

FBP30521**CERTIFICATE III IN BAKING**

YOU SAY "BREAD" I SAY "CAKE"

This WTS nationally accredited qualification is the icing on the cake, delivered as an apprenticeship for the truly committed. This qualification comprises of 19 units covering the trifecta of bread, cake and pastry.

WORKPLACE TRAINING STRATEGIES

TOID 21859

THIS TRAINING IS DELIVERED WITH VICTORIAN AND COMMONWEALTH GOVERNMENT FUNDING

PROGRAM

The WTS apprenticeship is a blended learning program, delivered monthly.

Providing the apprentice with a variety of knowledge building, practical hands-on assessment activities. All achieved through a combination of on-line and workplace trainer facilitated face to face training sessions. Including workplace supervised practical tasks, homework activities and attendance at the WTS External Skill Workshops.

The workplace provides the apprentice with experience to undertake and collect evidence of practical tasks, supervised at work, under instruction from the qualified workplace supervisor.

The employer is required to understand that the course content may include equipment and products not current in the workplace.

If this is the case the employer is required to introduce the missing products into workplace production to ensure the apprentice can learn and gain the necessary skills. Where program required products cannot be made in the workplace using specialised machinery, the employer is required to release the apprentice to attend WTS External Skill Workshops.

WTS 'Training Team' are experienced industry experts, they 'walk the talk'. Scheduling monthly sessions, consulting nominated supervisors, providing support strategies, ensuring the apprentice can access additional support sessions, when required.

WTS is a leading training provider in the baking sector.



EMPLOYER BENEFITS

- Apprentices have monthly training sessions ensuring continuity of training
- Each Apprentice is allocated a 'Training Team' led by a Principle Trainer with support trainers
- Apprentice gains experience on the job as employers can add program required product range into production
- The program is delivered in consultation with your nominated workplace supervisor who will oversee the program
- Confirm and acknowledge your apprentice's progress each month easily via email
- Photographic and video evidence of practical tasks is collected in the workplace with the support of your nominated workplace supervisor
- Apprentice attends WTS External Skill Workshops to meet curriculum requirements
- Support strategies are available to ensure the Apprentice progresses



APPRENTICE BENEFITS

- Blended learning delivered face to face by your trainer to you online and in your workplace
- Monthly Training Sessions to ensure you progress
- Your workplace will add curriculum required products to your existing production for you to gain experience
- Collect workplace photographic and video evidence of the products you bake on-the-job as evidence of your competency
- You are allocated a 'Training Team' led by a Principle Trainer with support trainers
- WTS External Skill Workshops to meet curriculum requirements
- Additional Support Sessions available for booking each week
- Financial Support available to Apprentices
- High completion rates - Become a qualified Artisan Bread Baker
- Pathway to Certificate IV qualification such as Retail Management and Leadership and Management

**BLENDED LEARNING
IS A COMBINATION OF
WORKPLACE TEACHING
FACE TO FACE WITH
YOUR TRAINER
ONLINE AND IN YOUR
WORKPLACE**

NATIONALLY ACCREDITED QUALIFICATIONS

Career Pathways

Come and join our team and learn new skills to further your chosen career. Our programs are designed by leading industry experts.

CERT 3	CERT 4	DIPLOMA
Baking	Leadership Management	Leadership Management
Bread Baking	Retail Management	
Cake & Pastry		

01

Online Face To Face

ONLINE course content is delivered to you by your Training Team in individual and group online sessions – approximately 60%.

02

Workplace Face to Face

FACE TO FACE course content is delivered to you by your Training Team in the workplace – approximately 40%

03

Portfolio Task Workbook/Homework

PORTFOLIO TASK WORKBOOK is completed as homework in the workplace under the supervision of the workplace Authorised Supervisor/Industry Expert. Your employer may be required to add program required products into the workplace production for you to gain the necessary skills and experience to achieve competency.

04

Monthly Contacts

MONTHLY CONTACTS when required will be conducted by the Training Team with the learner. The review will check the learner's progress and submission of evidence; identify barriers and strategise corrective actions.

05

Homework Theory

HOMEWORK activities will be required and reading material that the learner is expected to read, understand, and use to complete theory assessment as outlined in the on-line workbooks.

This portfolio task workbook evidences the completion of baking products at critical production stages. Using photographs and/or video's that are recorded accurately, to WTS standards, which are evaluated by the WTS Training Team from time to time. These TASKS are time critical and MUST be completed in line with the course unit completion dates.



06

Trainer Support

TRAINER SUPPORT can be accessed; your WTS Training Team are available each week in Support Sessions and/or contact anytime via phone/SMS. Book your support sessions with your allocated Training Team.

09

Training Record Book (QLD Only)

It is the responsibility of the Apprentice and Authorised Supervisor/Industry Expert, to ensure that the learner can successfully demonstrate the required level of competence.

The Training Record Book must be up to date prior to each monthly training session.

07

Skills Workshop

WTS EXTERNAL SKILL WORKSHOPS are held to produce specific product that CANNOT be made in a bakery, using specialised machinery. Release from the workplace must be allowed as described in the following pages.

10

PAS

PROGRESS, ATTENDANCE AND SUPERVISOR CONFIRMATION OF COMPETENCY REPORT will be created by the Training Team after each monthly session. It will detail where relevant, the above NINE channels of learning.

It is a declaration by the Authorised Supervisor/Industry Expert that the learner has attended the session and has the ability to competently perform the tasks to industry and workplace standards.

08

Training Log

THE TRAINING LOG is a record completed each month that ensures you are allowed Withdrawal Time from routine work duties to undertake Structured Training Activities.

Structured Training Activities are activities you must do to gain the knowledge, skills and experience to achieve competency in a unit.

PORTFOLIO TASK WORKBOOK

Photographic and video evidence is collected by the apprentice in the workplace (on the job) with the support of the nominated workplace supervisor.

The products listed under each unit, are to be included by the employer into workplace production, to ensure the apprentice can learn at work (on the job) and gain the necessary skills to achieve competency. WTS will provide cream, organic and gluten free flours, when required for the apprentice to undertake the relevant tasks at work (on the job).

FBPRBK3005		FBPRBK3006		FBPRBK3007		FBPRBK3018	
Produce basic bread products		Produce savoury bread products		Produce specialty flour bread products		Produce basic artisan products	
WHITE BLOCK	<input type="checkbox"/>	MARGHERITA PIZZA	<input type="checkbox"/>	ORGANIC SOURDOUGH VIENNA	<input type="checkbox"/>	SOURDOUGH ROLLS + VIENNA	<input type="checkbox"/>
WHOLEMEAL FLOUR	<input type="checkbox"/>	SPINACH & FETA or GARLIC TWIST	<input type="checkbox"/>	GLUTEN FREE	<input type="checkbox"/>	DANISH	<input type="checkbox"/>
BAP ROLL	<input type="checkbox"/>	CHEESE & BACON ROLL	<input type="checkbox"/>	WHOLEMEAL ROLLS	<input type="checkbox"/>	BRIOCHE	<input type="checkbox"/>
KNOT ROLL	<input type="checkbox"/>	CHEESYMITTE SCROLL	<input type="checkbox"/>	SOAKED CAPESEED or SOUR GRAIN	<input type="checkbox"/>	DONUTS	<input type="checkbox"/>
WHITE VIENNA	<input type="checkbox"/>	GARLIC & HERB or OLIVE PANE DI CASA	<input type="checkbox"/>	RYE	<input type="checkbox"/>	DISPLAY DOUGH	<input type="checkbox"/>
DATE SCONE	<input type="checkbox"/>	PITA BREAD	<input type="checkbox"/>	WTS will supply Gluten-free and Organic flour for this unit		FESTIVE BUN	<input type="checkbox"/>
Products in white are completed in the FBPRBK3018 WTS External Skills Workshop.						CROISSANT	<input type="checkbox"/>

FBPRBK3015 – Schedule and produce bakery production											
Compulsory bakery products						Elective bakery products (select a minimum of 7 of the 12 bakery products below)					
Condensed /sandwich loaves	WHITE LOAF	<input type="checkbox"/>	Sponge cake decorated min diameter 18cm	SPONGE CAKE	<input type="checkbox"/>	Crusty loaf with no more than 2% enriching agents that is plaited, Vienna, French stick or cob	WHITE VIENNA	<input type="checkbox"/>	Wholemeal breads	COB LOAVES	<input type="checkbox"/>
Iced decorated sweet yeast buns	ICED FINGER BUN	<input type="checkbox"/>	Flavoured bar cake decorated with icing	CARROT CAKE	<input type="checkbox"/>	Soft/enriched bread roll variety	BRIOCHE ROLL	<input type="checkbox"/>	Sponge roll	SWISS ROLL	<input type="checkbox"/>
Savoury bread rolls	CHEESE AND BACON ROLL	<input type="checkbox"/>	Deposited cookie	CHOC CHIP COOKIE	<input type="checkbox"/>	Crusty/lean bread roll varieties	GRAIN ROLLS	<input type="checkbox"/>	Cake slice decorated with icing or glaze	CARROT CAKE	<input type="checkbox"/>
Laminated yeast dough as croissant product	CROISSANT	<input type="checkbox"/>	Laminated product Cream or custard filled	MILLIE-FEUILLE	<input type="checkbox"/>	Fruited sweet yeast product	FRUIT BUNS	<input type="checkbox"/>	Moulded or portioned biscuit	UNDECORATED COOKIE	<input type="checkbox"/>
Whole grain flour breads	WHOLEGRAIN BLOCK	<input type="checkbox"/>	Decorated and filled choux pastry	CHOC ECLAIR	<input type="checkbox"/>	Savoury flat bread	PIZZA	<input type="checkbox"/>	Sweet filled pastry slice	APPLE SLICE	<input type="checkbox"/>
Example products provided, but workplace may make other products that fit within the requirements of this unit.						Fried basic artisan product as decorated donuts	DONUTS	<input type="checkbox"/>	Sweet filled non laminated pies or tarts	APPLE PIE	<input type="checkbox"/>

FBPRBK3002		FBPRBK3001		FBPRBK3003		FBPRBK2002		FBPRBK3014	
Produce specialty flour bread products		Produce laminated pastry products		Produce specialist pastry products		Use food preparation equipment to prepare fillings		Produce sweet yeast products	
CUSTARD TART	<input type="checkbox"/>	VANILLA SLICE with icing	<input type="checkbox"/>	SAVOURY PASTIE	<input type="checkbox"/>	FRESH APPLE FILLING	<input type="checkbox"/>	BLUEBERRY SCONES or CHOC MUD SCONE	<input type="checkbox"/>
MONKEY FACE SHORTBREAD	<input type="checkbox"/>	SPINACH & FETA SAUSAGE ROLL or VEGETABLE PASTIE	<input type="checkbox"/>	MILLE-FEUILLE	<input type="checkbox"/>	MEAT & VEG PIE FILLING or CHICKEN & VEG PIE FILLING	<input type="checkbox"/>	APPLE WALNUT SCROLLS	<input type="checkbox"/>
QUICHE LORRAINE	<input type="checkbox"/>	SAUSAGE ROLL or MEAT PIE	<input type="checkbox"/>	STONE FRUIT GALETTE or FRUIT CUSTARD TART	<input type="checkbox"/>	CRÈME PATISSERIE	<input type="checkbox"/>	HOT X OR FRUIT LOAF	<input type="checkbox"/>
PARIS BREAST	<input type="checkbox"/>	MATCHSTICK	<input type="checkbox"/>	WAGON WHEELS	<input type="checkbox"/>			CREAM BUN (Cream filled finger bun)	<input type="checkbox"/>
APPLE SLICE	<input type="checkbox"/>	APPLE TURNOVER	<input type="checkbox"/>	DANISH PINWHEEL	<input type="checkbox"/>			BOSTON BUN	<input type="checkbox"/>

FBPRBK3008		FBPRBK3009		FBPRBK3010		FBPRBK3004	
Produce sponge cake products		Produce biscuit and cookie products		Produce cake and pudding products		Produce meringue products	
BLACK FOREST CAKE	<input type="checkbox"/>	CHOC CHIP COOKIES	<input type="checkbox"/>	FRUIT CAKE	<input type="checkbox"/>	CHOCOLATE GATEAUX	<input type="checkbox"/>
SWISS ROLL	<input type="checkbox"/>	FILLED & DECORATED YO-YO	<input type="checkbox"/>	STEAMED ORANGE PUDDING	<input type="checkbox"/>	MERINGUE KISSES sandwiched with buttercream	<input type="checkbox"/>
BUTTERFLY CUPCAKES	<input type="checkbox"/>	DECORATED GINGERBREAD	<input type="checkbox"/>	LEMON AND POPPYSEED CAKE	<input type="checkbox"/>	LEMON MERINGUE TART	<input type="checkbox"/>
SQUARE CELEBRATION CAKE	<input type="checkbox"/>	FLORENTINES	<input type="checkbox"/>	CHERRY AND COCONUT SLICE	<input type="checkbox"/>	PAVLOVA WITH CREAM AND FRUIT	<input type="checkbox"/>
				VEGAN CUPCAKE	<input type="checkbox"/>		
				GLAZED FLOURLESS CHOCOLATE CAKE	<input type="checkbox"/>		



The workplace will be provided with a laminated poster of the products that are required for photographic/video evidence submission.

This will enable the apprentice and their authorised workplace supervisor to TICK off and keep track of the required photographic/video evidence for submission at critical stages of assessment.

EXTERNAL WORKSHOPS



External Workshop 1

FBPRBK3018 Produce basic artisan products.

2 consecutive day external workshop.

Work under instruction, gain skills and practice with relevant equipment to produce laminated pastry and donut.

External Workshop 2

FBPRBK3012 Schedule and produce bread production.

2 consecutive day external workshop.

Undertake the scheduling and production of laminated pastry, croissant, danish and donut in real time and volume under training team observation.

Please note: If an apprentice is not competent, they will be required to undertake additional workshops until competency is achieved.

Your WTS representative will work with you to find a suitable workshop location.

Program Outline FBP30521 Certificate III in Baking

To be successful in achieving this certification, you must demonstrate competency in a total of 19 units, 15 core units and 4 electives

Code	Unit	Core & elective units
FBPWHS2001	Participate in work health and safety processes	C
FBPFSY2002	Apply food safety procedures	C
FBPOPR2069	Use numerical applications in the workplace	C
FBPRBK3005	Produce basic bread products	C
FBPRBK3006	Produce savoury bread products	C
FBPRBK3007	Produce specialty four bread products	C
FBPRBK3018	Produce basic artisan products	C
FBPRBK3015	Schedule and produce bakery production	C
FBPRBK3002	Produce non laminated pastry products	C
FBPRBK3001	Produce laminated pastry products	C
FBPRBK3003	Produce specialist pastry products	E
FBPRBK2002	Use food preparation equipment to prepare fillings	C
FBPRBK3014	Produce sweet yeast products	C
FBPRBK3008	Produce sponge cake products	C
FBPRBK3009	Produce biscuit and cookie products	C
FBPRBK3010	Produce cake and pudding products	C
FBPRBK3004	Produce meringue products	E
FBPRBK3016	Control and order bakery stock	E
FBPRBK4004	Develop baked products	E



PROGRAM DELIVERY

FULL TIME APPRENTICESHIP

36 Months | 36 Sessions

PART TIME/SCHOOL BASED APPRENTICESHIP

42 Months | 36 Sessions + 6 monthly contacts

Please see detailed Program Delivery model in the next 2 pages and below a summary of the hourly requirements for program activities.

Program Activity	# Number Of Sessions	Average Hours
Workplace Training Session	14 *	2-3 hours per month
Online Training Session	22 *	2 hours per month
Portfolio Task Workbook (Completed on-the-job as homework)	25 months	4 hours per month
Monthly Contact (Review of Portfolio Task Homework and Submissions)	6 **	30 minutes per review
Homework Reading And Research (Self-directed)	19 units	2-4 hours per unit
WTS External Skills Workshop	2 x 2 consecutive days (if required)	5 hours per day
Trainer Support Sessions	Available weekly	1-2 hours per session
Training Record Book * QLD only	19 units	2-4 hours per unit

This course is only delivered to apprentices who work in a retail or commercial bakery. The apprentice and the workplace must be committed to a mandatory monthly training calendar and have the necessary equipment and product range to support (on-the-job) training.

The course is delivered through an apprenticeship as a blended face to face group and or individual online and workplace-based delivery model, over:

30 months delivery for Full time Apprenticeship

36 months delivery for Part time/School-Based Apprenticeship

*** Minimum**

**** Included if Part Time**

FBP30521 CERTIFICATE III IN BAKING (FULL TIME)

	FBPFSY2002 FBPWHS2001	FBOPR2069	FBPRBK3005	FBPRBK3006	FBPRBK3014	FBPRBK3018	FBPRBK3007	FBPRBK2002	FBPRBK3002	FBPRBK3001	FBPRBK3003	FBPRBK3008 FBPRBK3009	FBPRBK3004 FBPRBK3010	FBPRBK4004 FBPRBK3016	FBPRBK3015
FBP30521 Certificate III in Baking (Full Time)	Cluster 1	Cluster 2	Cluster 3	Cluster 4	Cluster 5	Cluster 6	Cluster 7	Cluster 8	Cluster 9	Cluster 10	Cluster 11	Cluster 12	Cluster 13	Cluster 14	Cluster 15
Session 1	COM														
Session 2	CP - F2F	COM													
Session 3															
Session 4		COM													
Session 5		CP													
Session 6				COM											
Session 7			Session 5	Session 6 - F2F	Session 7										
Session 8			Session 7	Session 8 - F2F	Session 9										
Session 9			CP	Session 9	Session 10 - F2F										
Session 10				CP	Session 11										
Session 11					CP	COM									
Session 12						Session 12									
Session 13						Session 13 - F2F	COM								
Session 14						Session 14	Session 15 - F2F								
Session 15						CP	Session 16								
Session 16							CP								
Session 17							Session 17	COM							
Session 18							Session 18 - F2F	Session 19	COM						
Session 19							Session 19	Session 20 - F2F	Session 21						
Session 20							CP	Session 21	CP						
Session 21										COM					
Session 22										Session 22					
Session 23										Session 23 - F2F					
Session 24										Session 24	COM				
Session 25										CP	Session 25 - F2F				
Session 26										Session 26	CP	COM			
Session 27											Session 27	Session 28 - F2F			
Session 28	Y										Session 28	Session 29	COM		
Session 29	E										Session 29	Session 30 - F2F	COM		
Session 30	A										Session 30	Session 31	Session 32 - F2F	COM	
Session 31	R										Session 31	Session 32	Session 33	Session 34	
Session 32											Session 32	Session 33	CP	Session 35	
Session 33	3										Session 33	Session 34	CP - F2F		
Session 34											Session 34	Session 35			
Session 35											Session 35				
Session 36															

Course duration: 36 months = 36 sessions

*Please note: The Apprentice Qualification is competency based. Where the apprentice requires more time on-the-job to gain the necessary skills and experience and or requires additional Training Support Sessions, the WTS Training Team will discuss the specific requirements with the Employer/Authorised Supervisor and the Apprentice. WTS Training Support Sessions are available every week.

Where necessary WTS can create a 'Completion Plan' this will be developed with input and sign off from all parties.

Additional charges may be incurred:

* Late notification of training session cancellation (notice not given within 12 hours) - \$250

** WTS reserves the right to charge the following fees for additional training sessions above the allocated total 30 (28 and 2 workshops) sessions:
Certificate III and below - \$250 per session | Certificate IV and above - \$400 per session



THINGS YOU NEED TO KNOW

Training Team

Each Apprentice will be allocated a 'Training Team' led by a Principle Trainer with Support Trainers.

The Training Team model uses a Principal Trainer to schedule, manage and deliver training sessions, backed by a team of qualified trainers to fill any session gaps. This model ensures we can continue delivering monthly training sessions with flexible options.

Ongoing Monthly Training Calendar

Our Training Team will create an Ongoing Monthly Training Calendar with training dates approved and confirmed by the employer.

The training calendar will ensure the Apprentice/s can successfully progress within the program timelines of 30/36 months.

Workplace Suitability and Product Range

A suitable workplace is required to provide adequate facilities. It must include equipment, machinery, a range of work, product range, supervision and supervised (on-the-job) training. To allow the apprentice or trainee to successfully progress through the apprenticeship or traineeship to achieve successful completion.

To assess suitability in the workplace, WTS undertakes an inspection of the workplace. This is recorded in the **WTS 'WORKPLACE SUITABILITY CHECKLIST'**.

The WTS representative will outline to the employer the gaps in their product range, these products being required for the apprentice to make up the qualification. Further assessment ensures that the EMPLOYER'S AUTHORISED SUPERVISOR/INDUSTRY EXPERT has the required skills and knowledge to add the gap products to the workplace production. Any gap product will be documented on the WORKPLACE SUITABILITY CHECKLIST, both signed as acknowledgement by the Employer and the WTS representative.

Where the workplace does not have the required equipment to produce the gap products, the WTS representative will outline equipment requirements, and determine if the WTS external workshops can cover that gap.

If the workplace is unable to add any identified product and/or equipment gaps, enrolment can be refused by WTS.

Workplace Supervision

The EMPLOYER is required to provide adequate WORKPLACE SUPERVISION and SUPPORT for all apprentices. The WORKPLACE SUPERVISOR will require the relevant skills, knowledge, industry experience and in Queensland, qualifications are mandatory. The APPRENTICE must be always supervised.

The EMPLOYER will be required to NOMINATE a workplace supervisor in writing which we refer to as the AUTHORISED SUPERVISORS/INDUSTRY EXPERT.

All work in the workplace must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

Assessment Methods

Assessment is the process of collecting evidence and making judgements about whether an apprentice has achieved competency to the standard required in the workplace (as specified in a unit of competency or accredited module).

Evidence gathering will take place at work (on-the-job) and in the WTS monthly training sessions and external skill workshops (off-the-job). However, the application of skills in the workplace is a central tenet to the apprenticeship program, evidence is gathered as a person performs work tasks, in the workplace.

If an apprentice has not achieved competency, they can undertake further training and be re-assessed at a later stage. Additional cost may apply.

Prerequisites for Apprentices

There are no requirements to hold any occupational licensing, legislative or certification requirements to undertake this qualification, at the time of publication.

General Entry Requirements

To enrol into any WTS Qualification, an applicant must meet the following general entry requirements:

- Sufficient Language, Literacy & Numeracy (LLN)
- Have the required Digital Literacy skills
- Complete a Pre-Training Review and Enrolment Form
- A mobile phone with a camera to save and upload images and videos
- Internet access
- An email account
- A computer, laptop or tablet

Language, Literacy & Numeracy (LLN) and Digital Literacy Skills Assessment

WTS's courses require different basic Language, Literacy & Numeracy (LLN) and Digital Literacy Skills. Should your current skill level not meet the minimum requirements to complete the course, we will recommend that you undertake independent study to improve your skills, before commencing the course. Please contact WTS to further discuss your individual needs.

Additional Language, Literacy and Numeracy (LLN) and Digital Literacy Skills training may be available through a local Community based RTO, to achieve the required LLN level to enrol in WTS's courses.

Pre-Training Review

A Pre-Training review is a procedure that is used to select the best course and training for a person. The Pre-Training Review is utilised at WTS to assess learner's present competencies and is an important part of the enrolment process. Eligible individuals who wish to access subsidised government placement, must be reviewed.

English Language Requirements

To successfully enrol in this course, you must have a level of proficiency in verbal and written English, allowing you to engage in the course materials, content, and trainer facilitation. This ensures that you can undertake the range of assessments.

Individual needs that CANNOT BE PROVIDED during the program delivery such as

- Training materials in a foreign language, braille, or video/audio recording
- Provision of an interpreter/assistant to assist with language, sight, hearing or learning barriers

Charge for Non Attendance

The course is subject matter critical, and a MISSED session affects not only the learning but also the TRAINING TEAM'S scheduling and the qualification duration time for the learner.

Missed training sessions without 24-hour prior notification, result in personal CATCH UPS which incur \$250 trainer cost. The program allows 2 warnings per student, then unfortunately these charges must be passed onto the employer.

Continuing absenteeism without appropriate notice will result in cancellation from the program.

Reasonable Adjustment

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by WTS such as additional homework or video evidence.

Learner Support

The following learning support will be available:

- Additional Support Sessions available weekly
- Session Recordings available with prior notice given
- Completion Plans detailing agreed intervention strategies for learners who are not progressing
- Phone and Email Support with 48 hours response time

Enrolment Eligibility Criteria

- If under 17 years and NOT enrolled in secondary education, have a school exit form
- If under 18 years, have a parent/guardian to approve and sign enrolment documentation
- If you are undertaking an apprenticeship/traineeship, have a signed training contract with your employer at the time of enrolment with WTS. Apply through an Australian Apprenticeship Network Provider
- Be an Australian citizen or a permanent resident, or New Zealand citizen residing in Australia for more than 6 months

Student Handbook

Further and more detailed information is provided in the WTS Student Handbook on our website.

Credit Transfer – Recognition of AQF Qualifications

Credit Transfer is the process of granting learner's credit for accredited study previously completed through another provider.

Learners will need to provide WTS with a copy of their Certificate and/or Statement of Attainment (or state equivalent) indicating a competent level of attainment. This must occur prior to the commencement of your enrolment with WTS. Learners are also asked to provide the contact details of the RTO from which they gained the competency.

Recognition Of Prior Learning (RPL)

WTS has a comprehensive Recognition of Prior Learning (RPL) process for all courses and units within its scope of registration. All learners will be provided with information on RPL prior to enrolment and all learners are offered the opportunity to take up this option during the enrolment process.



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**FBP30521
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