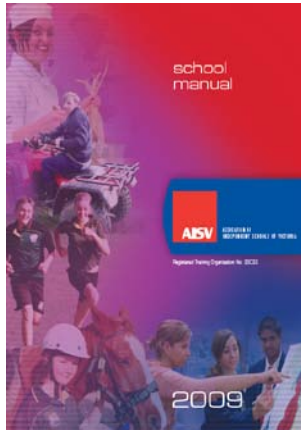


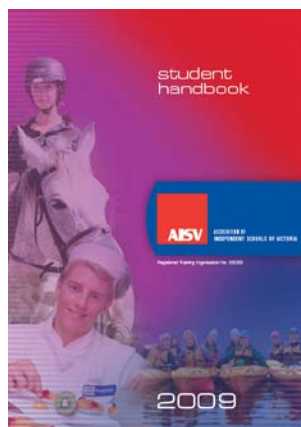
## Resources and Handbooks

The following resources have been developed for schools auspicing through the AISV RTO. It is expected that in the future further resources will be developed.



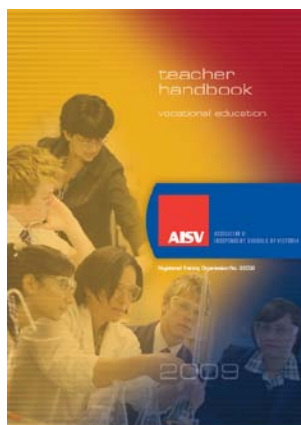
### School Manual

The School Manual is made available to schools who auspice through AISV RTO. It contains information for students, teachers, plus information from the Training Package relating to the units of competency being taught within the Certificate



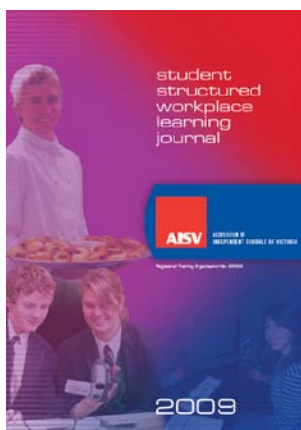
### Student Handbook

This handbook provides information to the student about Vocational Education and Training, and is a very useful resource for students.



### Teacher Handbook

This provides information to teachers involved in Vocational Education and Training in a school. Some templates are provided.



## Structured Workplace Learning Journal

This journal contains a complete record of the student's Structured Workplace Learning. There is provision for parent, employer and student recording, plus templates that could be used to record student's involvement.

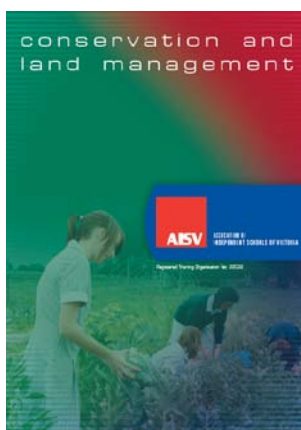


## First Aid

The First Aid course is designed for teachers and students.

Teachers who undertake this course and have appropriate qualifications will be able to teach students in their schools.

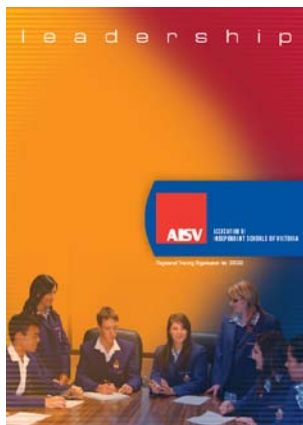
The unit of competency are HLTCPR201A Perform CPR, HLTFA201A Provide Basic Emergency Life Support and HLTFA301B Provide First Aid.



## Conservation and Land Management

This course is designed for students in schools who are involved in field trips or school camps.

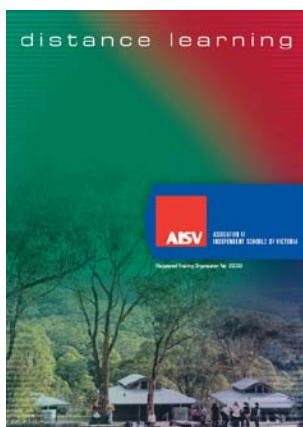
The unit of competency is RTC2015A Recognise Plants and will be accredited in RTD20102 Certificate II Conservation and Land Management.



## Leadership

The Leadership course is designed for student leaders in schools.

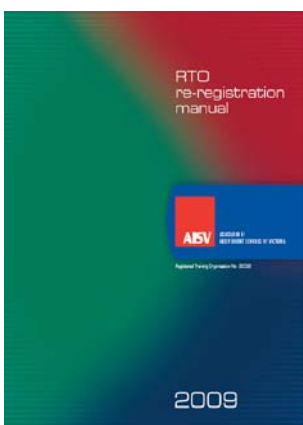
The unit of competency used is BSB and will be accredited in 21695VIC Certificate IV Further Education.



## Distance Learning – BSB20107

The Distance Learning course is designed for schools who have some students who wish to study VET Business, but the school does not have enough students to make a class.

The course will be delivered by a distance-learning mode through AISV.



## RTO Re-Registration Manual

This manual has been designed to assist schools in their RTO Registration Process. Sample policies are provided as well as suggestions of what could be used as evidence against AQTF Standards

Contact the AISV RTO team at [rto@ais.vic.edu.au](mailto:rto@ais.vic.edu.au) for further information on any of the above resources and handbooks.