



NATIONAL COLLEGE

OF VOCATIONAL EDUCATION

NCVE Training & Workforce Guide

**Flexible training options designed to support
participant engagement and employment
outcomes**

National College of Vocational Education
RTO: 90283



ABOUT NCVE

The National College of Vocational Education (NCVE) is a nationally recognised Registered Training Organisation (RTO 90283) delivering flexible, outcomes-focused training across Australia.

NCVE has over 25 years' experience working with supported learner cohorts, including individuals engaged with employment services, out-of-home care, and community-based support networks. Our training has been designed to meet learners where they are and support realistic progression toward education, confidence, and employment outcomes.

NCVE offers a range of training options, from short courses and skill sets through to nationally recognised Certificate III qualifications. This allows referring organisations to match training to a learner's readiness, goals, and personal circumstances.

We understand that many learners face barriers to traditional study. NCVE's delivery model focuses on:

- Practical, industry-relevant learning
- Flexible delivery options, including online, virtual, and face-to-face training
- Access to real trainers and learner support staff
- Structured engagement and clear progression pathways

All training is delivered with a strong emphasis on achievable participation, skill development, and positive learner outcomes, while maintaining full compliance with training package requirements.

Why organisations choose NCVE

Organisations partner with NCVE because we offer:

- Flexible training options suitable for a wide range of learner needs
- Clear visibility of learner engagement and progress
- National delivery with consistent quality and support
- Transparent pricing and simple referral and enrolment processes

NCVE works closely with referring organisations to support learners throughout their training journey, from enrolment through to completion.

How NCVE Supports Learners and Referring Organisations

NCVE delivers training that is designed to support learners who may require flexibility, encouragement, and clear structure to succeed.

Our delivery model recognises that learners often enter training with different levels of confidence, readiness, and external responsibilities. NCVE works closely with referring organisations to ensure training is appropriate, achievable, and aligned to individual goals.

Learner-focused delivery

- NCVE training is built around:
- Flexible learning options to suit individual circumstances
- Practical, industry-relevant skills
- Clear expectations and achievable milestones
- Support from real trainers and learner support staff

Learners are supported throughout their training journey, from enrolment through to completion, with structured guidance and regular check-ins.

Flexible delivery options

NCVE offers a range of delivery methods to suit different learner needs and course requirements, including:

- Online delivery with self-paced study and trainer support
- Virtual classroom delivery with live trainer-led sessions
- Face-to-face delivery for courses requiring practical, in-person training

Delivery methods vary by course and are clearly identified to support informed referrals.

Designed to support engagement and progression

NCVE training is designed to help learners:

- Build confidence and routine
- Develop practical, job-ready skills
- Progress at a realistic pace
- Transition into further study or employment pathways

Courses may be undertaken as standalone training or form part of a broader progression pathway, depending on learner readiness and goals.

Clear visibility for referring organisations

Referring organisations are supported through access to the NCVE Client Portal, which provides:

- Visibility of learner engagement and progress
- Access to assessment and completion status
- Downloadable certificates and transcripts
- Clear communication and follow-up processes

This ensures referring organisations can confidently support learners while maintaining oversight and reporting requirements.

A collaborative approach

NCVE works as a training delivery partner, supporting referring organisations to:

- Identify suitable training options
- Match learners to appropriate courses
- Monitor progress and outcomes
- Support learners through to completion

Our collaborative approach helps ensure learners receive the right level of support at the right time.

Matching training to learner readiness

NCVE works with referring organisations to ensure learners are matched to training that is:

- Appropriate to their current circumstances
- Achievable within their capacity and commitments
- Aligned to realistic progression and outcome goals

This approach supports learner engagement while maintaining training quality and compliance.

SHOW PROGRESS, WITHOUT THE PROCESS

THE NCVE CLIENT PORTAL GIVES ORGANISATIONS FULL VISIBILITY AND CONTROL OVER LEARNER PROGRESS, REPORTING, AND COMPLIANCE IN ONE PLACE.

VIEW YOUR LEARNER'S ASSESSMENT PROGRESS THROUGH A CONVENIENT VISUAL REPORT



The screenshot displays a web interface for 'Tree Health Assessment and Diagnosis' (60918 - 7 Dec 24 - 9 Dec 24). It features a navigation menu with 'Details', 'Learners', and 'Sessions'. Below this, there are tabs for 'Units', 'Assessments', 'Learning', and 'Learning plan'. A search bar for 'Search Learners' and a 'Certificates' dropdown are visible. A table with columns for 'Name', 'Status', 'Certificate', and five assessment units (ARB101, ARB102, ARB106, ARB105, ARB107) is shown. The table lists ten learners with their respective progress statuses and certificate types.

| Name | Status | Certificate | ARB101 | ARB102 | ARB106 | ARB105 | ARB107 |
|-----------------|-------------|-------------|--------|--------|--------|--------|--------|
| Sophia Johnson | In Progress | View | CA | C | C | CA | CA |
| Brenda Press | Not Started | - | NYS | NYS | NYS | NYS | NYS |
| Bridget Bergson | In Progress | View | CNA | CA | CNA | NYS | C |
| Carla Baptista | Tentative | - | - | - | - | - | - |
| Dennis Gouse | Complete | View | C | C | C | C | C |
| Ellie Bator | Tentative | - | - | - | - | - | - |
| Fred Culhane | In Progress | View | CA | CA | CNA | NYS | C |
| Gina Korsgaard | Not Started | - | NYS | NYS | NYS | NYS | NYS |
| Hannah Bothman | In Progress | View | CA | C | C | CNA | CA |
| Isabel Vetrovs | Not Started | - | NYS | NYS | NYS | NYS | NYS |
| Jenna Smith | In Progress | View | CNA | C | CNA | CA | CA |

View your learners' assessment progress at a glance through a clear, visual report in the portal, making it easy to track completion, performance, and next steps.

CLIENT PORTAL FOR AGED CARE PROVIDERS - WHAT YOU WILL GET:

REAL-TIME INSIGHT INTO LEARNER PROGRESSION

View real-time insights into your learners' progression, so you can instantly see who's on track, who needs support, and how programs are performing overall.

LEARNERS CAN MANAGE THEIR OWN ENROLMENTS AT ANY TIME

Learners can conveniently manage and update their own enrolments at any time through the portal, giving them greater control and flexibility over their learning journey.

DOWNLOAD CERTIFICATES AND REPORTS

Easily download certificates and comprehensive reports directly from the portal whenever you need them, making it simple to keep records, share achievements, and meet compliance requirements.

GAIN ACCESS TO LEARNER TRANSCRIPTS

Access detailed learner transcripts directly through the portal, giving you a clear record of progress, completed units, and overall achievement whenever you need it.

REQUEST NEW COURSES FOR YOUR ORGANISATION

Easily request new courses tailored to your organisation directly through the portal, helping you expand and update your training offerings as your needs evolve.

LEARNERS ARE PROMPTED THROUGHOUT THE ENROLMENT PROCESS


Learners are guided step-by-step throughout the enrolment process, with clear prompts in the portal to ensure everything is completed accurately and on time.

A BOOKING SYSTEM THAT PUTS YOU IN THEIR GOOD BOOKS

REQUEST A NEW COURSE THROUGH OUR SIMPLE BOOKING SYSTEM




← Request a booking



Certificate III in Commercial Cookery








Gain practical skills in preparing healthy, balanced meals using fresh, wholesome ingredients. This course covers everything from meal planning to advanced cooking techniques focused on nutrition and flavor.

Trainer
 **Sally Rankin**

Spaces available
24 / 30

Search

All Selected ↓ Sort by Name + Add filter ...

- Name
-  **Abigail Nelson**
abigail.nelson@yahoo.com
-  **Aiden Bell**
aiden.bell@yahoo.com
-  **Alexander Green**
alexander.green@yahoo.com
-  **Amelia King**
amelia.king@yahoo.com
-  **Aria Parker**
aria.parker@yahoo.com
-  **Aurora Hughes**
aurora.hughes@yahoo.com
-  **Ava Martinez**
ava.martinez@yahoo.com

Our clients have the opportunity to request specific courses tailored to their own organisation, without all the admin hassle. Simply select which course you are interested in for your company, and we will be in contact with more details!



NATIONAL COLLEGE OF VOCATIONAL EDUCATION

SHORT COURSES

Short courses are designed for learners who benefit from quick, structured engagement and practical skill development.

These courses are ideal for learners who:

- Need to build confidence and routine
- Are exploring employment pathways
- Require specific skills or compliance training
- Are not yet ready for longer-term study

Short courses may be delivered online, via virtual classroom, or face-to-face, depending on course requirements. Where practical or licensing assessment is required, courses are delivered face-to-face only.

Short courses can be undertaken as standalone training or used as a stepping stone into full qualifications.

Pathways and Outcomes

NCVE short courses are designed to support employment outcomes and further training pathways. Where applicable, accredited units may contribute toward full qualifications, allowing learners to progress into longer-term study.

All short courses include nationally recognised training and assessment, delivered in accordance with training package and compliance requirements.

Short Courses Available With Flexible Delivery

NCVE offers a range of nationally recognised short courses designed to support rapid engagement, practical skill development, and job readiness. These courses provide targeted training outcomes and are ideal for individuals who are preparing for employment, meeting industry requirements, or building confidence before progressing to further study.

Short courses are suitable for clients who:

- Require short, structured training options
- Need industry-specific skills or compliance training
- Are transitioning into employment or further education
- Benefit from practical, outcome-focused learning

NCVE training is designed to help learners:

- Build confidence and routine
- Develop practical, job-ready skills
- Progress at a realistic pace
- Transition into further study or employment pathways

Courses may be undertaken as standalone training or form part of a broader progression pathway, depending on learner readiness and goals.

Delivery Methods

Short courses are delivered using methods appropriate to the training and assessment requirements of each course.

Depending on the course, delivery may include:

- Face-to-face delivery only
- Required where practical skills, workplace simulation, or licensing assessments must be completed in person (e.g. warehousing, RF scanning, safety and compliance courses).
- Virtual Classroom (ZOOM)
- Live trainer-led sessions delivered online for selected short courses.
- Blended delivery
- A combination of online learning with scheduled face-to-face practical sessions where required.

Delivery methods are clearly identified for each course prior to enrolment.

NCVE Short Course Price List

| Short Course | Cost | Delivery Method | Duration | Outcome |
|---|----------|--------------------------------|----------|---|
| Café and Club Short Course | \$880.00 | Face-to-face | 5 Days | Food Hygiene, Barista, RSA, RCG |
| Food Hygiene and Barista | \$550.00 | Face-to-face | 3 Days | Food Hygiene and Barista units |
| RSA & RCG (Combined) | \$330.00 | Face-to-face or Virtual (ZOOM) | 2 Days | Includes all licensing fees |
| RSA Only | \$225.00 | Face-to-face or Virtual (ZOOM) | 1 Day | Responsible Service of Alcohol |
| RCG Only | \$225.00 | Face-to-face or Virtual (ZOOM) | 1 Day | Responsible Conduct of Gambling |
| Hospitality and Happy Customers | \$880.00 | Face-to-face | 5 Days | Food Hygiene, Engage the Customer, RSA, RCG |
| Skills for Warehousing (3 units) | \$660.00 | Face-to-face | 4 Days | Warehousing operations and safety |
| RF Scanning & Manual Handling (2 units) | \$440.00 | Face-to-face | 3 Days | Practical RF scanning skills |
| RF Scanning (1 unit) | \$240.00 | Face-to-face | 2 Days | Entry-level RF scanning |
| Digital Literacy | \$660.00 | Face-to-face | 5 Days | Workplace digital skills |
| Essential Skills in IT | \$880.00 | Face-to-face | 8 Days | IT and workplace technology skills |
| Individual Support Short Course | \$660.00 | Virtual Classroom (ZOOM) | 9 Days | 3 Units from CHC33021 |
| White Card | \$130.00 | Face-to-face | 1 Day | NSW White Card Ticket |
| Cleaning Operations Skill Set | \$660.00 | Face-to-face or Virtual (ZOOM) | 9 Days | Cleaning and infection control |



NATIONAL COLLEGE OF VOCATIONAL EDUCATION

Full Qualifications

NCVE offers a range of Certificate III and IV qualifications for learners who are ready for longer-term, structured study.

Full qualifications are suitable for learners who:

- Are ready to commit to ongoing study
- Require a nationally recognised qualification
- Are working toward sustainable employment outcomes

Many qualifications offer flexible delivery and rolling intake, allowing learners to commence training when they are ready.

Available Full Qualifications

- Certificate III in Business
- Certificate III in Retail
- Certificate III in Hospitality
- Certificate III in Supply Chain Operations
- Certificate III in Individual Support
- Certificate III in Cleaning Operations
- Certificate III in Community Services
- Certificate IV in Entrepreneurship and New Business
- Certificate IV in Leadership and Management
- Certificate IV in Ageing Support

Delivery Methods

Full qualifications are delivered using flexible, supported delivery models, depending on the qualification and location. Delivery options may include:

- Supported online delivery (self-paced with trainer support)
- Virtual classroom delivery (Zoom) with live trainer-led sessions
- Face-to-face delivery at NCVE campuses in:
 - Wollongong
 - Nowra

All qualifications offer rolling intake, allowing learners to commence when they are ready rather than waiting for fixed start dates.

Delivery method availability varies by qualification and is clearly identified to support informed referrals.

Learner Support

Participants enrolled in full qualifications receive structured support to assist them to remain engaged and on track, including:

- Access to a qualified trainer
- Regular contact and engagement monitoring
- One-on-one assistance when required
- Clear learning materials and assessment guidance
- Ongoing communication and follow-up

This approach supports confidence, capability, and successful completion.

Pricing for Full Qualifications

NCVE offers clear and transparent pricing for full qualifications.

Certificate III Qualifications

- Certificate III qualifications: \$900 (excluding Individual Support)
- Certificate III in Individual Support: \$1,800
 - \$900 payable at enrolment
 - \$900 payable at commencement of Unit 8 (mid-point)

Pricing includes nationally recognised training, assessment, and certification, delivered in accordance with training package and compliance requirements.

Delivery methods are clearly identified for each course prior to enrolment.

Certificate IV Qualifications

- Certificate IV in Entrepreneurship and New Business: \$1,100
- Certificate IV in Leadership and Management: \$1,100
- Certificate IV in Ageing Support: \$1,800
 - \$900 payable at enrolment
 - \$900 payable at commencement of Unit 8 (mid-point)

Pricing includes nationally recognised training, assessment, and certification, delivered in accordance with the relevant training package and regulatory requirements.

When a Certificate IV is the Right Fit

Certificate IV qualifications are best suited to learners who are ready to take the next step in their development and apply skills in more independent or leadership-focused roles.

These qualifications may be appropriate for learners who:

- Have completed a Certificate III or equivalent experience
- Are working toward supervisory, leadership, or specialist roles
- Have clear goals linked to career progression or self-employment
- Can manage higher levels of responsibility and assessment requirements

Certificate IV training supports learners to build confidence in decision-making, problem-solving, and applying skills in real workplace contexts.

Outcomes and Progression

Completion of a Certificate IV qualification can support progression into:

- Supervisory or team leader roles
- Small business or self-employment pathways
- Advanced responsibilities within community, care, or service environments
- Further education or professional development opportunities

NCVE works with referring organisations to ensure learners are suitably matched to Certificate IV training and supported throughout their study to achieve successful outcomes.

Next Steps | Partnering With NCVE

NCVE works in partnership with a wide range of organisations to support workforce capability development and training compliance through nationally recognised full qualifications and short courses.

Our approach is collaborative and flexible, recognising that organisations operate across different programs, funding models, and operational environments. We work alongside our partners to ensure training is practical, appropriate, and aligned to both participant needs and organisational requirements.

Whether your organisation is seeking to:

- Upskill participants or staff
- Support compliance, reporting, or audit requirements
- Implement structured workforce development pathways

NCVE provides targeted training solutions supported by clear oversight through the NCVE Client Portal.

Working with NCVE

NCVE partners with organisations to:

- Identify priority training needs
- Align training to job roles, programs, and compliance requirements
- Schedule delivery to suit operational and participant needs
- Provide clear reporting to support audits, funding, and quality assurance

Our team supports you throughout the process, from planning and enrolment through to delivery and completion.

Get in Touch

To discuss how NCVE can support your organisation with full qualifications and short courses, please contact us to arrange a conversation or a demonstration of the NCVE Client Portal.

email: enrolment@ncve.edu.au

phone: 1800 180 881