

# ASMI

AUSTRALIAN SKILLS  
MANAGEMENT INSTITUTE  
Australian Hospitality Skills Recognition Pty Ltd

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EESHIP  
TOURISM  
APPRENTICESHIP  
EVENTS  
TRAVEL  
EARLY CHILDHOOD  
EDUCATION AND CARE

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COMMERCIAL COOKERY  
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LEARN  
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EDUCATION  
SKILLS  
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PRINTING AND  
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AGEING SUPPORT

## TRAINING THE FUTURE

[WWW.ASMITRAINING.EDU.AU](http://WWW.ASMITRAINING.EDU.AU)



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# WHO ARE ASMI?

Founded by Award Winning Chefs in 2009, Australian Skills Management Institute (ASMI) has expanded to include qualifications outside of the Hospitality sector, and has now evolved into a training company with world-wide exposure. ASMI delivers a broad range of qualifications, from Certificate I's through to Advanced Diploma's.

Qualifications currently on offer include Business, Early Childhood and School Aged Education and Care, Ageing Support, Disability and Community Care, Fork Lift Operator's Licenses, Leadership and Management, Project Management, and Human Resources. ASMI is a progressive training company based on reputation and quality, which has consistently reviewed the qualifications delivered in consultation with our industry partners to meet the needs of today's employment demands and continually progressive markets.

At ASMI we believe in quality products and services. We strive to ensure these products and services meet or exceed our client requirements at competitive prices. As individuals, we follow company policies and procedures to ensure we do it right the first time, every time. As a team, we strive to wisely improve our products and services for the future.

ASMI recognises the value of robust quality systems and it is our intent to be fully compliant with the Standards for Registered Training Organisations and other legislative requirements, and we have individuals on staff that are experienced with the standards and registration processes.

Our philosophy is one of constant improvement and emphasising quality at the source mentality. Innovation and independent thinking are encouraged, resulting in enhancements to process, service, and product quality.

# LEARNING OPPORTUNITIES

At ASMI we believe learning is absolute engagement with the student. Therefore, we utilise a range of blended educational options which includes; online learning, workshops, face to face delivery and assessment, Recognition of Prior Learning (RPL), E-portfolios, webcasts and Apprenticeships and Traineeships.

We continually offer exceptional training and assessment through our ongoing innovative approach to our products and services, for both our domestic and international students.

Please refer to our website for additional opportunities and programs of study and support.

If you would like to read further about our obligations to the Learner, and the Learners rights, please refer to our web site <http://www.asmitraining.edu.au/support-services>.

## Overview

The 2015–16 Annual VET Investment Plan details the Queensland Government’s planned \$754.6 million investment in vocational education and training (VET) over the coming year.

The plan is a key element of the Queensland Government’s Working Queensland plan to ensure Queenslanders can access quality training programs to gain the skills to meet employment and business demands.

The VET investment framework for Queensland focuses on training for employment outcomes, demand-driven funding arrangements for training, and recognises industry’s role in supporting government to establish priorities.

### Investment programs

The plan outlines VET investment through the following programs:

- User Choice (Apprenticeships and Traineeships)
- Certificate 3 Guarantee
- Higher Level Skills
- Skilling Queenslanders for Work (not currently accessible through ASMI)

The User Choice, Certificate 3 Guarantee and the Higher Level Skills programs are funded by the Queensland State Government.

## Student Benefits

Students who partake in the training offered under the 2015-16 Annual VET Investment Plan, will learn the required skills needed to succeed in their chosen job role. Students will also be trained in industries where there is a large skills gap, keeping them ahead of the market. Training costs are largely subsidised, to help students attain their first post-school qualification.

## How Does It Work?

The funded programs will be delivered as a blended workplace learning program. Students will be allocated a trainer/mentor, who will visit them at least once every month at the workplace, to conduct training and face-to-face assessment. Students will complete all other assessments with our learning resources.

For further information, please refer to the Strategies, Plans and Reports page on the QLD Government Training webpage: [www.training.qld.gov.au](http://www.training.qld.gov.au)

# TRAINEESHIPS & APPRENTICESHIPS

## About Apprenticeships and Traineeships

Apprenticeships and Traineeships combine training with working in a real job, for a real boss, with a real wage. Apprentices and trainees complete a nationally recognised qualification while learning valuable skills at work and under the guidance of ASMI. Upon completion, you may find yourself in a great place to keep working, go on to future study or even start your own business.

Quick facts about Apprenticeships and Traineeships:

- combine work with structured training
- can be full-time, part-time, or school-based
- open to existing employees
- employers enter into a training contract with the apprentice or trainee
- employers work with ASMI and the apprentice or trainee to draw up a training plan

**APPRENTICESHIPS AND TRAINEESHIPS AREN'T JUST FOR YOUNG PEOPLE. COMMENCING AN APPRENTICESHIP OR TRAINEESHIP IS THE SAME FOR ALL, NO MATTER WHAT AGE.**

## School-Based Program

School-Based Apprenticeships and Traineeships (SATs) allow high school students, generally in Years 10, 11 and 12, to work for an employer and train towards a recognised qualification, while completing their secondary schooling and studying for their Queensland Certificate of Education and/or Overall Position (OP) score. They offer employment-based pathways towards a qualification, with the student being given the opportunity to gain valuable work experience, in the real world, whilst their training is funded under the QLD User Choice Funding arrangement.

## School-Based Apprenticeship and Traineeship Requirements

### DURATION

Minimum paid work requirement is 375 hours (50 days) per 12 months.

### WORK HOURS

Students must work an average of 7.5 hours per week as a minimum. They may be required to come out of school in the workplace.

### AGE

Students may be in Year 9<sup>1</sup>, 10<sup>2</sup>, 11 or 12.

<sup>1</sup> Students must seek approval from the Department of Education and Training to undertake this program

<sup>2</sup> Students must seek approval from their school to undertake this program.

Delivery of training to school-based apprentices

Limits have been imposed on the amount of institutional training which may be delivered to school-based apprentices, based on the nominal term of a full time training contract. The limit for some apprenticeship's in a school-based mode is a maximum of 40% of the competencies. This means the student will not complete their Apprenticeship whilst still at school.

# 2015-2016 USER CHOICE FUNDING

If your staff are eligible for a Traineeship or Apprenticeship, you may be eligible for funding. The Traineeship/Apprenticeship program is funded by the Queensland Government.

## RESIDENCY

Eligible students must be an Australian Citizen, Permanent Resident or a New Zealand Citizen living here for at least 6 months. Visa holders may engage in an Apprenticeship/Traineeship provided their work rights allows this<sup>1</sup>

## CONCESSION

Concession and exemptions may apply, please contact your ASMI consultant to discuss if you are eligible.

## YEAR 12 GRADS

Year 12 graduates are eligible for fee-free training when they commence a Traineeship or Apprenticeship program within a year of completing Year 12. This relates to high priority qualifications only.

## Apprenticeship and Traineeship Employer Incentives

	TIME CONDITIONS	6 MONTHS	ON COMPLETION
<b>PART TIME</b>	Minimum 15 hours employed for less than 12 months	–	\$1,500 incentive paid to employer at completion
<b>FULL TIME</b>	38 hours and employed less than 3 months	\$1,500 incentive paid to employer	Up to \$4,000 in incentives. \$2,500 incentive paid on completion.

### Support for Adult Australian Apprentices:

Applies to apprentices aged 25 years or over at Certificate III or IV level in an occupation listed on the National Skills Needs List (NSNL). If the employer is paying a minimum of \$656.90 per week gross wages, an additional incentive of \$4,000 may be payable to the employer after 12 months of the Apprenticeship. An additional \$1,000 is payable to the employer after 6 months if the business is classed as regional. A trade support interest free loan of up to \$18,000 may be available to the apprentice.

	TIME CONDITIONS	6 MONTHS	ON COMPLETION	RETENTION FEE*
<b>SCHOOL-BASED</b>	\$750 paid to employer at the 6 month mark	\$1,500 incentive paid at 6 months	\$2,500 incentive paid on completion of the course	\$750 incentive paid to employer*

\*The retention fee incentive is paid to the employer if the student is retained in employment for 3 months after completing school. No tuition fees apply where participant is a school based apprentice or trainee.

<sup>1</sup>Employees of Visa Holders will not receive incentives until the student becomes a Permanent Resident or Citizen.

# CERTIFICATE 3 GUARANTEE

## Certificate 3 Guarantee

The Certificate 3 Guarantee program supports the Queensland Government's Working Queensland jobs plan. Certificate 3 Guarantee provides a government subsidy to support eligible individuals to complete their first post-school Certificate III qualification. It also supports Queensland's Year 12 graduates to transition to employment by providing fee-free training in high priority qualifications.

Certificate 3 Guarantee is targeted at Certificate III qualifications, because they are considered the entry-level qualification most often needed to gain employment in many industry sectors.

## Eligibility Requirements

### RESIDENCY

Must be living in Queensland, be an Australian Citizen, Permanent Resident, New Zealand Citizen or hold a Visa with the rights to undertake vocational education and training (VET).

### AGE

15 years or older.

### SCHOOLING & Prior Qualifications

No longer at school. Must not have or be enrolled in a Certificate III level or higher qualification, not including qualifications completed at school and foundations skills training.

### CONCESSION

Concessions may apply to Healthcare and Concession Card holders. Please contact your ASMI consultant to discuss if you are eligible.

### YEAR 12 GRADS

Year 12 graduates may be eligible for fee-free training in high priority qualifications.

### CONTRIBUTION FEE

\$95 per concession  
\$150 per non-concession

For more information on this program, please visit the following web site.  
[www.training.qld.gov.au/resources/training-organisations/pdf/c3g-factsheet-student.pdf](http://www.training.qld.gov.au/resources/training-organisations/pdf/c3g-factsheet-student.pdf)

# HIGHER LEVEL SKILLS

## Higher Level Skills

A core element of the Queensland Government's Working Queensland jobs plan is ensuring Queenslanders have access to quality training programs that deliver effective skills to meet employment and business demands.

The Higher Level Skills program aims to assist individuals to gain the higher-level skills required to secure employment or career advancement in a priority industry, or to transition to university to further their studies.

## Eligibility Requirements

### RESIDENCY

Must be living in Queensland, be an Australian Citizen, Permanent Resident, New Zealand Citizen or hold a Visa with the rights to undertake vocational education and training (VET).

### AGE

15 years or older.

### SCHOOLING & Prior Qualifications

No longer at school. Must not have or be enrolled in a Certificate IV level or higher qualification, not including qualifications completed at school and foundations skills training.

### CONCESSION

Concessions may apply to Healthcare and Concession Card holders. Please contact your ASMI consultant to discuss if you are eligible.

### CONTRIBUTION FEE

Certificate IV: \$200 per concession	\$300 per non-concession
Diploma: \$275 per concession	\$350 per non-concession
Advanced Diploma: \$325 per concession	\$400 per non-concession

For more information on this program, please visit the following web site.  
[www.training.qld.gov.au/resources/training-organisations/pdf/hls-factsheet-student.pdf](http://www.training.qld.gov.au/resources/training-organisations/pdf/hls-factsheet-student.pdf)

## Course Credit

We at ASMI are committed to giving you the right qualifications commensurate with your skills. Credit may be assigned for the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit reduces the amount of learning required to achieve a qualification and may be acquired through Credit Transfer or Recognition of Prior Learning (RPL).

## About RPL

RPL is the recognition of prior learning. It is an opportunity to have your skills recognised for what they are, formally, no matter how, when or where the learning has occurred. RPL identifies knowledge and skills you have already gained in the workplace.

## About Credit Transfer

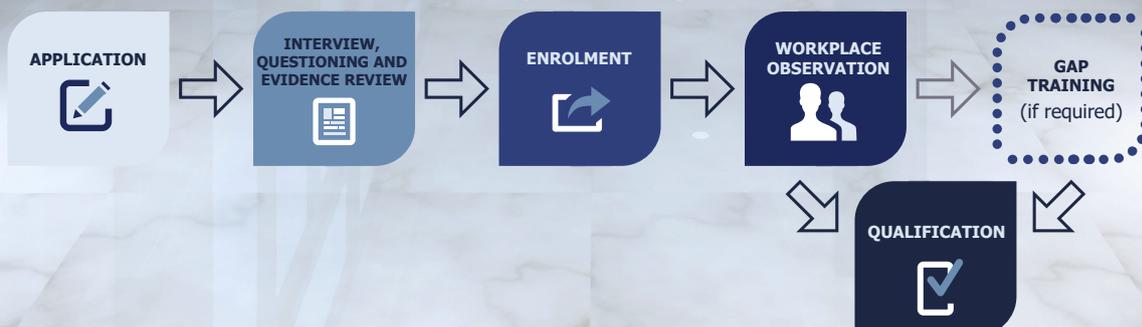
Credit Transfer is a process that provides students with agreed and consistent credit outcomes based on identified equivalence in content and learning outcomes between matched qualifications, such as block credit, specified credit or unspecified credit.

## Do I Qualify for Course Credit?

- Are you able to do the job that your colleagues alongside of you do?
- Do you carry out your working responsibilities to the best of your ability and with the full support of your supervisor?
- Do you now work in an industry that requires or accepts recognition of your qualifications?
- Do you have any skills in either an unpaid or paid position that you would like recognition for?
- Do you want your skills and experience to contribute to a worthwhile qualification?
- Do you or your employer want you to seek recognition for the work that you have previously or currently done?
- Do you hold formal qualifications/units of competency in any other job and would like to transfer them to your present career?

If you have answered yes to any of the above questions, you may be eligible for course credit.

## The RPL Process



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