

Why study with FEC?

Our staff are competent and qualified educators who understand the difficulties and hurdles confronting modern workplace trainers. Our system will equip you to plan and deliver effective and efficient training sessions. We will show you how to avoid commonly made errors, which act as barriers to learning, training and assessing.

What we offer you:

- Customised training
- Experienced approachable consultants
- Fast friendly service
- Understandable course content
- Ongoing support and feedback
- Quality resources
- Inclusive learning environment

Fremantle Education Centre is a quality education provider offering both accredited and non-accredited training programs.

We will offer you a quality service to ensure you obtain your qualification in a professional manner:

- Competitive pricing – discounted for groups of 6 or more and negotiated with you to meet your needs
- Recognition of existing skills
- On-site assessments, RPLs and training, if preferred

Efficient Plain English Delivery & Assessment

- Ongoing support and regular appointments to assist participants in completing the course
- All resources included in the quoted price - no hidden costs
- Guaranteed feedback on all assessments within 14 days



www.fec.org.au

Other courses:

Business

Community Services

Certificate III
Customer Contact

BSB 30207

Certificate IV
Training &
Assessment

TAA 40104

FEC also
offers many
non-accredited
training courses

Computing

Training

Certificate IV
Education Support
(Special Needs)

CHC 41708

Diploma
Management

BSB 51107

Certificate IV
Employment
Services

CHC 42008

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BSB 31207

Certificate III

Frontline
Management

What is the Certificate III in Frontline Management?

This qualification reflects the role of individuals who provide supervision in a wide range of organisational and industry contexts. They are likely to have existing technical skills in a broad range of vocations or professions, but require some training in the basics of supervision.

At this level frontline managers provide basic leadership and guidance to small groups of others and have limited responsibility for the effective functioning and performance of a unit and its work outcomes.

Occupational titles may include:

- Unit Leader
- Leading Hand



What units are included?

- BSBCMN311B Maintain workplace safety
- BSBFML303C Contribute to effective workplace relationships
- BSBFML305C Support operational plan
- BSBFML312B Contribute to team effectiveness
- BSBFML309C Support continuous improvement systems and processes
- BSBFML311C Support a workplace learning environment

Qualification pathways

There are no prerequisite requirements for individual units of competency. Preferred pathways for candidates considering this qualification include:

- BSB20107 Certificate II Business or other relevant qualification, or
- Evidence of competency in the majority of units required for BSB20107 Certificate II Business, or
- Some vocational experience of working within a team or unit, but no formal supervisory qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include: Clerical Worker, Data Entry Operator, Lance Corporal /Corporal or equivalent in other Defence Forces, and Tradesperson. This breadth of expertise would equate to the competencies required to undertake this qualification.

After achieving the BSB31207 Certificate III Frontline Management, candidates may undertake the BSB40807 Certificate IV Frontline Management, or a range of other Certificate IV qualifications.

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**To enrol now call
Fremantle Education Centre
9335 5444
or visit www.fec.org.au**

Our competitive prices include

- Discounts for groups
- Recognition of existing skills
- On-site assessments, RPLs and training, if preferred
- Ongoing support and regular appointments to assist participants in completing the course
- All resources included in the quoted price
- Guaranteed feedback on assessments within 14 days

Recognition of Prior Learning (RPL)

RPL takes into account competencies you have achieved through other studies, formal and informal courses, and life experiences.

When you apply for RPL, a consultant will contact you and arrange a meeting to explain the RPL process and assist you to understand what you will need to supply as evidence.

Face to face learning and assessment

Recommended for learners without training experience.

Face to face learning gives you a chance to develop with other learners and share ideas. Our training is delivered in interactive training sessions. The course delivery allows time to complete course work whilst gaining competencies within an interactive learning environment.