SCHOOL-BASED TRAINEESHIPS AND APPRENTICESHIPS COURSE GUIDE

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## SCHOOL-BASED APPRENTICESHIP AND TRAINEESHIP COURSES

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*Qualification course codes subject to change where training package transitions are applicable.

*The information contained in this guide is accurate at the time of printing.

*The information published in this document is intended as a guide.

*All information is subject to change without notice.
WELCOME

Education is everything in the modern business world.

Competition is the driving force behind innovation, effectiveness and sustainability. Leading organisations rely heavily on high quality teams to get the job done! This is where superior training, skills, knowledge and experience are needed to stand out from the competition.

Our school-based programs are designed to give secondary school students the opportunity to gain valuable skills, experience and qualifications while still studying towards completion of their school studies.

The team at Aurora Training Institute has shaped a collection of traineeships and apprenticeships that will ensure you have every opportunity for success in your chosen industry. We offer exceptional education and training services for people at every stage of their personal and professional development.

Our vision is to successfully transition students from school to employment by integrating VET in Schools, School Based Traineeships and Apprenticeships and real world experience through a positive learning environment both inside and outside the school.

I extend a genuine and warm welcome to you and congratulate you on considering a high quality education with Aurora Training Institute.

Kindest Regards,
Stuart Love
Aurora Training Institute

Stuart Love
MBA, Grad Dip Man (Learn), FAIM, JP
Chief Executive Officer
INSTITUTE OVERVIEW

Why choose us?

Aurora Training Institute provides you with exceptional education and training choices, with the option of completing a hospitality short course or entering into a school-based apprenticeship/traineeship that will allow you to work for an employer, train towards a nationally recognised qualification, while completing your secondary school studies.

We are serious about providing you with world-class education and training at every stage of your personal and professional development. Aurora Training Institute is excited to offer you innovative, flexible and supportive education and training.

Quality Assurance

Aurora Training Institute is a leading Australian nationally recognised Registered Training Organisation (RTO) of vocational education and training. We offer an extensive range of courses that are accredited under the Australian Qualifications Framework (AQF), from Certificate through to Diploma level courses.

Innovative Choice

Aurora Training Institute delivers a range of short courses for industry entry and professional development. We also offer higher education qualifications at Certificate and Diploma level for personal development and career advancement.

Flexible Learning

Our qualified trainers are present on site within schools and work closely with employers to deliver tailored training to suit your needs. Students are provided with quality training programs, advice and the opportunity to enhance future career prospects. With classroom, workplace and even online learning platforms - If there’s a life you want, we can help you make it happen!

Give us a call or speak with your school to enrol today!

1300 936 864

www.aurora.edu.au
FAQ

What does SAT stand for?
School-based apprenticeship and traineeship

How do I find an employer to take me on as a school-based apprentice or trainee?
A list of our fantastic school-based apprenticeship and traineeship opportunities is sent to your school’s Career’s Department every week. The person in charge there is called an Industry Liaison Officer (ILO) or sometimes Career’s Advisor or VET Co-ordinator. Have a look at this list to see what interests you the most. Once we receive your resume from your school’s representative we will arrange a time to meet you to discuss your options and determine what place of business would suit you best.

Will I receive a wage for my hours worked during my school-based apprenticeship or traineeship?
Absolutely! You will be offered paid employment to complete your school-based apprenticeship or traineeship.

How often does a student go to work and training as part of their school-based apprenticeship or traineeship (SAT)?
Each student will negotiate with their employer, training organisation and school, the day(s) that they will attend work, training and school. This may be different for each student. Students must be provided the minimum hours of paid employment associated with their SAT. Generally students are offered one ‘release day’ per week to complete the job related training components associated with their traineeship or apprenticeship.

Is there a minimum age requirement to be able to do a school-based apprenticeship or traineeship (SAT)?
Entry into a SAT is generally available to students in years 10, 11 and 12. SATs who are under 18 years of age at the date of signing the training contract must have their parent’s or legal guardian’s signed consent to the apprenticeship or traineeship, if appropriate.

What happens if I don’t finish my school-based apprenticeship or traineeship (SAT) when I am at school?
Many students will not complete their SAT by the time they finish school. These students will be required to convert their apprenticeship or traineeship to full-time or part-time when they finish school, to allow them to complete the qualification. Once converted to full-time or part-time arrangements, appropriate award wages and conditions apply.
Conversion is an automatic process executed by the department. The school-based apprentice or trainee and their employer will receive a letter advising that on the day following the student’s last day of school, their contract will be converted to full-time.

What happens if I change schools before completing my school-based apprenticeship or traineeship?
If you are changing schools before completing your school-based apprenticeship or traineeship, you will need to confirm with your new school that you are able to continue with your SAT. You will also need to notify your trainer here at Aurora, your Australian Apprenticeship Support Network provider and the department that you are changing schools.

Aurora will coordinate with you, your parent/guardian, employer and school to review your training plan, including the schedule of education, training and employment. This will ensure that everyone is aware of the days that you are at school, work and training.

How will I know if I am on track with my study and if I am passing my course?
Our training staff will engage with you directly and provide extensive support to your learning at every stage. You will be notified when assessment tasks are due and provided with constructive feedback allowing you to monitor your progress and see your achievements.

Need more information? Give us a call today!
1300 936 864

Please like ‘Aurora Training Institute’ on Facebook to ensure that you are always up to date with our latest news and events!
The Telecommunications industry is a fast paced, growing and dynamic business with expanding employment opportunities. If you love working with your hands in the ever changing world of technology then this is the qualification for you!

Graduates will learn how to assess installation requirements, plan and perform installations, test installed equipment, fault finding, copper and fibre connection. The Australian Communications Media Authority (AMCA), for cabling rules state, that if you are planning to connect, install, repair or maintain telecommunications cabling that is connected or is intended to be connected to a telecommunications network, it is a legal requirement that you are an appropriately registered cabler or someone who is directly supervised by an appropriately registered cabler.

**COURSE REQUIREMENTS**
To achieve a Certificate III in Telecommunications 12 units must be completed including all 6 core units and 6 elective units. 1 elective must be selected from group A and the remaining 5 elective units are to be selected from group B.

**CORE UNITS**
- ICTWHS2170B Follow work health and safety and environmental policies and procedures
- BSBSUS301A Implement and monitor environmentally sustainable work practices
- ICTTEN3056A Install telecommunications network equipment
- ICTCBL3015A Locate and identify cable system faults
- ICTTEN2008A Use electrical skills in telecommunications work
- ICTTEN2140B Use hand and power tools

**ELECTIVE UNITS**
Select 1 from A and 5 from B

**GROUP A**
- ICASAS305A Provide IT advice to clients

**GROUP B**
- ICTCBL3052A Cut over new systems and equipment on customer premises
- ICTCBL3011B Install and terminate coaxial cable
- ICTCBL2136B Install, maintain and modify customer premises communications cabling: ACMA Restricted Rule (required for restricted license)
- ICTCBL2137B Install, maintain and modify customer premises communications cabling: ACMA Open Rule* (required for open license)
- ICTCBL3009B Install, terminate and certify structured cabling installation
- ICTCBL3013A Perform cable and system test on customer premises
- ICTCBL3010B Splice and terminate optical fibre cable on customer premises
- BSBWOR301 Organise personal work priorities and development
- BSBDIV301 Work effectively with diversity

* Additional units of competency/endorsements over and above the maximum allowable in a full qualification are available at $500 each.

**EMPLOYMENT OPPORTUNITIES**
- PABX Technician
- Data Cabling Technician
- Computer Maintenance & Installation
- Security Alarm Installer

**Queensland Certificate of Education - QCE POINTS 8 CREDITS**
For further information about QCE points, please refer to the Queensland Curriculum and Assessment Authority’s guidelines at www.qcaa.qld.edu.au/3173.html
Gold Coast City is widely acknowledged as Australia’s premier tourist destination! From some of Australia’s best beaches, rainforests and waterways to world class theme parks, sporting venues, convention services, diverse events, cultural activities, hotels and resorts; our tourism assets will provide you with an abundant and diverse range of opportunities to choose your pathway.

The tourism industry is an ever changing and exciting industry to work in. Throughout the course you will learn about the different career prospects the tourism industry can offer. This qualification reflects the role of individuals who use a range of well-developed tourism service, sales or operational skills. This qualification provides a pathway to work in many tourism industry sectors and for a diversity of employers, attractions, cultural and heritage sites and any small tourism business requiring multi-skilled employees.

**COURSE REQUIREMENTS**

To achieve a Certificate III in Tourism 15 units must be completed including all 4 core units and 11 elective units.

**CORE UNITS**

- SITTIND201: Source and use information on the tourism and travel industry
- SITXCCS303: Provide service to customers
- SITXCOM201: Show social and cultural sensitivity
- SITXWHS101: Participate in safe work practices

**ELECTIVE UNITS**

- BSBCM201: Communicate in the workplace
- BSBINN301: Promote innovation in a team environment
- BSBITU306: Design and produce business documents
- BSBUS301: Participate in environmentally sustainable work practices
- SITTTSL202: Access and interpret product information
- SITTTSL303: Sell tourism products and services
- SITTTSL304: Prepare quotations
- SITTTSL305: Process reservations
- SITXCCS201: Provide visitor information
- SITXFIN201: Process financial transactions
- SITXHRM301: Coach others in job skills

**EMLOYMENT OPPORTUNITIES**

- Theme Park Attendant
- Information Officer
- Sales Consultant
- Tour Guide
- Ride Operator
- Reservation Sales Agent

Queensland Certificate of Education - QCE POINTS 7 CREDITS

For further information about QCE points, please refer to the Queensland Curriculum and Assessment Authority’s guidelines at www.qcaa.qld.edu.au/3173.html

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The world in which we live in is dominated by businesses both big and small. There is a strong argument that in the future, everyone will need to have had a business education as whatever you do in your professional life, the chances are that it will involve some form of business.

From customer service and occupational health and safety, to a number of specialty areas including administration, finance, marketing and management, modern businesses are not just about boring paper jobs! Use this Certificate III in Business to gain knowledge about the engine that drives the world, and then take your skills off the page and put them towards an exciting career.

COURSE REQUIREMENTS
To achieve a Certificate III in Business 12 units must be completed including 1 core unit and 11 elective units.

CORE UNITS
BSBWHS302  Apply knowledge of WHS legislation in the workplace

ELECTIVE UNITS
BSBFLM303  Contribute to effective workplace relationships
BSBFLM312  Contribute to team effectiveness
BSBITU302  Create electronic presentations
BSBCUS301  Deliver and monitor a service to customers
BSBITU306  Design and produce business documents
BSBITU303  Design and produce text documents
BSBADM311  Maintain business resources
BSFIA301  Maintain financial records
BSBWR301  Organise personal work priorities and development
BSBINM301  Organise workplace information
BSBCM301  Process customer complaints
BSBITU304  Produce spreadsheets
BSBPRO301  Recommend products and services
BSBDIV301  Work effectively with diversity
BSBWR301  Write simple documents

Please see specialisation streams next page.

EMPLOYMENT OPPORTUNITIES
• Customer Service Adviser
• Receptionist
• Data Entry Operator
• General Clerk
• Payroll Officer

Queensland Certificate of Education - QCE POINTS  8 CREDITS
For further information about QCE points, please refer to the Queensland Curriculum and Assessment Authority’s guidelines at www.qcaa.qld.edu.au/3173.html
CERTIFICATE III IN BUSINESS (RETAIL SPECIALISATION)
BSB30115

Specialisation Streams

Certificate III in Business – students select one stream from below.

COURSE REQUIREMENTS
To achieve a Certificate III in Business (Retail Specialisation) 12 units must be completed including 1 core unit, 7 units from group A and 4 from group B.

CORE UNITS
BSB4WHS302 Apply knowledge of WHS legislation in the workplace

GROUP A
BSBCMM301 Process customer complaints
BSBCUS301 Deliver and monitor a service to customers
BSBDIV301 Work effectively with diversity
BSBFLM303 Contribute to effective workplace relationships
BSBPRO301 Recommend products and services
BSBWOR301 Organise personal work priorities and development
BSBSUS401 Implement and monitor environmentally sustainable work practices

GROUP B
SIRXCCS201 Apply point-of-sale handling procedures
SIRXSL303 Build relationships with customers
SIRXINV002A Maintain and order stock
SIRXMER303 Coordinate merchandise presentation
SIRXINV001A Perform stock control procedures
SIRXRSK002A Maintain store security

EMPLOYMENT OPPORTUNITIES
• Retail Assistant
• Customer Service Assistant
• Store Manager

Queensland Certificate of Education - QCE POINTS 8 CREDITS
For further information about QCE points, please refer to the Queensland Curriculum and Assessment Authority’s guidelines at www.qcaa.qld.edu.au/3173.html
An administration skill base can be applied to almost any industry and provides you with a great career launch pad, not to mention a host of transferable skills that may just give you the edge! The modern office relies on staff that are multi skilled and can add real value to their organisation through prioritising tasks, preparing financial documents, utilising customer service skills and even designing and creating business documents.

The Certificate III in Business Administration opens a wide variety of doors for anyone wishing to pursue a career in a variety of industry sectors.

**CORE UNITS**

- BSBITU307  Develop keyboarding speed and accuracy
- BSBWHS201  Contribute to health and safety of self and others

**GROUP A**

- BSBITU302  Create electronic presentations
- BSBITU306  Design and produce business documents
- BSBITU303  Design and produce text documents
- BSBFIA304  Maintain a general ledger
- BSBADM307  Organise schedules
- BSBITU304  Produce spread sheets
- BSBWRT301  Write simple documents

**GROUP B**

- BSBINM301  Organise workplace information
- BSBDIV301  Work effectively with diversity
- BSBFIA301  Maintain financial records
- BSBWOR301  Organise personal work priorities and development
- BSBADM311  Maintain business resources
- BSBCCM301  Process customer complaints
- BSBCUS301  Deliver and monitor a service to customers
- BSBPRO301  Recommend products and services
- BSBSS201  Participate in environmentally sustainable work practices
- BSBWOR204  Use business technology

**EMPLOYMENT OPPORTUNITIES**

- Receptionist
- Junior Personal Assistant
- Office Administrator
- Administration Assistant

**CERTIFICATE III IN BUSINESS ADMINISTRATION BSB30415**

For further information about QCE points, please refer to the Queensland Curriculum and Assessment Authority’s guidelines at www.qcaa.qld.edu.au/3173.html
Offering specialisations in Aged Care, Disability and Home and Community Care, the Certificate III in Individual Support is designed to produce job ready candidates to one of the highest growth industries in Australia.

Do you enjoy helping others? Do you gain satisfaction out of making a positive difference in your community? This qualification reflects the role of workers in the community and/or residential setting who follow and individualised plan to provide person-centred support to people who may require support due to ageing, disability or some other reason.

**COURSE REQUIREMENTS**

There are no prerequisites for entry into this course however it is desired that candidates have completed Australian Year 10 (or equivalent). Please contact Aurora Training Institute for further information. To achieve a Certificate III in Individual Support 13 units must be completed including 7 core units and 6 elective units. Elective units from only 1 specialisation may be chosen to fulfil the requirements of the qualification. *120 hours of work placement is required for completion of this unit.

**CORE UNITS**
- CHCCC3015 Provide individualised support
- CHCCC3023 Support independence and well-being*
- CHCCOM005 Communicate and work in health or community services
- CHCDIV001 Work with diverse people
- CHCLEG001 Work legally and ethically
- HLTAAP001 Recognise healthy body systems
- HLTWH002 Follow safe work practices for direct client care

**ELECTIVE UNITS**

**Ageing Specialisation**
- CHCAGE001 Facilitate the empowerment of older people
- CHCAGE005 Provide support to people living with dementia
- CHCCC3001 Meet personal support needs
- CHCADV001 Facilitate the interests and rights of clients
- HLTAID003 Provide first aid
- BSBCUS301 Deliver and monitor a service to customers

**Disability Specialisation**
- CHC001 Contribute to ongoing skills development using a strengths-based approach
- CHCDIS002 Follow established person-centred behaviour supports
- CHCDIS003 Support community participation and social inclusion
- CHCDIS007 Facilitate the empowerment of people with disability
- HLTAID003 Provide first aid
- BSBCUS301 Deliver and monitor a service to customers

**Home and Community Specialisation**
- CHCDIS007 Facilitate the empowerment of people with disability
- CHCCC3011 Meet personal support needs
- CHCCC3025 Support relationships with carers and families
- CHCHCS001 Provide home and community support services
- HLTAID003 Provide first aid
- BSBCUS301 Deliver and monitor a service to customers

**EMPLOYMENT OPPORTUNITIES**
- Aged Care Worker
- Support Worker
- Disability Support Worker
- Community Care Worker

Queensland Certificate of Education - QCE POINTS 8 CREDITS

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Are you a born ‘people person’ or maybe you love assisting people in having a great time? If so, use it to your advantage. The Certificate III in Hospitality can help you to develop universal skills and knowledge which could send you on your way to your dream career. You have the option of learning about food and beverage, accommodation, or gaming, or mix it up.

From working in hotels and restaurants to ‘cruising’ the Caribbean, you are only limited by your imagination. The hospitality industry has endless opportunities and with it being one of the biggest industries across the world, there is no telling where it could take you.

**COURSE REQUIREMENTS**

To achieve a Certificate III in Hospitality 15 units must be completed including all 7 core units and 8 elective units consisting of 1 unit from group A, 7 units from group B, or 5 units from group B and 2 units from group C.

**CORE UNITS**

- BSBWOR203 Work effectively with others
- SITHIND201 Source and use information on the hospitality industry
- SITHIND301 Work effectively in hospitality service
- SITXCCS303 Provide service to customers
- SITXCOM201 Show social and cultural sensitivity
- SITXHRM301 Coach others in job skills
- SITXWHS101 Participate in safe work practices

**ELECTIVE UNITS**

**GROUP A**

- SITXFSA101 Use hygienic practices for food safety

**GROUP B**

- SITHACS101 Clean premises and equipment
- SITHACS202 Prepare rooms for guests
- SITHCCC102 Prepare simple dishes *
- SITHCCC103 Prepare sandwiches *
- SITHCCC202 Produce appetisers and salads*
- SITHFAB101 Clean and tidy bar areas *
- SITXFSA201 Participate in safe food handling practices
- SITHFAB202 Operate a bar *^*
- SITHFAB303 Prepare and serve cocktails *^*
- SITHFAB204 Prepare and serve espresso coffee *
- SITHFAB203 Prepare and serve non-alcoholic beverages *
- SITXFIN201 Process financial transactions
- SITHFAB201 Provide responsible service of alcohol
- SITHFAB205 Provide room service *
- SITHFAB307 Provide table service of food and beverage *^*
- SITXCCS201 Provide visitor information

**EMPLOYMENT OPPORTUNITIES**

- Food and Beverage Attendant
- Espresso Coffee Machine Operator
- Waiter
- Function Attendant
- Restaurant Host
- Housekeeper
CERTIFICATE III IN HOSPITALITY CONTINUED
SIT30713

ELECTIVE UNITS CONTINUED FROM PREVIOUS PAGE

GROUP B
- BSBWOR204: Use business technology
- BSBITU30: Design and produce business documents
- SITGAM201: Provide responsible gambling services

GROUP C
- SITHKOP101: Clean kitchen premises and equipment *
- SITXINV201: Receive and store stock
- SITXINV202: Maintain the quality of perishable items*
- BSBCM201: Communicate in the workplace
- BSBSUS201: Participate in environmentally sustainable work practices
- SITHFAB206: Serve food and beverage *

* Prerequisite is SITXFSA101 Use hygienic practices for food safety
^Prerequisite is SITHFAB201 Provide responsible service of alcohol

Queensland Certificate of Education - QCE POINTS  8 CREDITS
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Do you have the dream to follow in the footsteps of Matt Moran, Jamie Oliver, or Nigella Lawson? Do you have a passion for food and a knack for cooking with a bit of creative flair? Taking steps to becoming a chef in our modern world of dining is not only a way to express your passion through food, but is an enjoyable and dynamic career path. Australia is a leisure destination, and where the tourism industry is strong, so too is the demand for Cooks.

The Certificate III in Commercial Cookery introduces you to planning, preparing, cooking and presenting a wide variety of food styles. Embrace this rewarding occupation and use it as an outlet for personal touches and creativity through the use of food. How does your artwork look on a plate?

**COURSE REQUIREMENTS**
To achieve a Certificate III in Commercial Cookery, 25 units must be completed including all 22 core units and 3 elective units.

**CORE UNITS**
- BSBSUS201 Participate in environmentally sustainable work practices
- BSBWOR203 Work effectively with others
- HLTAID003 Provide first aid
- SITHCCC101 Use food preparation equipment
- SITHCCC201 Produce dishes using basic methods of cookery
- SITHCCC202 Produce appetisers and salads
- SITHCCC203 Produce stocks, sauces and soups
- SITHCCC204 Produce vegetable, fruit, egg and farinaceous dishes
- SITHCCC301 Produce poultry dishes
- SITHCCC302 Produce seafood dishes
- SITHCCC303 Produce meat dishes
- SITHCCC307 Prepare food to meet special dietary requirements
- SITHCCC308 Produce cakes, pastries and breads
- SITHCCC309 Work effectively as a cook
- SITHKOP101 Clean kitchen premises and equipment
- SITHKOP302 Plan and cost basic menus
- SITXFSF306 Produce desserts
- SITXFSF101 Use hygienic practices for food safety
- SITXFSF201 Participate in safe food handling practices
- SITHHRM301 Coach others in job skills
- SITXINV202 Maintain the quality of perishable supplies
- SITXWHS101 Participate in safe work practices

**EMPLOYMENT OPPORTUNITIES**
- Qualified Cook
The online component is to be completed whilst still attending School. College attendance will be negotiated with the employer, school and apprentice, otherwise the training will be programmed after the completion of formal schooling when the contract turns either Full Time or Part Time.

ELECTIVE UNITS CONTINUED FROM PREVIOUS PAGE

**ELECTIVE UNITS**

- **BSBWOR204**: Use business technology
- **SITHCCC103**: Prepare sandwiches
- **SITHCCC207**: Use cookery skills effectively
- **SITHCCC304**: Produce and serve food for buffets
- **SITHCCC306**: Handle and serve cheese
- **SITHCCC401**: Produce specialised food items
- **SITHIND201**: Source and use information on the hospitality industry
- **SITHPAT402**: Produce chocolate confectionary
- **SITXCCS303**: Provide service to customers
- **SITXCOM201**: Show social and cultural sensitivity
- **SITXINV201**: Receive and store stock

Queensland Certificate of Education - QCE POINTS  8 CREDITS

For further information about QCE points, please refer to the Queensland Curriculum and Assessment Authority’s guidelines at www.qcaa.qld.edu.au/3173.html
STUDENT SUCCESS

Burger Bro - Upper Coomera
Pictured (left to right): Tessa Smith, Tahlea Lauaki, Thomas Coyle and AJ (Owner).
Upper Coomera State College
Coombabah State High School

Sorella’s Espresso Lounge - Toowoomba
Pictured (left to right): Mitch Harland ‘Barista’, Aleisha Hogan ‘Aurora Trainee’, Cate Barwick (Owner) and Stephanie Clifford (Co-owner).
Toowoomba State High School
Certificate III Hospitality

Townsend Building Services
Pictured (left to right): Peter Taylor (Director), Ella Collings.
Australian Industry Trade College
Certificate III in Business Administration

Betty’s Burger - Surfer’s Paradise
Pictured: Lilli Claverie
Aquinas College
Certificate III Hospitality

Helensvale Night Quarter - Helensvale
Pictured (left to right): Rawiri Waru, Zara-Grace McIntosh, Alexis Polley and Fiona McConnell.
Helensvale State High School
Certificate III Hospitality
EMPLOYER VOICES

“Elaina was fabulous! So good that we have offered her a weekend job!”

Corinne
Sunset Bar and Grill

“We have been so lucky to have Kimana work for us. She has been so reliable, responsible and diligent, and is always showing initiative.”

Vivian
The Pines News and Gifts

“Lucy is a little trooper. She is always on time for shifts, takes pride in her appearance and is a real asset in our team.”

Damien
Zarraffas, Northpoint

“I was referred to Kim Little at Aurora Training Institute. Kim assisted in interviewing and recruiting 3 school-based trainees. Now we have 6 SAT’s in total!”

AJ
Burger Bro? Upper Coomera
Locations

Gold Coast Campus
Suite 25 “Acacia Centre Commercial”
340 Scottsdale Drive
Robina QLD 4226

Brisbane Campus
45 Sanders Street
Upper Mt Gravatt QLD 4122

Toowoomba Campus
566 Ruthven Street
Toowoomba QLD 4350

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