tracing and scheduling of production to maintain peak operational efficiency. Typical employment opportunities in process manufacturing include production support workers who fill vital production support roles directly related to producing products.

The following is a list of Process Manufacturing qualifications offered by Australian College of Training:

- MSM20116 Certificate II in Process Manufacturing
- MSM30116 Certificate III in Process Manufacturing



## SHORT COURSES AND WORKSHOPS

### HACCP Risk Management workshops

Australian College of Training has a practical and relevant approach to food safety & HACCP training for anyone involved in the food service, handling, production and distribution chain. This HACCP Risk Management workshop is for individuals and industry requiring HACCP competence and certification.

Delivery Mode: Classroom only

Location: Victoria Park

Cost: \$695 pp

**On successful completion you will receive a Nationally Recognised Statement of Attainment for:**

FBPFSY3002 Participate in a HACCP team

FBPFSY2002 Apply food safety procedures (Optional extra unit. Additional fee applies)

**Workshops conducted every 3 months! Register now! Limited class numbers per workshop.**

### Internal Auditor or Lead Food Safety Auditor Course

Australian College of Training has a practical and relevant approach to food safety auditor training for anyone involved in the food service, handling, production and distribution chain. This Food Safety Auditing course is essential for any individual who require competence and certification in Food Safety Auditing, as a regulator, consultant or industry personnel.

Delivery Mode: Online only

Cost: \$850 pp (internal auditing) \$1950 (lead auditing)

**On successful completion you will receive a Nationally Recognised Statement of Attainment for:**

#### **FBPSS00004 Food Safety Auditor Skill Set**

FBPAUD4001 Assess compliance with food safety programs (internal auditor)

FBPAUD4002 Communicate & negotiate to conduct food safety audits

FBPAUD4003 Conduct food safety audits

FBPAUD4004 Identify, evaluate and control food safety hazards

### SITSS00069 Food Safety Supervision Skill Set

The new Food Safety Standard 3.2.2A requires businesses to appoint a certified food safety supervisor to advise and supervise food handlers in food handling activities. This course meets the requirements of Standard 3.2.2A.

Delivery Mode: Online only

Cost: \$125 pp

**On successful completion you will receive a Nationally Recognised Statement of Attainment for:**

#### **SITXFSA005 Food Safety Supervision Skill Set**

SITXFSA005 Use hygienic practices for food safety

SITXFSA006 Participate in safe food handling practices



## JOBS AND SKILLS FUNDED COURSES

The Department of Training and Workforce Development (DTWD) have provided funding for individuals to obtain skills to be job ready or to boost skills for the future. There are several training options and services to assist you to be skills ready to get a job.

There are many qualifications, courses or skill sets to choose from that that are **FREE, HALF PRICE**, fee capped or are part-funded by the DTWD. Whether you are looking for a job, thinking about a career change or upskilling for your own development, there's never been a better time to get into training!

Contact Australian College of Training to enquire how you would like to get a nationally recognised and accredited qualification with reduced or fee-free courses or go to the Jobs and Skills WA website to browse through the full list of courses that are available.

If you would like some free advice or assistance about training options to suit your goals, contact:

Australian College of Training  
(08) 9472 6111  
[training@auscollege.edu.au](mailto:training@auscollege.edu.au)  
[www.auscollege.edu.au](http://www.auscollege.edu.au)

or your local Jobs and Skills Centre on 13 64 64  
<https://www.jobsandskills.wa.gov.au/skillsready>





# APPRENTICESHIPS AND TRAINEESHIPS

Apprenticeships and traineeships are an excellent way to combine training with work, enabling you to have a job while you complete training towards a nationally recognised qualification. They are available to anyone of working age.

You can do an apprenticeship or traineeship if you are a school-leaver, re-entering the workforce or as an adult or mature-aged person wishing to change careers. You can even begin your apprenticeship or traineeship while you're still at school.

When you finish your apprenticeship or traineeship you will have a nationally recognised qualification that's held in high regard in many overseas countries as well.

**Apprenticeships** typically take three or four years to complete and traditionally cover skilled trade areas such as butchering, baking and patisserie.

An apprenticeship is a structured program with a combination of on the job and off the job training, where you gain hands-on skills and knowledge. Upon successful completion, apprentices become a qualified tradesperson.

**Traineeships** can take between one to two years to complete and offer a broader range of vocational and occupational choices.

A traineeship provides hands-on skills and work experience and can improve your employment progression and range of career choices. Upon successful completion, a trainee will receive a nationally recognised qualification in their chosen vocational area.

## **Mature-aged (adult) apprenticeships**

Apprenticeships are not just for young people! A mature-aged or adult apprenticeship is a great option for career changers or people who are re-entering the workforce, and age is no restriction – anyone can do an apprenticeship, and many employers prefer to take on a mature-aged apprentice as they often have skills and experience that younger apprentices do not have. As long as you are eager, willing to learn and driven, you can be successful.

People who undertake mature-age apprenticeships are generally entitled to more benefits than younger people, and there are additional Australian Government financial incentives available to employers who hire mature-aged apprentices.

Your local Jobs and Skills Centre can provide you with information and advice about apprenticeship and traineeship options.

## **To start an apprenticeship or traineeship:**

**Step 1** – Find a career path that suits you.

**Step 2** – Talk to an AASN (Australian Apprenticeship Support Network) provider as they will give you and an employer free assistance and advice to help you get started. Call 13 38 73.

**Step 3** – Register your training contract by the Apprenticeship Office. The AASN provider will organise for you and your employer to sign a training contract to commence your apprenticeship or traineeship with a registered training organisation (RTO) – that's us!

The AASN will lodge the training contract with the DTWD Apprenticeship office for registration.

**Step 4** – Begin your apprenticeship or traineeship with the College. College trainers will provide you with on-the job training, tuition, mentoring, learning assistance and assessments throughout your learning journey.

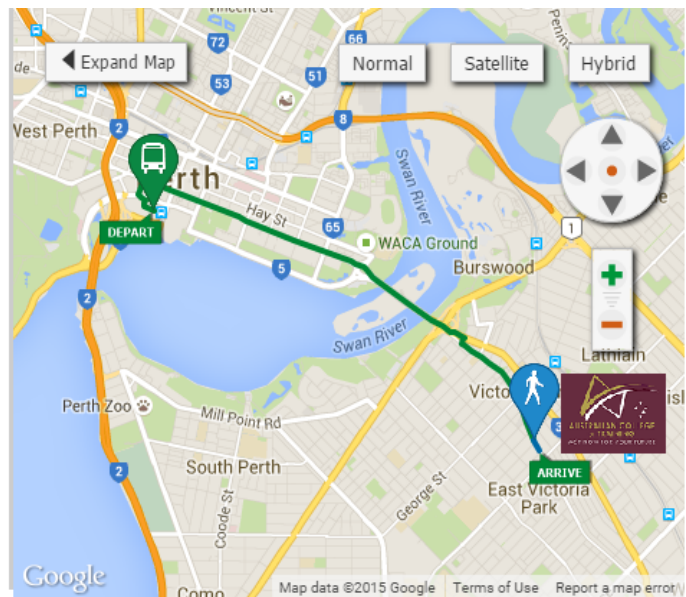
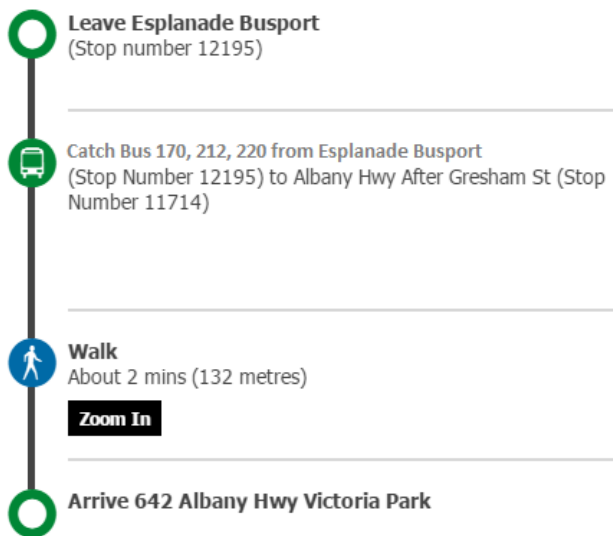


# CONTACT US

## Where are we?

Our training College is located at:

**Australian College of Training  
Suites 1 & 7, 642 Albany Hwy, Victoria Park**



The College also delivers training in NSW, Qld, SA, Vic, ACT, NT & Tas.

## Contact information:

For further information on any of the qualifications or courses offered by the College please contact us:



(08) 9472 6111 Head Office

(08) 9472 6288 Accounts



[training@auscollege.edu.au](mailto:training@auscollege.edu.au)

Website

[www.auscollege.edu.au](http://www.auscollege.edu.au)

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