



# Introducing ET Australia Training College

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Connecting people with  
a pathway to employment

## Who is ET Australia?

Founded in 1977, we are a community based not for profit education organisation operating on the Central Coast of New South Wales. ET Australia consists of a Registered Training Organisation (RTO ID 90084) and a Year 7 to 10 Independent Secondary College. ET Australia has a focus on assisting people to prepare for, find and maintain employment or go on to further study.

### A rich history of providing quality training and pathways to employment on the Central Coast

Our history in providing quality job ready employees has allowed us to forge strong business relationships among many industry sectors on the Central Coast. ET Australia's business community involvement as a high standing vocational education provider allows us to offer student work placement opportunities creating pathways to employment.

### It's all about finding you the right path to employment

If your true passion lies in marine conservation, yet you begin studies in aged care, chances are you're not going to finish your studies.

When you come to ET Australia to learn, we don't just treat you like another number. We want to know what your aspirations are so we can ensure we place you in a training program that assists you in achieving your goals. ET Australia's industry specialist Trainers will work closely with you to support your learning so you are ready for employment or further study.

## Finding the right pathway to employment Pathways to Employment process:



1

Sit down with our support team so we can learn a little more about you, discuss and assess what your goals are and what you want out of your study. It could be anything from wanting a job in an early childhood centre or wanting to use the training offered as a springboard to studying at the University of Newcastle.

2

Happy with the potential training outcomes ET Australia can offer you, your suitability for training has been confirmed and you are offered a place in a training program? Excellent, now it's time to fill out our enrolment paperwork.

3

Our industry specialist Trainer will induct you into training on your first day and along with our support team assist you throughout your studies.

4

Here we match you with a suitable host employer depending on your circumstances. Work placement provides you with practical application and prepares you for employment. Don't have a car to get to your host employer? Not a problem, we will place you with a suitably located employer so travelling isn't an obstacle.

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On completion of your training you may find the host work placement employer offers you a job or you may want to move onto further study. When you complete your training with ET Australia you have access to our employer network. Employers regularly approach ET Australia for job ready students allowing us to link students with employment.

## What training

# we provide

ET Australia is a Smart and Skilled provider. This training is subsidised by the NSW Government.

When you undertake training at ET Australia it's all about you, the student. The focus is on supporting you to become a well-rounded job ready employee for local businesses.

Our training programs focus on four key vocational areas:

- Aged Care
- Business
- Leadership and Management
- Early Childhood and Education

With aged and disabled carer positions predicted to grow by upwards of 30%\*, early childhood education positions to grow upwards of 26%\* and administrators to grow at a similar rate\* by November 2020, it makes sense to offer targeted vocational training within these areas to allow students to begin and advance their careers.

Our different qualification levels allow students to progress through their studies. Students have the opportunity to progress from entry level qualifications through to higher level qualifications to allow for career advancement.

Qualification levels we offer:

- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma

Along with computer skills training courses:



- Microsoft Excel, Word, PowerPoint and Outlook training
- Basic computer training

\*Source – Australian Government, Department of Employment, Employment outlook to November 2020 report

# Training

## Business

Looking to begin your business career and need essential training which sets you apart from others so you can be employed as an entry level office worker? Maybe you have been in your administration role for a few years and want to ready yourself to take your next career step?

Whatever your ambitions are, our business training will give you the confidence you need to apply your skills in a variety of office environments making you a highly valued employee.

With over 20 years of delivering business training to the Central Coast community you can be assured you will gain the benefit of our experience. Since 2011 we have graduated over 185\* business students and ET Australia business students have been employed at more than 100 businesses across the Central Coast.



Meet the Trainer –  
**Dione Terrantroy**

With a background of more than 10 years in hospitality and events management, Dione has been ET Australia's business Trainer for the past 6 years. From Dione's experience she knows the importance of having staff that not only come with the necessary technical skills but have the right attitude. Dione is a dynamic and passionate Trainer who engages her students with a variety of learning experiences. Dione receives consistent student feedback about her classes being a fun and supportive learning environment.



\*Source: ET Australia 2011-16 Current Students Report

ET Australia classifies graduates as those who achieve a full qualification.

## Our Courses

Business		
Course Name	Course Summary	Delivery Type
BSB10115 - Certificate I in Business	This entry-level qualification allows individuals across a variety of industry sectors to develop basic skills and knowledge to prepare for work.	Class based, self-paced
BSB20115 - Certificate II in Business	This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context.	Class based, self-paced, traineeship
BSB30415 - Certificate III in Business Administration	This qualification applies to a range of administrative roles in varied contexts. Individuals in these positions use some discretion and judgement and may provide technical advice and support to a team.	Class based, self-paced, traineeship
BSB40515 - Certificate IV in Business Administration	This qualification is suited to a range of individuals who use well-developed administrative skills and a broad knowledge base in a wide variety of administrative contexts. They apply solutions to a defined range of unpredictable problems, and analyse information from a variety of sources.	Class based, self-paced, traineeship
BSB42015 - Certificate IV in Leadership and Management	This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.	Class based, self-paced, traineeship

# Training

## Aged Care

Did you know that 25%^ of all Australians will be aged 65+ by 2042? That's more than 8 million Australians adding pressure on aged and personal care services.

With this added pressure comes the never ending need for aged care facilities to have job ready employees to look after their growing client base.

ET Australia has delivered Aged Care training to the Central Coast community for the past 15 years, graduated just over 370 students in the last 5 years and ET Australia aged care students have been employed at more than 45 aged care facilities across the Central Coast.

Whether you're wanting to start a career in aged care, looking for a career change, or wanting to springboard into further healthcare study, we have aged care training that will help you on your employment journey.



\*Source: ET Australia 2011-16 Current Students Report

ET Australia classifies graduates as those who achieve a full qualification.



Meet the Trainer –  
Mary Seeto

If you haven't met Mary before you are sure to see her on-site at Aged Care facilities around the Central Coast. She is hard to miss at only 4 foot 11 inches tall, with a kind determination and enthusiasm to give the Aged Care industry the very best employees. Having spent 30 years as a Registered Nurse and the last 5 years as ET Australia's aged care Trainer, Mary uses a variety of training methods. She employs an approachable and respectable view to all students, assisting them to grow as people, and as aged care workers. Mary's students are regularly employed at Aged Care facilities around the Coast, and this is testament to her successful training. Mary is passionate about providing the aged care industry with quality, well trained, work ready employees.

## Our Courses

 Aged Care		
Course Name	Course Summary	Delivery Type
CHC33015 - Certificate III in Individual Support	This qualification reflects the role of workers in the community and / or residential setting who follow an individualised plan to provide person-centred support to people who may require support due to ageing.	Class based, self-paced, traineeship
CHC43015 - Certificate IV in Ageing Support	This qualification reflects the role of support workers who complete specialised tasks and functions in aged services; either in residential, home or community based environments. Workers will take responsibility for their own outputs within defined organisation guidelines and maintain quality service delivery through the development, facilitation and review of individualised service planning and delivery.	Classbased, self-paced, traineeship

^Source: ABS population clock, [http://demographics.treasury.gov.au/content/\\_download/australias\\_demographic\\_challenges/html/adc-04.asp](http://demographics.treasury.gov.au/content/_download/australias_demographic_challenges/html/adc-04.asp)

# Training

## Early Childhood Education

Are you passionate about developing children through education and learning? Are you looking to access a career in early childhood or are you looking to take the next step?

Since 2014 we have been delivering early childhood education and care training for the Central Coast community, graduated over 230\* students and ET Australia early childhood students have been employed at more than 56 early childhood centres across the Central Coast.

Our early childhood and education programs are designed for those wishing to pursue a career in the industry, those who are looking for a pathway into University in related studies, and existing educators wishing to upskill into supervisory roles.

With early childhood education positions to grow upwards of 26%^ by November 2020^, now is the time to get qualified with ET Australia and enter the early childhood and education industry as a job ready employee.



\*Source: ET Australia 2011-16 Current Students Report

ET Australia classifies graduates as achieving a full qualification, statements of attainment aren't included.



Meet the Trainer –  
**Toni Hutchinson**

Toni has been ET Australia's early childhood and education Trainer for the past 18 months. Toni has been in the industry for more than 30 years and owned her own early childhood centre on the Central Coast for 10 years. Toni has seen the industry change for the better and now sees the terrific employment opportunities available across early childhood centres on the Central Coast for well trained students. Toni has an interactive approach to learning and will often incorporate song and dance into her classroom sessions. Her caring and understanding nature means her programs are in hot demand. Toni is well networked and well respected by early childhood centre owners across the Central Coast.

^Source: Australian Government, Department of Employment, Employment outlook to November 2020 report

## Our Courses

Early Childhood and Education		
Course Name	Course Summary	Delivery Type
CHC30113 - Certificate III in Early Childhood Education and Care	This entry level qualification is for anyone wishing to commence a career in the early childhood sector or for anyone who has been working in the industry for a number of years who wishes to formally recognise their knowledge and skills. This qualification is seen as the minimum qualification required for work in the sector according to current industry regulatory requirements.	Class based, self-paced, traineeship
CHC50113 - Diploma of Early Childhood Education and Care	This qualification reflects the role of early childhood Educators who are responsible for designing and implementing curriculum in early childhood education and care services. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and the National Quality Standards. They may have responsibility for supervision of volunteers or other staff.	Class based, self-paced, traineeship

## Services

At ET Australia, we understand the demands placed on students outside of trying to complete their studies. To help you find the right study / life balance we have a range of student and financial support services designed to assist you to engage in your studies and achieve your goals.



### Student Services

#### Training support team

When you study at ET Australia, your Trainer isn't your only point of contact for support. Our support team consisting of Training Officers, Product Specialists and Quality Managers are here to assist you to navigate through your training.

#### Work placement

ET Australia's business community involvement and high standing vocational education provider on the Central Coast allows us to offer student work placement opportunities creating pathways to employment. We support all students to secure work placement aligned to their individual circumstances.

#### Career advice

Interested in a career in early childhood, aged care or business but not sure where to start? ET Australia has over 39 years' experience in assisting people to prepare for, find and maintain employment. This wealth of experience means that ET Australia can provide you with career direction guiding you as to the steps you can take towards achieving your career ambitions. Call us or simply drop in to our offices in Gosford and talk to one of our support team members.

#### Résumé support

Found a job you want to apply for but need help in constructing or updating your résumé to set you apart from other candidates? We can help in assisting to create a winning résumé. If you are participating in an ET Australia training program you will have free access to this service. Call the office today to learn more.

#### Employer network access

Part of completing training at ET Australia means you have access to our employer network. Our employers regularly come and ask us for job ready students to fill their employment vacancies.

#### Community services

Located within our Gosford building are a number of community services available for you to access when you come and train at ET Australia. Youth services provided by Regional Youth Support Services, aftercare resource services provided by Relationships Australia and disability support services provided by Options Disability are available for you to contact either in person while training or via phone/email.



### Financial Services

#### Course payment plans

At ET Australia, you aren't required to pay all your student fees upfront. Prior to enrolment you are advised of the applicable student fee, and in consultation we can develop a suitable and flexible payment plan. You may choose to pay in one lump sum or weekly, fortnightly or monthly payments, it's up to you, and we are extremely flexible.

#### Scholarships

ET Australia awards a number of scholarships to students wanting to complete training. Scholarships are awarded to students due to financial hardship which assist to cover student fees. Scholarships are funded by generous Central Coast businesses and citizens supporting continued education in our community. Scholarship applications are a relatively simple process, and the majority of scholarship applications are successful.

#### Recognition of Prior Learning (RPL) and Credit Transfers

Do you believe your industry experience or previous qualifications will provide you with credit or recognition? ET Australia can provide you with upfront advice on potential recognition pathways which may reduce your study time and cost. Give us a call today to understand how you can qualify.

#### Subsidised training

This funding allows students to access nationally recognised training at a subsidised cost. ET Australia is a Smart and Skilled approved provider. This training is subsidised by the NSW Government. Want to know if you're eligible for subsidised training? Visit <https://smartandskilled.nsw.gov.au> and click on 'Are you Eligible?'

# Attending Training

## At ET Australia

### Classroom locations

ET Australia has two centrally located facilities close to public transport:

#### Gosford

Parkside Building,  
123 Donnison Street,  
Gosford

Conveniently located  
500 metres walk from  
Gosford Train Station



#### Wyong

Wyong Better Futures Hub,  
2a Amy Close,  
North Wyong

Located just off the Pacific  
Highway opposite Wyong Golf  
Course, just 5 minutes drive  
from Wyong Train Station.



#### Student hub

ET Australia offers free access to our student hub located at our Gosford facility for those students currently training with ET Australia. Students can access computers, printing, photocopying and free Wifi all for no additional cost.

#### Car parking

Free car parking is available at both our Gosford and Wyong facilities.

For free parking in Gosford simply park in the old Marketown car park located 150 metres away from our Gosford facility.

#### All learning materials provided

We provide quality learning and assessment materials to assist you with your studies. No additional outlay is required.

#### Industry specialist Trainers

When you train with ET Australia you can be confident the person you are learning from has the industry and training experience required to give you the best opportunity to learn and complete your training. Our Trainers take a personal approach to their training as they understand not every student is the same.

#### Library access

Our Gosford facility is located conveniently opposite Central Coast Council library so if you ever need to access additional reading material you can do so free of charge at the library.

### Want to know more about ET Australia?

