Blueprint
Career Development

Statement of Attainment

A statement of attainment is issued by a registered training organisation when an individual has completed one or more accredited units

This is a statement that

Suzanne Johnson

Has attained the following units of compentency:

TAELLN411	Address adult language, literacy and numeracy skills	CT
TAELLN412	Access resources and support to address foundation skills in vocational practice	C
TAELLN413	Integrate foundation skills into vocational training delivery	C

Key to results: C: Competent, RPL: Recognition of Prior Learning, RCC: Recognition of Current Competency, CT: Credit Transfer, CA: Continuing Activity

These competencies form part of

TAESS00009

Address Foundation Skills in Vocational Practice Skill Set

Certificate Number: 9061408-6165846

Date of Issue: 28-Apr-20

RTO Number: 30978

NATIONALLY RECOGNISED TRAINING

Verify the authenticity of this SOA at https://www.securedsigning.com/products/signature-verification-service

Child Protection or other pre-engagement probity screening: In the event that the role that you have been offered is subject to a regulated pre-engagement clearance by the College (such as a working with children check and/or Criminal Name Index check) you must gain at your own cost the required clearance and cannot commence duty without the authorisation of the College and subject to clearance by the authorities.

Work Health and Safety (WHS) and emergency evacuation duties: You are required to ensure that SCC's health and safety management processes are carried out to ensure a healthy and safe working and learning environment for SCC staff, students and others. See https://www.sydneycommunitycollege.edu.au/policies/whs. This includes taking responsibility for your students in the event of an emergency evacuation and reporting any injuries or incidents which come to your attention within 24 hours of them occurring.

Accepting this offer: To accept this Offer, please sign and return a copy of the acceptance below to me by the date specified in the **Schedule**. If you have not previously been engaged as a casual employee by SCC within the past 12 months, in order for you to be paid you will need to complete and return a Tax File Number Declaration form AND the SCC's Bank and Superannuation Account form. Please return them with your acceptance (failure to return all documents will result in non-payment). You will also need to provide proof of identity and residence (either a current passport or driver's licence or birth certificate, and visa if applicable) at interview or with your acceptance. I look forward to receiving your acceptance of this Offer and thank you once again for your interest in contributing to the work of SCC.

Please also see other matters related to your engagement on (pages 9 and 10 refer) which, on this occasion, also require your finalisation and signature.

Yours sincerely

Jennifer Aldred (signature)

Jennifer Aldred
Senior Manager
Finance and Funded Programmes and Manager of the Registered Training Organisation

---

Acceptance of offer

I have read and accept the terms of the casual employment engagement set out in this Offer. In signing this Offer, I acknowledge that the terms (including the attached **Schedule**) constitute the entire understanding between SCC and myself in relation to my engagement. I acknowledge that I am bound by the policies and procedures which apply to my engagement as a casual employee. All previous negotiations, representations and agreements are superseded by this Offer and attached **Schedule**.

Name: SUZANNE JOHNSON

Email: maidendale @ gmail. Com

Mobile number: 0407536970

Signed: _____   Date: 17 / 8 / 20

Please print and sign this page, and return to your Programme Manager by email, post or in person

17 August 2020

Suzanne Johnson
Via Email: maidendale@gmail.com

PRIVATE AND CONFIDENTIAL

Dear Suzanne,

Offer of Engagement – Casual Employee
Sydney Community College (SCC) RTO 90054
Funded Training Programme 2020-2021

Thank you for your interest in casual employment at Sydney Community College (SCC). Your willingness to contribute to SCC's activities is very much appreciated and I am pleased to offer you engagement on the terms set out in this Offer of Engagement ('Offer').

Engagement Terms and Conditions: casual employment

Nature of employment engagement: Casual employment as a trainer/assessor for SCC's Adult and Community Education (ACE) and Smart and Skilled programs funded by the NSW Government. Your casual engagement with SCC is for training and assessing activities delivered under these programs, including but not limited to: delivery of full and part qualifications; input to course design and resource development; administrative and logistical support for information and enrolment sessions; conduct of language and literacy assessments; recordkeeping; participation in required validation and moderation activities; student support; and other training and assessment support as may arise. See https://www.training.nsw.gov.au/ace/ace_cso_program.html. Your anticipated dates of casual employment are specified in the attached *Schedule/s*. Each period of casual employment will constitute a separate period of engagement from any other engagement. With the exception of the duties assigned to you from time-to-time, the terms of your engagement as a casual employee pursuant to this Offer may be varied only by agreement between you and an authorised officer of SCC. This Offer embodies the entire understanding between you and SCC in relation to your engagement as a casual employee to perform the work referred to in the *Schedule/s* and any new schedule/s issued to you.

Award, rate of pay, superannuation and other conditions: SCC operates under the *Education Services (Post-Secondary Education) Award 2010*. See http://awardviewer.fwo.gov.au/award/show/MA000075 and also the Fair Work Commission's Fair Work Statement at https://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement. As a trainer/assessor and as a training coordinator for the delivery of the ACE project, the dates of engagement, your rate of pay as a casual employee is specified in the attached *Schedule/s*. Payment is made fortnightly into your nominated bank account. Your nominated Program Manager will explain the procedures in more detail.

Residence and visa requirements: This Offer is conditional upon you being able to lawfully work in Australia and in documentary evidence of:
- Your identity (current passport or NSW driver's licence) and if applicable, documentation of any change of name;
- Your Australian residence status (birth certificate or passport) or valid working visa and, if applicable, documentation of any change of name;
- The qualifications stated in your application; and
- Any professional registration required for the purposes of your role.

Termination of this offer: Either party may terminate this casual employment engagement at any time by giving written notice of 30 days. SCC reserves the right to terminate your engagement in the event that you have provided false or misleading information prior to your engagement with SCC.

Conduct of courses

See *Schedule/s*

Evaluation: SCC believes that seeking feedback on the success of its teaching staff and the quality of each student's experience is an important component of SCC's quality assurance system. By accepting this Offer, you agree to participate in SCC's evaluation process, which involves but is not limited to evaluation of student work, student feedback, student complaints, and feedback from other SCC staff.

Intellectual property: Intellectual property means the registered and unregistered right in relation to present and future copyright, trademarks, designs, know-how, patents, confidential information and all other intellectual property as defined. Unless otherwise mutually agreed and reflected in the Schedules, each party grants to the other a non-exclusive license to freely use all materials developed by it under the contract or otherwise in connection with the delivery of the course through SCC. Where nothing is specified in the *Schedule/s*, the intellectual property in all teaching and course material related to this contract are to be used exclusively for, and in the delivery of, the provision of services under this contract and are, as such, the property of SCC.

Duties, policies and procedures

Duties and general: Details of your duties and your Programme Manager are set out in the attached *Schedule*. By accepting this casual employment engagement you agree to comply with the Smart and Skilled Adult and Community Education Programs ACE provider Contract and Operating Guidelines in force for the duration of this Offer and all laws and professional standards applicable to your engagement as a casual employee - including laws in relation to health and safety - and adopted through SCC policies, procedures and rules – varied or replaced by SCC from time to time. This includes but is not limited to compliance with the:

- Australian Qualifications Framework (AQF) which is currently under-going review;
- the National Vocational Education and Training Regulator Act 2011; and
- Standards for Registered Training Organisations (RTOs) 2015 – see https://www.asqa.gov.au/about/australias-vet-sector/standards-registered-training-organisations-rtos-2015

See also the following links for relevant policies for trainers/assessors, SCC RTO training policies, and SCC general policies:
https://www.sydneycommunitycollege.edu.au/trainer-and-assessor-information

https://www.sydneycommunitycollege.edu.au/policies/rto
https://www.sydneycommunitycollege.edu.au/policies

Current competency and professional development: In accordance with SCC's 'Staff Recruitment and Professional Development' policy, you are required to complete the College's trainer/assessor matrix for the purpose of verification of competence and currency and kept on the College server. Staff/contractors are expected to engage in at least two professional development activities annually for the purpose of developing and enhancing the trainer/assessor's industry skills and currency.   These may or may not be held by the College. The College expects staff/contractors to update their resumes and staff matrix at least annually to reflect their participation in industry and educational professional development activities.

Assessment moderation, validation and feedback activities: (following SCC policy refers: Validation 2015-2020: Policy and Procedures Validation and Moderation)

Assessment moderation and feedback: In accordance with the SCC's policy, you will be required to participate in moderation of a minimum of 10% of the assessment decisions (i.e. marked student assessments) made by trainers engaged in the ACE Program. Scheduled moderation and outcomes of moderation sessions will be discussed with you in advance. Feedback on outcomes and identified improvements from moderation will be used to improve SCC's training and assessment strategies, learning and assessment material, development of the SCC trainers/assessors and the overall approach to training planning and delivery.   Relevant stakeholders may also be involved where industry consultation is a prerequisite to programme delivery, in particular in regard to government funded programmes.   Moderation activity and outcomes will be recorded on a Moderation of Assessment Judgements Form to which you will have access.

Assessment validation: Validation will occur in alignment with SCC's 5-year plan. Refer to the plan/schedule in the following location: server/Public/RTO/Validation2015-2020/Policy and Procedures Validation and Moderation policy FINAL, a copy of which can be provided on request.

See Schedule/s for Validation and Moderation fees payable.

Confidentiality: SCC is committed to protecting its confidential information and intellectual property. 'Confidential Information' means: any information, however communicated or recorded, relating to the activities of SCC to which you gain access in the course of, or in connection with, your engagement. This includes any information related to finances, business affairs, strategies, plans or initiatives and any sensitive or commercially valuable information – including information relating to students or other staff or contractors to SCC. To ensure protection of these interests, you agree to keep confidential all confidential information provided to you in the performance of your duties other than which you may be required to disclose by law or agreed to by SCC.

Privacy: Information provided by individuals to SCC is protected SCC's Privacy Policy which may be found on its website at http://www.sydneycommunitycollege.com.au/privacy. SCC adheres to the thirteen Australian Privacy Principles (APPs) issued by the Office of the Australian Information Commissioner (OAIC) oaic.gov.au. Commercial use of any personal information provided to the Contractor or its delegates in the provision of your services to SCC is not permitted.

Overpayment: In the event that you are paid an amount (or amounts) of money to which you are not entitled as a result of a mistake of SCC (overpayment), you agree to inform SCC within 7 days of becoming aware that such an overpayment has been, or will be, made.

Child Protection or other pre-engagement probity screening: In the event that the role that you have been offered is subject to a regulated pre-engagement clearance by the College (such as a working with children check and/or Criminal Name Index check) you must gain at your own cost the required clearance and cannot commence duty without the authorisation of the College and subject to clearance by the authorities.
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Yours sincerely

Jennifer Aldred
Senior Manager
Finance and Funded Programmes and Manager of the Registered Training Organisation

Acceptance of offer
I have read and accept the terms of the casual employment engagement set out in this Offer. In signing this Offer, I acknowledge that the terms (including the attached Schedule) constitute the entire understanding between SCC and myself in relation to my engagement. I acknowledge that I am bound by the policies and procedures which apply to my engagement as a casual employee. All previous negotiations, representations and agreements are superseded by this Offer and attached Schedule.
Name:
Email:
Mobile number:
Signed: Date: ____ / ____ / _
Please print and sign this page, and return to your Programme Manager by email, post or in person

Schedule 1 - Position Details

Program Manager	Tonya Cook-Pedersen Emails: tonyakcook@hotmail.com or tonya.cook- pedersen@sydneycommunitycollege.edu.au Mobile: 0412247656
Start date of engagement +	18/08/2020
+ Please note that the below duties and dates may be varied by SCC after discussion with you. No payments will be made for dates that you are unable to work	

Pre-enrolment LLN Assessment Duties:

- Conduct oral (speaking and comprehension) assessments in person at assigned information sessions and by phone to determine applicants' ACSF level.
- Assess applicant's writing samples to determine their ACSF level
- Ensure the timely reporting of assessments results to Program Manager
- Assist in revising assessment tools as may be needed

Training and Assessment Duties:

Working closely and collaboratively with the Funded Programmes Manager and other designated SCC staff, provide professional services to assist SCC in delivery of training and support program for disadvantaged learners, in partnership with our community organisation partners.

For each course assigned to you, you will:

- Provide input to TAS, Learning Programme and a Session Plan / Training Schedule as may be requested

- Familiarise yourself with the SCC assessor guide, mapping, learner guide, and assessments tasks and assist resource development and refinement for FSK units included.

- Deliver course in accordance with the agreed Learning Program, Session Plan and Training Resources

- Assess in accordance with SCC guidelines – see link at https://www.sydneycommunitycollege.edu.au/trainer-and-assessor-information - Learning Program, Session Plan and Training Resources

- Provide reasonable student support that aids student retention and completion rates. Student support arranged outside of class time needs to be logged using the attached log template. SCC is required to keep a record of support provided to students.

- Design and deliver any required nonaccredited unit. These units, if assigned, are designed to address skill gaps (language and literacy, job seeker skills, digital literacy, etc) in your particular class. All resources and student work completed for this unit must be provided to SCC as proof of nonaccredited unit delivery

- Promptly notify Program Manager of issues related to attendance, assessment completion and non-training student welfare issues.

- Ensure accurate attendance and assessment record keeping, including weekly copying and regular scanning and uploading to designated OnCourse page and/or Drop Box folder of

class roll and updated student assessment record sheets and completed assessment tasks. Scanning support can be arranged as needed.

- Report regularly, including weekly email or phone call or in-person communication with Program Manager on issues arising, student support and progress in unit completion

- Report final unit completion results prior to last day of course to facilitate award of Statements of Attainment in person in the last class (when possible)

- Participate in validation and moderation activities related to your course and course materials

- Keep your trainer and assessment matrix up-to-date and engage in all required professional development to maintain your qualifications up-to-date.

Resource Development Duties:

- Contribute to resource development and/or contextualization for units delivered in SCC courses. This may include development of mapping guide, learner guide, and assessments tasks and guidance for learners/assessors or supporting and coordinating external consultants or trainers in such resource development. SCC templates and guidance will be provided.

Resources and equipment:	Remote work from home is preferred; however access to work station and all office equipment at SCC if needed Access to training facilities (including whiteboard, projector, wifi) and copier/scanner at community partner organisation where (or near where) training is delivered. Use of your own laptop/desk top computer with DropBox and OnCourse installed to enable remote work.
Rates of pay:	$75.00 per hour. This hourly rate is inclusive of the 25% casual employee loading and superannuation payments due to you.

DETAILS RELATED TO TRAINING COORDINATION AND COURSE DELIVERY

Training delivery locations: to be notified as courses are assigned to you

Arrival time: Trainers and other SCC staff are required to be in attendance no less than 15 minutes prior to the start of an information or training session.

Class roll/s: Trainers will be provided a class roll (and updates as necessary) that must be signed by all students in attendance. The class roll must be scanned and uploaded to the designated course DropBox folder each week and the Training Coordinator notified when this occurs.

Training room and facilities: Training rooms and facilities are provided by our community partner organizations. All training rooms will have a white board, WIFI access, and facilities for PowerPoint presentations and showing videos. Some will also have laptops for students to use. An onsite photocopier/scanner is available at the training locations if you or trainers require it for student handouts, copying/scanning of assessments, etc.

WHS and emergency evacuation: You and the trainers will receive orientation training in evacuation procedures related to your location by SCC's community partner staff. In the event of an evacuation, trainers are responsible for your students, including reporting any injuries or

incidents to the SCC and the community partner contact (see *Contacts* under). Report all WHS issues directly to the community partner contact and, if not resolved to your satisfaction, then to the SCC contact/s listed below.

First aid: The trainers are the first point of contact in the event a student is injured.   See our community partner contact (see *Contacts* under) or his/her delegate in the event that first aid is required to be applied.

Evaluations: Trainers are required to complete a trainer/assessor end of course report which should be returned to the Program Manager at the end of the course.
Students will be invited to complete course/trainer evaluations at the end of the course

Vacating the premises: Trainers and other SCC staff must leave a training room as it was found and let community centre partner contact know when leaving.

Contacts:
Sydney Community College
Tonya Cook-Pedersen, Manager Funded Training Program
Email: tonyakcook@hotmail.com or tonya.cook-pedersen@sydneycommunitycollege.edu.au
Mobile: 0412 247 656

Jennifer Aldred, Senior Manager, Finance and Funded Programmes and RTO Manager
Email: jennifer.aldred@sydneycommunitycollege.edu.au Mobile: 0418 467 623 Phone: 02 8752 7599

CORE (Cabramatta)

Suhair Erimya, Student Outreach and Support, Email: serimya@corerecs.org.au
Phone: 97270477, Mobile: 0472 879 279

4cs (Lakemba)

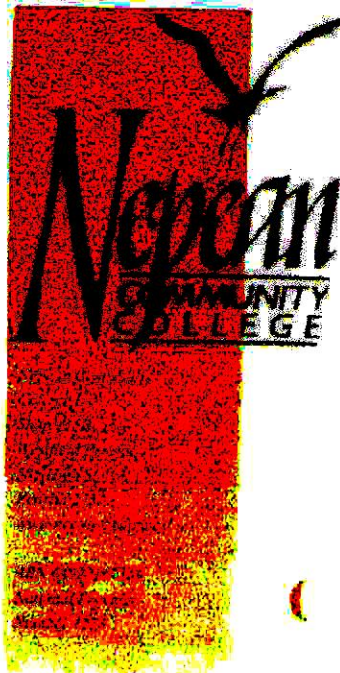Kate Maclean, Manager – Community Sector & Capacity Building
Email: capacitybuilding@4cs.org.au, Tel: 9750 9344; Mobile: 0425 049 279

Romana Waseem, Community Development Worker, Email: romana.waseem@4cs.org.au. Tel: 97509344; Mobile 0412 370 811 (work)
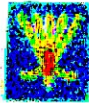
Nepean COMMUNITY COLLEGE

This is to Certify that

Suzanne Johnson

(Student Number : MS14181)

Has fulfilled the requirements for

Certificate IV in Training and Assessment TAE40110

on May 16, 2012

The Qualification ... ... Nat'l ... for the Australian Training Qualification Framework and is issued under ... ... Training Act 2005 ... ... through which this qualification can be downloaded from

Dwight
Principal

This is to certify that this is a true and accurate copy of the original which I have sighted *[signature]* J.P.
#172140
10/12/19

Transcript

Suzanne Johnson
(Student Number : MS14181)

Certificate Number:
108284/MS14181/17681

TAEDES401A	Design and develop learning programs	Recognition of prior learning granted
TAEDES402A	Use training packages and accredited courses to meet client needs	Recognition of prior learning granted
TAEDEL401A	Plan, organise and deliver group-based learning	Recognition of prior learning granted
TAEDEL402A	Plan, organise and facilitate learning in the workplace	Recognition of prior learning granted
TAEASS401B	Plan assessment activities and processes	Recognition of prior learning granted
TAEASS402B	Assess competence	Recognition of prior learning granted
TAEASS403B	Participate in assessment validation	Recognition of prior learning granted
TAEDEL403A	Coordinate and facilitate distance-based learning	Recognition of prior learning granted
TAEASS301A	Contribute to assessment	Recognition of prior learning granted
TAETAS401A	Maintain training and assessment information	Recognition of prior learning granted

EWright
Principal

This is to certify that this is a true
and accurate copy of the original
which I have sighted

Peter Boyer J.P.

\# 172140

10/12/19

Kiama Community College Inc.

NATIONAL PROVIDER NUMBER 90087

ABN 68 654 722 850

Empowering Individuals
Enriching Community

Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation
when an individual has completed one or more accredited units

This is a statement that

Suzanne Johnson

Student Number: 6388582

has attained

Unit of Competency Code	Unit of Competency Name
TAEASS502	Design and develop assessment tools

These competencies form part of   TAE40116   Certificate IV in Training and Assessment

Certificate Number: 6388582-4873837

Helen Zwicker
Executive Officer
Kiama Community College

This is to certify that this is a true and accurate copy of the original which I have sighted. Peter Boyce J.P. #172190 19/2/19
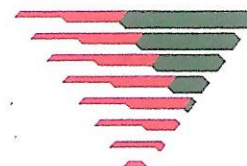
NATIONALLY RECOGNISED
TRAINING

Dated: 08 April 2019

FORTRESS LEARNING

STATEMENT OF ATTAINMENT

A Statement of Attainment is issued by a registered training organisation
When an individual has completed one or more accredited units

This is a statement that

SUZANNE JOHNSON

has been assessed as having fulfilled the following
unit requirements:

Year	Unit		Result
			C Competent
2014	TAELLN411	Address adult language, literacy and numeracy skills	C

TAE40110

Certificate IV in Training and Assessment

Dated: 09 September 2014

Chris Gribble
Manager
Fortress Learning
Registration No. 31974
Certificate Nr: 14/ID 8708

This is to certify that this is a true and accurate copy
of the original which I have sighted
Peter Boyce J.P. #172140 10/12/19

This is a true and accurate copy
of the original which I have
Signed D.B. J.P.
#172140

10/12/19

NSW GOVERNMENT

TAFE NSW

NEW SOUTH WALES TECHNICAL AND FURTHER EDUCATION COMMISSION AUSTRALIA

Certificate III

in

Business Administration
BSB30407

awarded to

SUZANNE RUTH JOHNSON

Dated: 31 December, 2012

Managing Director

Western Sydney Institute
2-10 O'Connell Street
KINGSWOOD NSW 2747

RTO Provider No. 90000
ABN 36 459 049 947

NATIONALLY RECOGNISED Training

6778779

The qualification certified herein is recognised within the Australian Qualifications Framework
A summary of the employability skills developed through this qualification can be downloaded from
http://employabilityskills.training.com.au

ABN 89 755 346 347
Student No.: 368445479
Student Name: SUZANE RUTH JOHNSON

NSW | TAFE

SUZANE RUTH JOHNSON
23 SPURWOOD ROAD
WARRIMOO NSW 2774

BLACKTOWN COLLEGE
PO BOX 449
BLACKTOWN NSW 2148
Telephone: (02) 131 870
Fax: (02) 9208 1785

TRANSCRIPT OF ACADEMIC RECORD as at 17-DEC-2012

Having been assessed in accordance with the requirements of the
BSB07 Business Services Training Package
you have achieved the following results in
BSB30407 Certificate III in Business Administration
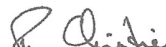Further results are required for you to complete this course

YEAR	CODE	UNIT	RESULT
2012	BSBADM307B	Organise schedules	Competent
2012	BSBITU203A	Communicate electronically	Competent
2012	BSBITU302B	Create electronic presentations	Competent
2012	BSBITU303A	Design and produce text documents	Competent
2012	BSBITU304A	Produce spreadsheets	Competent
2012	BSBITU306A	Design and produce business documents	Competent
2012	BSBITU307A	Develop keyboarding speed and accuracy	Competent
2012	BSBITU309A	Produce desktop published documents	Competent
2012	BSBOHS201A	Participate in OHS processes	Competent
2012	BSBWOR204A	Use business technology	Competent
2012	BSBWRT301A	Write simple documents	Competent
2012	ICPMM263C	Access and use the Internet	Competent
2012	TAEASS301B	Contribute to assessment	Deferred Result

Page 1

END OF TRANSCRIPT

The above results were achieved through enrolment in TAFE NSW course
17807 Certificate III in Business Administration

This statement is issued without
alteration or erasure of any kind

MANAGING DIRECTOR

NEW SOUTH WALES TECHNICAL AND FURTHER EDUCATION COMMISSION

This is to certify that this is a true and
accurate copy of the original which
I have sighted.

Peter Byrne J.P.
#172140
10/12/19

This is to certify that
this is a true + accurate
copy of the original
which I have sighted

Peter Boyer JP
172140
10/12/19

TAFE MSN
DEPARTMENT OF EDUCATION AND TRAINING

NEW SOUTH WALES TECHNICAL AND FURTHER EDUCATION COMMISSION
AUSTRALIA

Diploma

of

Management
BSB51107

awarded to

SUZANNE RUTH JOHNSON
at Pass Level

Dated: 2 December, 2010

M. Coutts-Trotter
Managing Director

Western Sydney Institute
2-10 O'Connell Street
KINGSWOOD NSW 2747

RTO Provider No. 90000
ABN 36 459 049 947

NATIONALLY RECOGNISED
TRAINING

6180238

SUZANNE RUTH JOHNSON
"MAIDEN VALE"
23 SPURWOOD RD
WARRIMOO NSW 2774

BLACKTOWN COLLEGE
PO BOX 449
BLACKTOWN NSW 2148
Telephone: (02) 131 870
Fax: (02) 9208 1755

TRANSCRIPT OF ACADEMIC RECORD as at 30-JAN-2012

Having been assessed in accordance with the requirements of the
BSB07 Business Services Training Package
you are eligible to receive
BSB51107 Diploma of Management
in the Pass Grade

YEAR	CODE	UNIT	RESULT
2010	BSBADM502B	Manage meetings	Competent
2010	BSBCUS501A	Manage quality customer service	Competent
2010	BSBINM501A	Manage an information or knowledge management system	Competent
2010	BSBLED401A	Develop teams and individuals	Competent
2010	BSBMGT502B	Manage people performance	Competent
2010	BSBMGT515A	Manage operational plan	Competent
2010	BSBPMG510A	Manage projects	Competent
2010	BSBWOR501A	Manage personal work priorities and professional development	Competent
2010	BSBWOR502A	Ensure team effectiveness	Competent

Page 1 of 1

END OF TRANSCRIPT

The above results were achieved through enrolment in TAFE NSW course
17831 Diploma of Management

This statement is issued without
alteration or erasure of any kind

Michele Bruniges

MANAGING DIRECTOR

NEW SOUTH WALES TECHNICAL AND FURTHER EDUCATION COMMISSION

This is to certify that this is a true
and accurate copy of the original
which I have sighted

Peter Bryce JP
172140

10/12/19

RIVERINA COMMUNITY COLLEGE

This is to certify that

Suzanne Johnson

Student 000R007304

has fulfilled the requirements for:

Certificate II in Skills for Work and Vocational Pathways

FSK20113

Catherine Daley, Chief Executive Officer

RTO Registration number: 90133
Date of issue: 8 March 2017
RTO Credential No: CERT04105
ABN 20 201 193 944
PO Box 5065 Wagga Wagga NSW 2650
Ph: 02 6933 5555 Fax: 02 6933 5505
Email: certificates@riverinacc.edu.au

NATIONALLY RECOGNISED
TRAINING

Australian
Qualifications
Framework

This is to certify that this is a true and accurate copy of the original which I have sighted

Peter Byrne J.P.
#172140
10/12/19

RIVERINA
COMMUNITY
COLLEGE

Suzanne Johnson
23 SPURWOOD RD
WARRIMOO NSW 2774

Record of Results

Student No 000R007304
FSK20113   Certificate II in Skills for Work and Vocational Pathways

The above student has been assessed as Competent in the following units:

Year	Units Enrolled		Results
2017	BSBITU201	Produce simple word processed documents	C
2017	FSKOCM07	Interact effectively with others at work	C
2017	FSKNUM14	Calculate with whole numbers and familiar fractions, decimals and percentages for work	C
2017	FSKRDG10	Read and respond to routine workplace information	C
2017	FSKDIG03	Use digital technology for routine workplace tasks	C
2017	FSKLRG09	Use strategies to respond to routine workplace problems	C
2017	FSKLRG11	Use routine strategies for work-related learning	C
2017	FSKNUM15	Estimate, measure and calculate with routine metric measurements for work	C
2017	FSKWTG09	Write routine workplace texts	C
2017	FSKWTG07	Write routine formal workplace texts	C
2017	FSKLRG10	Use routine strategies for career planning	C
2017	FSKRDG09	Read and respond to routine standard operating procedures	C

C = Competent   NYC = Not Yet Competent

Credential No: CERT04106   Date completed: 8/03/2017

Catherine Daley CEO

Registration Number 90133

This statement was issued without alterations or erasure of any kind

This is to certify that this is a true
and accurate copy of the original
which I have sighted

Peter Byrne JP.
172140
10/12/19

Suzanne Johnson
23 SPURWOOD RD
WARRIMOO NSW 2774

Record of Results

Student No 000R007304
FSK20113   Certificate II in Skills for Work and Vocational Pathways

The above student has been assessed as Competent in the following units:

Year	Units Enrolled		Results
2017	BSBWOR204	Use business technology	C
2017	FSKOCM04	Use oral communication skills to participate in workplace meetings	C

C = Competent   NYC = Not Yet Competent

Credential No: CERT04106   Date completed: 8/03/2017

Catherine Daley CEO

Registration Number 90133

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Peter Boyce J.P.

\#172140

10/12/19

WESTERN SYDNEY INSTITUTE

RTO Provider No. 90000
ABN 36 459 049 947
Student No.: 266935951
Student Name: SUZANNE RUTH JOHNSON

NSW GOVERNMENT | TAFE NSW

BLACKTOWN COLLEGE
PO BOX 449
BLACKTOWN 2148
Telephone: (02) 131 870
Fax: (02) 9208 1755

SUZANNE RUTH JOHNSON
23 SPURWOOD RD
WARRIMOO NSW 2774

STATEMENT OF COMPETENCIES ACHIEVED as at 10-DEC-2019

Having been assessed in accordance with the requirements of the

WRR02 Retail Training Package

you are eligible to receive

WRR30202 Certificate III in Retail Operations

YEAR	NATIONAL UNIT OF COMPETENCY CODE	NAME
2004	WRRSS15B	Recommend hair/beauty/cosmetic products

END OF STATEMENT

The above units were achieved through enrolment in TAFE NSW course
9940 Certificate III in Retail Operations

This is to certify that this is a true and accurate copy of the originals which I have sighted

Peter [signature] JP #172140

22/12/19

NATIONALLY RECOGNISED TRAINING

This statement is issued without alteration or erasure of any kind

MANAGING DIRECTOR

WESTERN SYDNEY INSTITUTE

RTO Provider No. 90000
ABN 36 459 049 947
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SUZANNE RUTH JOHNSON
23 SPURWOOD RD
WARRIMOO NSW 2774

TRANSCRIPT OF ACADEMIC RECORD as at 10-DEC-2019

Having been assessed in accordance with the requirements of the

WRR02 Retail Training Package

you are eligible to receive

WRR30202 Certificate III in Retail Operations

YEAR	CODE	UNIT	RESULT
2004	9939M	Recommend hair/beauty/cosmetics products	Pass (Ungraded)
2004	9940C	Create a display for a small business	Pass (Ungraded)
	8389A	Train small groups	By Advanced Standing
	8390A	Plan assessment	By Advanced Standing
	8390B	Conduct assessment	By Advanced Standing
	8390C	Review assessment	By Advanced Standing
	9746E	Communicate in the workplace	By Advanced Standing
	9746F	Work effectively in a business environ.	By Advanced Standing
	9746M	Perform routine housekeeping duties	By Advanced Standing
	9746N	Apply safe working practices	By Advanced Standing
	9746R	Interact with customers	By Advanced Standing
	9746S	Minimise theft	By Advanced Standing
	9746T	Perform stock control procedures	By Advanced Standing
	9746X	Structured workplacement I	By Advanced Standing
	9747L	Maintain store safety	By Advanced Standing
	9747M	Apply store security systems&procedures	By Advanced Standing
	9937A	Operate retail equipment	By Advanced Standing
	9938A	Apply point of sale handling procedures	By Advanced Standing
	9938B	Balance the register/terminal	By Advanced Standing
	9938C	Sell products & services	By Advanced Standing
	9939C	Maintain and order stock	By Advanced Standing
	9939D	Profile a retail market	By Advanced Standing
	9940A	Build relationships with customers	By Advanced Standing

END OF TRANSCRIPT

The above results were achieved through enrolment in TAFE NSW course
9940 Certificate III in Retail Operations

This is to certify that this is a true & accurate copy of the originals which I have sighted Peter Bow JP. # 172140

22/12/19

This statement is issued without
alteration or erasure of any kind

MANAGING DIRECTOR

WESTERN SYDNEY INSTITUTE

RTO Provider No. 90000
ABN 36 459 049 947
Student No.: 266935951
Student Name: SUZANNE RUTH JOHNSON

NSW GOVERNMENT | TAFE NSW

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SUZANNE RUTH JOHNSON
23 SPURWOOD RD
WARRIMOO NSW 2774

STATEMENT OF COMPETENCIES ACHIEVED as at 10-DEC-2019

Having been assessed in accordance with the requirements of the

WRR02 Retail Training Package
you are eligible to receive

WRR30202 Certificate III in Retail Operations

YEAR	NATIONAL UNIT OF COMPETENCY CODE	NAME
2004	BSZ401A	Plan assessment
2004	BSZ402A	Conduct assessment
2004	BSZ403A	Review assessment
2004	BSZ404A	Train small groups
2004	WRRCA1B	Operate retail equipment
2004	WRRCS1B	Communicate in the workplace
2004	WRRCS2B	Apply point of sale handling procedures
2004	WRRCS3B	Interact with customers
2004	WRRER1B	Work effectively in a retail environment
2004	WRRF1B	Balance register/terminal
2004	WRRI1B	Perform stock control procedures
2004	WRRI5A	Maintain and order stock
2004	WRRLP1B	Apply safe working practices
2004	WRRLP2B	Minimise theft
2004	WRRLP3B	Maintain store safety
2004	WRRLP5B	Apply store security systems and procedures
2004	WRRM2B	Perform routine housekeeping duties
2004	WRRM6A	Create a display for a small business
2004	WRRO7A	Profile a retail market
2004	WRRS1B	Sell products and services
2004	WRRS4B	Build relationships with customers

This is to certify that this is a true and accurate copy of the original which I have sighted

*Peter Boyer J.P.
#172140*

MAXPerform

This certificate is awarded to

Suzanne JOHNSON

for the successful completion of the course

COVID-19 Safety - Ensuring Best Practice at MAX

By Learning & Org Development

Date: 04/08/2020

Charles W. Coy, Director

MAXPerform

This certificate is awarded to

Suzanne JOHNSON

for the successful completion of the course

COVID-19 Safety - Ensuring Best Practice at MAX

By Learning & Org Development

Date: 04/08/2020

Charles W. Coy, Director