

Children's Services

Winte mi tho mies we sembs nit

Children's services industry



Practice Aptitude Quiz

It is critical for young people to build their career management skills so they can make informed choices regarding their study and training options and navigate a pathway toward their occupation and career of choice.

This career development resource combines labour market information with a practical industry specific activity to help develop awareness about the skills needed to pursue a career pathway in the Children's Services area of the Community Services sector.

PART 1: About the Community services sector

1. The Community Services sector at a glance

Key sectors:

- Aged Care Services
- Home & Community Care
- Mental Health Services
- Children's & Youth Services
- Alcohol & Other Drugs

- Leisure & Health
- Volunteering
- Disability Services
- Community Services & Development

The *Community Services sector* assists and supports individuals, families and communities in need, contributing to the well being and quality of life of these Australians.

Work falls in two main areas: direct community service activities provided to individuals and families and; other community sector activities including working with groups and communities, social planning, advocacy and social action and provision of assistance to other organisations.

The combined Community Services and Health sectors are the largest employing industry in Australia. With almost 1.3 million workers, the industry employs 11% of the Australian workforce (source Australian Jobs 2011).

2. Key occupation information (sourced from Job Outlook - www.joboutlook.gov.au and Jobs Australia 2011 www.deewr.gov.au/Employment/ResearchStatistics/Documents/AustralianJobs.pdf)

Weekly average earnings for major occupations:

- > Child Care Worker \$710
- > Child Care Centre Manager \$1000
- > Family Day Care Worker \$710

- Outside School Hours Care Coordinators \$710
- > Nanny \$700

Jobs and demand information

Child Care Workers assist in caring for the social, emotional, physical and educational needs of infants and young children in various care settings. Other job titles and roles include child care assistant, playgroup supervisor, family day care worker and nanny.

- > Job prospects Above average
- > Weekly earnings \$645
- Occupation size 98600

Potential entry level qualifications:

- Certificate III in Children's Services
- Certificate IV in Children's Services (Outside school hours care)
- Diploma of Children's Services

Outside School Hours Care Coordinators run before and after school care activities and vacation programs for children of school age. They develop and plan activities and provide care to children.

- Job prospects Above average
- > Weekly earnings \$710

Potential entry level qualifications:

- > CHC41208 Certificate IV in Children's Services (Outside school hours care)
- > CHC51008 Diploma of Children's Services (Outside school hours care)

About the qualifications

Qualifications provide the core skills, knowledge and experience (competencies) required for effective performance on the job plus the option of choosing a range of elective competencies that meet the needs of the employer and the individual.

Every qualification includes an emphasis on "Employability Skills" or the skills that employers identify as playing a significant part in contributing to an individual's effective and successful participation in the workplace.

Employability skills are non-technical skills. They are also sometimes referred to as generic skills, capabilities, enabling skills or key competencies. The Employability Skills are:

- > **Communication skills** that contribute to productive listening and understanding, speaking clearly and directly and harmonious relations across employees and customers;
- > **Teamwork skills** that contribute to productive working relationships and outcomes;
- Problem-solving skills that contribute to productive outcomes;
- > **Initiative and enterprise skills** that contribute to innovative outcomes;
- Planning and organising skills that contribute to long and short-term strategic planning;
- Self-management skills that contributes to employee satisfaction and growth;
- > **Learning skills** that contribute to ongoing improvement and expansion in employee and company operations and outcomes;
- > **Technology skills** that contribute to the effective carrying out of tasks.

3. Career Pathways Websites



- Pathways that Matter www.pathwaysthatmatter.com.au
- Australian Apprenticeships Pathways view potential career pathways for this sector www.aapathways.com.au/search job 02.cfm?c=28

Other useful careers sites are:

- Careers that Matter www.careersthatmatter.com.au
- > My Future www.myfuture.edu.au
- Job Guide www.jobguide.thegoodguides.com.au
- Career Factsheets www.ncdw.com.au/index.php/Career-Factsheets.html

4. Job Hunting

Job vacancy website:

Australian Jobsearch – www.jobsearch.gov.au/findajob/advancedsearch.aspx The Australian Government's job site. Input your postcode, select the Occupation Category 'Teaching, Child Care and Library', scroll down to the 'Additional Search Criteria' section and click on 'Apprenticeships/ Traineeships', then click on the 'Find Jobs' button.

Job hunting hints and labour market information:

- > Australian Apprenticeships Pathways www.aapathways.com.au Click on 'Search' to find potential Australian Apprenticeships occupation ideas. You can also find Job Hunting hints in the 'Self Help' menu item.
- My Future: Labour Market Information www.myfuture.edu.au/services/default.asp? FunctionID=5400 Click on the map or use the drop down menu below the map to find general labour market information for your region including top occupations and incomes. Data is based on the most recently available census.

5. Useful Contacts

Here are some links to a range of support services, organisations and government agencies that may help with careers research and job hunting:

Support services:

- Search for your local Australian Apprenticeships Centre www.aapathways.com.au/ search_aac.cfm?
- > Group Training Organisations employ Australian Apprentices and places them with businesses. www.grouptraining.com.au
- Job Services Australia providers work with eligible job seekers to develop an individually tailored Employment Pathway Plan. The plan maps out the training, work experience and additional assistance needed to find job seekers sustainable employment. www.jobsearch.gov.au/provider/ProviderLocation.aspx?ProviderType=JNS&

5. Useful Contacts - continued



Industry Organisations:

- Community Services and Health Industry Skills Council <u>www.cshisc.com.au</u>
- > Community Services and Health Industry Skills Council Environmental Scan 2011 www.cshisc.com.au/docs/research-reports/6109_environmental_scan2011-r3_(website).pdf
- Australian Council of Social Services www.acoss.org.au
- Australian Council for Children and Youth Organisations (ACCYO) www.safeguardingchildren.com.au
- Early Childhood Australia www.earlychildhoodaustralia.org.au

Government Agencies:

- > National Childcare Accreditation Council Inc www.ncac.gov.au
- Department of Family, Housing, Community Services and Indigenous Affairs www.fahcsia.gov.au/ careers/overview/Pages/default.aspx
- > Department of Human Services <u>www.humanservices.gov.au</u>
- > Department of Education, Employment & Workplace Relations <u>www.deewr.gov.au</u>
- Child Support Related Agencies & Sites www.fahcsia.gov.au/sa/childsupport/relatedsites/Pages/ default.aspx

Part 2:

About this Resource



Guidance

This Practice Aptitude Quiz is intended to be a general illustration of some of the key learning standards required of people attempting an Australian Apprenticeships entry level qualification in the Community Services sector.

This Practice Aptitude Quiz is neither a formal assessment tool nor a direct pre-requisite for any job application.

This assessment tool has been developed to provide you with an understanding of the literacy, numeracy, problem solving and contextualised knowledge and skills you will need when undertaking entry level training in the Community Services sector.

The literacy and numeracy questions in this quiz are specifically contextualised to the Community Services sector. The level of reading, writing and mathematical skills assessed by this quiz is equivalent to that of the Year 10 or School Certificate level in Australia.

The important thing to remember is that these skills and knowledge are vitally important for you to succeed and be safe in the Community Services sector.

The Quiz can be used by a number of different organisations and people such as careers practitioners with young people, and Group Training Organisations and Job Services Australia organisations with job seekers.

Please note that rates quoted in this assessment for various items, including pay rates, are not meant to reflect today's values, but are used purely for mathematical purposes.

The quiz provides you with an indication of your skill level in these areas relative to industry expectations.

It is not a formal test and so there is no pass or fail mark.

This quiz has been developed with the assistance of industry, training providers and the secondary school sector as a careers resource.

The assessment should be able to be completed in approximately 1 hour and 15 minutes.

Answers can be found at the end of the document.



Part 3: The Quiz

Section 1 - Literacy, Reading and Comprehension

Complete the following questions:

1.

| Und | nderline the correct spelling of the missing word in each of these sentences: | | | | |
|-------|---|---|-------------------------------|--|--|
| a. | Mary enjoys wor | king in Child Care. | Her supervisor say | s she is very | |
| | puncktule | punctual | punntual | punctuate | |
| b. | The teacher | to her studen | t. | | |
| | listened | lisened | lissened | listen | |
| c. | Children called Roger names and hurt his while he was playing with them. | | | | |
| | fealings | feelings | felings | fealings | |
| d. | It is important fo | or children to have a | a variety of learning | Ş | |
| | experriences | xperiences | experences | experiences | |
| Circl | e the word which | can replace the wo | ord in the sentence | that appears in bold: | |
| a. | | · | | s within the work environment. | |
| | hired | utilised | explained | took | |
| b. | Health and safet within the works | • | inimised by enforc | ing good health and safety practices | |
| | prevented | deficient | eluded | reduced | |
| c. | | orofessionals encou nunicate and think o | • | plore their surroundings, solve tructively. | |
| | discover | find | look | destroy | |
| d. | In children servic | ces, you need to wo | ork as part of a gro u | p to achieve your goals. | |
| | team | colleagues | others | friends | |

3. Temperature Control



Read the article below and answer the questions that follow:

If the child does have a temperature, then we need to reduce it. There are a number of ways to do this. We can:

- > loosen or remove their outer clothing
- > give them small sips of water
- > open the windows
- > Use a fan to blow cool air
- > sponge them with lukewarm water

Although it may be tempting to place them in a cold bath or use ice to cool the fever (and you may have seen movies where this approach has been used) do not do this as it may lower the temperature too quickly and send the child into shock.

If the child is overheated we need to check their temperature every half an hour to see if our strategies for lowering their body heat are working.

Taking a child's temperature is just one way of identifying a possible illness. You will probably come across people who are keen to take children's temperatures at set times throughout the day 'so they understand the child's normal body temperature'. We do not need to do this unless it is a service policy. We are much more likely to identify the onset of illness, if we watch and observe the children in our care.

There are, however, a number of illnesses that commonly occur in children. Although we are not required (and we are not medically qualified) to diagnose a child's particular illness, it does help if we have a basic understanding of the type of diseases we will encounter working in early childhood. 'Staying Healthy in Childcare' provides an excellent overview of respiratory complaints, gastrointestinal complaints (diarrhoea and vomiting), skin complaints and illnesses such as hepatitis, measles and meningitis.

Questions:

| a. | Why is it not advisable to place a child in a cold bath if they have a temperature? |
|----|---|
| b. | What is the best way for child care workers to notice if a child in their care is not well? |
| с. | Why is it important for child care workers not to diagnose illnesses of children in their care? |
| | |

4. Sources of Infection



Read the following article and answer the questions that follow:

Infection is a medical condition that is caused by micro-organisms. These are very small particles that lodge in the human body and multiply, causing disease. A disease is an illness, sickness or medical condition. One of the most common infections is the common cold.

Infection is a risk for everybody. A variety of organisms can cause infections. The most common ones are:

Bacteria - Bacteria are a form of plant life, often called germs. They are so small that they can only be seen under a microscope. Infections caused by bacteria can be treated with antibiotics. Antibiotics are medicines that have an anti-bacterial effect.

Viruses - Viruses are smaller than bacteria and cannot be seen with a microscope. Viruses need a body to live in and multiply. A virus lives in the cell of a living plant, animal or person. Viruses are able to move and infect other cells. This is how a virus grows and spreads. Viral infections tend to be more severe and are harder to treat because they do not respond to antibiotics.

Fungi - Fungi are like mushrooms and mould and are present in the air, water and soil. Very few cause infections.

Some of these organisms are present all around us and in normal numbers do not cause infection. For example there are bacteria that live in the stomach and help us with the digestion of food.

Other organisms such as the flu virus are highly contagious. This means that they can spread very easily from one person to another. You do not have to be in contact with the virus for very long to catch it and get sick. Most people have an immune system that helps to prevent infections. Your immune system is your natural defence against illness. However, children have not built up their immune system because they have not been exposed to different infections. Therefore, children are less able to fight infections and they tend to be sicker and take longer to get better. (Extract from 'Working safely in Aged Care' by Aspire Learning Resources)

Questions

| a. | What is an infection? |
|----|--------------------------------------|
| | |
| b. | Who can be affected by an infection? |
| | |

| c. | Why are infections caused by a virus more dangerous than those | 9 |
|----|--|---|
| | caused by bacteria? | 1 |
| | | |
| | | |
| d. | What is meant by the term contagious? | |
| | | |

5. Read this following passage then answer the question that follows:

The Barry-Singh family have two children: Jasmine (4 years) and Mala (2 years). For religious reasons neither child is allowed to eat meat, fish or diary products of any kind on Fridays. Despite training and instructions to all staff there is one carer who forgets this requirement and gives the children milk to drink on a Friday.

From the following statements circle the option that <u>does not</u> meet the requirements the Barry - Singh family have established for the care of their children.

- **a.** The Barry-Singh children are not allowed to eat meat, fish or diary products on a Friday.
- **b.** Jasmine and Mala can eat any foods Monday to Thursday.
- **c.** The children can drink milk on a Friday.

Spelling

- 6. Circle the correct spelling of the following words:
 - a. AsesmentAssesmentAssessmentAsassment
 - b. Rephlective Reflektive Reflective Reflective
 - c. Availability
 Avvaillability
 Availlability
 Avalavillity
 - d. Cleening Cleaning Cleanning Clening

Judgement and coherent thinking



7. The following words are related to working in Child Care. Arrange them in alphabetical order.

| Confidence | |
|-------------|--|
| Behaviour | |
| Equipment | |
| Nutritious | |
| Respectful | |
| Supportive | |
| Information | |
| Transition | |
| Restful | |
| Injury | |

- 8. The following procedure for washing hands is not in the correct order.
 - a. Rearrange the numbers in the correct order.
 - **1.** When soap has foamed, rinse well with water.
 - **2.** Dispose the paper towel correctly.
 - **3.** Thoroughly wet hands with water.
 - **4.** Dry hands thoroughly using clean paper towel.
 - **5.** Use medicated hand wash and rub thoroughly over both hands for 20 seconds.

Thinking about this procedure:

b. What should you use to wash your hands with?

c. When soap has foamed, what should be done next?

d. What should you do with the paper towel once you have dried your hands?

9. Match each of the following Occupation, Safety & Health (OH&S) items with its accompanying definition. Insert the item number that applies to the related definitions in the table below.



| | Item |
|----|-------------------------------------|
| 1. | Personal Protective Equipment |
| 2. | Emergency Equipment |
| 3. | Dangerous goods |
| 4. | Hazard or warning signs |

| Definition | Correct Item Number |
|--|---------------------|
| Substances or materials that have the potential to cause immediate harm, for example detergent or disinfectant if swallowed. | |
| Alerts workers and clients that there is a potential hazard and so care must be taken. A hazard is capable of causing personal injury, occupationally related disease or death. A 'wet floor' sign is an example of this type of hazard. | |
| Any equipment specifically used in an emergency. Attention must be paid to safe usage of the equipment, for example a fire extinguisher. | |
| Equipment and gear used by workers to protect them from hazards in the workplace, for example, gloves and sunscreen. | |

10. Read the following safety procedures and answer the questions below.

The lifting and moving of heavy objects procedure

When lifting and moving objects, follow the procedures as listed below:

- > Before you lift anything, assess the load to ascertain if it is very heavy.
- > Get close to the load, so you do not have to reach out to pick it up.
- > Place your feet well, so you do not lose balance.
- > Lower your body without bending your back.
- > Get a firm grip with both hands, so the load does not slip.
- > Lift using your leg muscles, so you do not strain your back.
- > If you are not sure about how to lift any load or object, speak to your supervisor immediately and ask for assistance.

| a. | Why do you need to get close to the load before picking it up? |
|----|--|
| b. | How do you ensure that the load does not slip? |
| c. | What should you do if you are not sure about how to lift a load? |

11. Several preschool aged children have been interested in the road works that are taking place outside their Day Care Centre. They call out to you to "Come and watch the big digging machine."



Following are some questions you could ask the children to gain an understanding of the children's interest? Circle the <u>least appropriate</u> question from the following list of questions.

- **a.** What can you see?
- **b.** Are you coming in for morning tea?
- c. What are they building?
- **d.** What are they digging?
- e. Do you know what this vehicle is called?

12. Allergies

Food allergy is caused by an immune system reaction to the protein in a food such as milk, nuts, eggs, wheat, seafood and soy. Symptoms can include skin reactions, swelling of the lips, tongue or mouth, vomiting, diarrhoea, tightness in the throat, difficulty breathing, and occasionally a lifethreatening reaction call anaphylaxis.

Even small amounts of a food can cause reactions. Reactions may occur immediately or within one hour of eating or touching the food. Most children 'grow out' of allergies by school age. However, seafood and nut allergies tend to be lifelong.

- a. Food allergies are usually caused by: (Circle the correct response)
 - i. the size of the portion of food
 - ii. the flavour of the food
 - iii. the proteins in some foods
 - iv. the time of day a meal is eaten
- b. Which of the following <u>is not</u> a possible symptom of a food allergy? Circle the correct response.
 - i. vomiting
 - ii. car sickness
 - iii. swelling of the lips
 - iv. difficulty breathing

Section 2 - Mathematical Questions



Numbers (Conversions, Estimation, Time)

1. Convert the following:

- **a.** \$3.52 to cents _____
- **b.** 7000 cents to dollars
- c. 35 days to weeks

2. Calculate the number of hours and minutes from 9.05 a.m. to 3.35 p.m.

3. Circle the best estimate of the answer for the following:

- a. 99 x 89
- = 89
- 890
- 89000
- 8900

- b. $8000 \div 37 =$
- 4000
- 2000
- 200
- 400

4. Write as a number:

- a. Nine thousand, two hundred and sixty eight
- **b.** Forty nine thousand and sixty three

5. Calculate the following:

- **a.** 43 + 27 =
- **b.** 602 + 198 =
- **c.** 433 348 =

6. Multiply the following:

- **a.** 7.84 x 10 =
- **b.** 9 x 12 =
- **c.** 4 x 9 = _____
- **d.** 8 x 6 = _____

Problem Solving



| fluid intake if answer in liti | f the individual | | | of a child. What is the to out the day? Provide yo |
|-----------------------------------|-------------------|-----------------------|----------------------|--|
| 250mls of mi | lk in a bowl of c | ereal | | |
| 300mls drink | | | | |
| 150mls of cus | | | | |
| 150mis arink | of orange juice | | | |
| Total fluid int | :ake = | litres | | |
| | e following amo | • | = | 000mls) of fluid a day. If remainder of the day? P |
| 400mls | | | | |
| 300mls | | | | |
| 500mls | | | | |
| Poppy is allow | wed to drink and | other | mls for the day. | |
| | • | | | th the water. If you have r to make the dough? |
| | cups of water | | | |
| | | | | |
| | | | | ate of \$15.60 per hour b |
| When I work | | | | |
| When I work | | hours a week, I get p | it is my overtime pa | ayment before tax: |
| When I work | | | it is my overtime pa | ayment before tax: |

7. Isabel had to catch a train to work. She caught the 8.25am Smithfield train. She arrived at the Central Station at 9.00am. How long was her travel time? Circle the correct answer.



45 minute

50 minutes

35 minutes

20 minutes

8. If a city's maximum temperature was 42 degrees and the minimum was 9 degrees, what is the difference between the two temperatures? Circle the correct answer.

29

35

27

33

Jamie bought 3 bottles of milk at \$1.08 each. How much change should he receive from \$10.00?Circle the correct answer.

\$6.80

\$7.00

\$6.76

\$7.02

10. Menu planning

You are involved with planning the lunch menu at your child care centre. You have been provided with a list of possible meals. You thoroughly check that the major ingredients of each meal are included in this list. Read the list and then answer the questions.

| Option | Meal | Cost of ingredients |
|--------|---|---------------------|
| a. | Chicken and macaroni bake with cheese, broccoli, carrots and capsicum | \$4.25 |
| b. | Lentil and vegetable soup with wholemeal bread rolls | \$3.75 |
| C. | Lamb with rice | \$4.95 |
| d. | Spaghetti bolognaise | \$4.15 |
| e. | Vegetarian pizza with cheese | \$3.20 |
| f. | Fried rice with prawns and corn | \$3.50 |
| g. | Chicken, cheese and spinach pasta bake | \$4.60 |
| h. | Fish mornay with cheese and pasta | \$4.10 |
| i. | Sweet and sour beef with vegetables | \$4.75 |

a. Jackson is a child at your centre who has an allergy to all fish and shellfish. From the information provided in the list of lunch meals above, identify the two meals that he should definitely not be served. (Write the letters attached to the meal options below).

b. Ting is another child at your centre. She has an allergy to milk, including foods made from milk such as cheese and yoghurt. From the information provided in the list of lunch meals above, identify the four meals that she should <u>definitely not</u> be served. (Write the letters attached to the meal options below).



c. The menu at your Child Care Centre must be planned within a budget. List all the meals when the ingredients cost under \$4.05.

d. It is decided to include Fish Mornay on the lunch menu. However, as Jackson has an allergy to fish it is decided that he will be served Vegetarian Pizza with cheese for that meal. How does this decision change the budget for this meal? Circle the correct response.

- i. It increases the cost by \$0.60
- ii. It increases the cost by \$0.90
- iii. It decreases the cost by \$0.60
- iv. It decreases the cost by \$0.90

ANSWERS



ANSWERS

Section 1-Literacy, Reading & Comprehension Questions

- 1. a. punctual b. listened c. feelings d. experiences
- 2. a. utilised b. reduced c. discover d. team
- **3.** Placing a child in a cold bath, may lower the temperature too quickly and place the child in a state of shock.
 - **c.** The best way to notice that children are not well is through observing and watching.
 - **b.** Child care workers are not qualified to diagnose illnesses of children in their care.
- **4. a.** A medical condition caused by micro-organisms.
 - **b.** Everyone.
 - **c.** Viruses are smaller and cannot be treated with antibiotics.
 - **d.** A condition that is easily spread from one individual to another.
- **5.** The children can drink milk on a Friday.

Spelling

6 a. Assessment b. Reflective c. Availability d. Cleaning

Judgement and coherent thinking

7.

| Behaviour |
|-------------|
| Confidence |
| Equipment |
| Information |
| Injury |
| Nutritious |
| Respectful |
| Restful |
| Supportive |
| Transition |
| |

- **8.** a. 3, 5, 1, 4, 2 b. Medicated hand wash c. Rinse well with water
 - d. Dry hands & dispose of the paper towel correctly

9.

| Definition | Item |
|---|-----------------------------------|
| Substances or materials that have the potential to cause immediate harm. For example detergent or disinfectant. | 3. Dangerous goods |
| Alerts workers and clients that there is a potential hazard and so care must be taken. A hazard is capable of causing personal injury occupationally related disease or death. A 'wet floor' sign is an example of this type of hazard. | 4. Hazard or warning signs |
| Any equipment specifically used in an emergency. Attention must be paid to safe usage of the equipment. For example a fire extinguisher. | 2. Emergency Equipment |
| Equipment and gear used by workers to protect them from hazards in the workplace. For example, gloves and sunscreen. | Personal Protective Equipment |

- **10. a.** Getting closer to the load means that you do not have to reach out to pick it up.
 - **b.** To ensure that the load does not slip, you need to get a firm grip with both hands.
 - You should speak with your supervisor if you are not sure of the procedure to lift a load.
- **11.** Are you coming in for morning tea?
- **12. a.** the proteins in some foods
 - **b.** car sickness

Section 2 - Mathematics Questions

\$70.00 352 cents b. 5 weeks 1. a. c. 6 hours and 30 minutes 200 3. 8900 b. a. 9268 49063 b. a. 70 b. 800 85 5. a. c. 78.4 108 a. b. c. 36 48

Problem Solving

- 1. 8 hours and 30 minutes
- 2. Total fluid intake: 0.850 litres
- **3.** The child is allowed to drink another 800mls for the day
- **4.** 32 cups of water
- **5.** \$78.00
- **6.** 1.00pm
- **7.** 35 minutes
- **8.** 33
- **9.** \$6.76
- **10.** a. a, f, and h
 - **b.** a, e, g and h
 - **c.** b, e and f
 - **d.** It decreases the cost by \$0.90

Contributions







Australian Apprenticeships Pathways Website - www.aapathways.com.au

This website, part of the Australian Apprenticeships and Traineeships Information Service, provides sample Australian Apprenticeships job descriptions and links to more Australian Apprenticeships information and resources. The service is funded by the Department of Education, Employment and Workplace Relations.



Community Services and Health Industry Skills Council - https://www.cshisc.com.au

The Community Services and Health **Industry Skills Council** (CS&H) is one of 11 Industry Skills Councils which have custodianship of all VET Education Training Packages. CS&HISC oversees two Training Packages in the following industry sectors: Community Services and Health. CS&H works closely with industry, education and government to ensure that the qualifications in these sectors reflect real industry skill requirements and to build capability, professionalism, and innovative capacity in Australia's workforce.



Gordon Institute of TAFE – www.gordontafe.edu.au

The Gordon 1-10 initiative has been developed to see the Institute recognised as a leader in education and training at a regional, State, national and international level. With innovative approaches to new technologies and learning strategies The Gordon is playing a key role in ensuring the current and future needs of business, industry and community are being met.



The Career Education Association of Victoria – www.ceav.vic.edu.au

The CEAV is the Victorian peak body for secondary school career practitioners, work experience coordinators, VET coordinators and MIPS coordinators. The CEAV provides professional development opportunities for members and also works with business, industry, and the education and training sector.



Industry Training Australia P/L – www.itaust.com.au

Industry Training Australia (ITA) delivers consultancy services to government and non-government organisations in the education and training sector. ITA develops and delivers information and communication services, including the Australian Apprenticeships Pathways website, for service provider networks and the general public.

For enquiries about this Practice Aptitude Quiz contact the Australian Apprenticeships and Traineeships Information Service on 1800 338 022.