



C O U R S E GUIDE 2026

Turning Real Skills into Real Qualifications.

Welcome

Thanks for taking the time to learn more about S2C Training.

This Course Guide gives you an overview of who we are, what we offer, and how we help individuals and organisations build skills through nationally recognised qualifications, Recognition of Prior Learning (RPL), and practical workforce training.

Whether you're looking to gain a qualification, have your existing skills recognised, or develop your team, we're here to help you find the right pathway.

We look forward to supporting you on your journey.

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ABOUT S2C TRAINING

Real Skills, Recognised.

Whether you're transitioning from the ADF, emergency services, or advancing your career in industry, S2C Training is here to help you take the next step. We work with individuals and businesses to recognise existing skills, strengthen capability where needed, and achieve nationally recognised qualifications that create real opportunities.

Operated by Served to Cert Pty Ltd ([RTO ID 45605](#)), we deliver practical, industry-aligned training, Recognition of Prior Learning (RPL), and workforce development solutions for individuals and employers across Australia.

Based in Woolloongabba, Brisbane, our flexible online, workplace and blended delivery options make quality training accessible wherever you are.

We value the experience you already bring and provide a straightforward approach to turning that knowledge into formal credentials, while helping you develop new skills for future success.

No wasted time. No unnecessary training. Just practical, nationally recognised outcomes delivered by a team that understands your journey.

20+

Qualifications
and Courses

100%

Nationally
Recognised

RPL

Pathways
Available

Flexible

Training Options

WHY CHOOSE S2C TRAINING

Built for those who Serve

Australian Defence Force



Translate military training, leadership, and technical expertise into civilian qualifications.

Emergency Services & First Responders



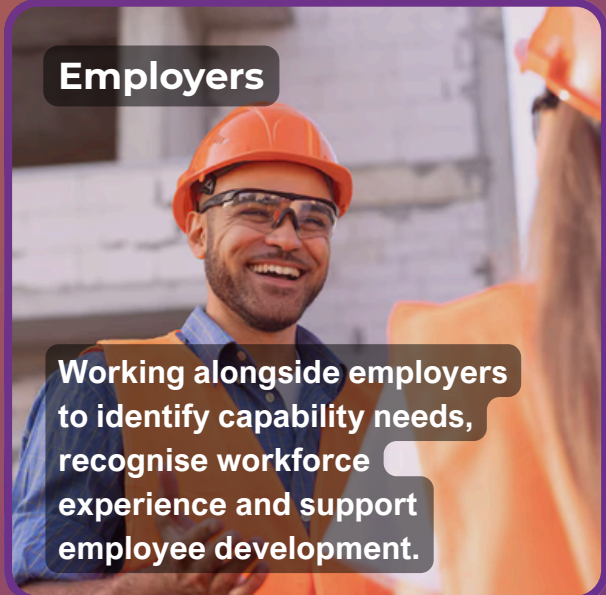
Operational experience and command skills are highly valued - and they can be formally recognised.

Industry Professionals



Years of on-the-job experience deserves formal recognition

Employers



Working alongside employers to identify capability needs, recognise workforce experience and support employee development.

FROM SERVICE TO CERTIFICATION

Three Steps. No Wasted Time.

Our streamlined process cuts through the complexity. Share your experience - we'll handle the rest.

01 Share your Records

Start with our obligation-free Skills Check. Our team reviews your background and maps your existing skills and experience to nationally recognised qualifications and training pathways.

02 Review your Options

Receive clear guidance on qualifications, skill sets, training options and RPL pathways that align with your experience and career goals.

03 Get Certified

Complete the pathway and receive your nationally recognised qualification - ready for employment, further study, or to formalise the expertise you've already built.

RECOGNITION OF PRIOR LEARNING

Your Experience Already Counts.

RPL is an assessment process that acknowledges the skills and knowledge you've gained through work, life experience, or previous training - and credits them toward a nationally recognised qualification.



IS RPL RIGHT FOR YOU?

Experienced in industry? You may be eligible.

If you've built skills on the job - leading teams, managing projects, keeping workplaces safe, running operations - those skills may already count toward a formal qualification. RPL recognises what you can do, so you don't repeat training you don't need.

RPL Works well for

Transitioning ADF Members

Career changers with Workplace Experience

Employers formalising their workforce

Police, fire and Paramedics

Experienced Supervisors and Managers

Business Owners and Executives

What you'll need

Evidence of your experience - work history, position descriptions, references, and examples of what you've done. Our assessors guide you through gathering it, and many applicants complete the process around a busy roster.

Not sure if your experience counts?

A free Skills Check gives you a clear answer - no obligation.

[Free Skills Check](#)

FOR THE AUSTRALIAN DEFENCE FORCE

From Service to Civilian Qualifications.

Translate your military training, leadership and technical expertise into nationally recognised civilian qualifications. Whether you're transitioning out and starting fresh, or formalising years of command and operational experience, S2C maps your background to the right qualification - at any level, across any industry. Our team includes ex-serving members who understand your journey.

How We Support Defence Members and Veterans

- 1** Helping you understand how your Defence experience aligns to civilian qualifications and careers
- 2** Guidance from experienced course advisors who help identify suitable pathways and opportunities
- 3** Recognition of existing skills and experience through RPL where applicable
- 4** Flexible online learning options designed around work, family and transition commitments
- 5** Support connecting with transition-focused services and employment initiatives through our partners.

Translate your service into a qualification.

Free, no-obligation Skills Check · (07) 3555 7703 · info@s2c.edu.au

[**Free Skills Check**](#)

FOR FIRST RESPONDERS

Your Operational Experience, Recognised.

Police, fire and paramedics build command, decision-making and operational skills under pressure - and they can be formally recognised. S2C helps you convert that experience into nationally recognised qualifications in leadership, health administration, WHS and business, opening pathways into new roles and the next stage of your career.

How We Support First Responders

- 1** Recognition of existing emergency services experience through Recognition of Prior Learning (RPL)
- 2** Guidance from experienced course advisors to help identify suitable qualifications and career pathways
- 3** Flexible online and blended learning options designed around shift work and operational commitments
- 4** Qualification pathways that support leadership development, workplace capability and career progression
- 5** Support for those transitioning from frontline service into civilian or corporate career pathways

Translate your service into a qualification.
Free, no-obligation Skills Check · 07 3555 7703 · info@s2c.edu.au

[Free Skills Check](#)

FOR INDUSTRY PROFESSIONALS

Years of Experience Deserve Formal Recognition.

Your years of on-the-job experience deserve formal recognition - let us put your skills on paper. From supervisors and team leaders to tradespeople and operators, S2C matches your hands-on capability to nationally recognised qualifications and the training behind the mandatory tickets and licences your industry requires.

How we support Industry & Career Professionals

- 1** Recognition of existing emergency services experience through Recognition of Prior Learning (RPL)
- 2** Qualification pathways across Business, Leadership, Management, Project Management, Health & more
- 3** Guidance from experienced course advisors to help identify suitable career and training pathways
- 4** Flexible online and blended learning designed around work and family commitments
- 5** Support for professionals looking to progress, change careers or gain confidence through formal qualifications

Translate your experience into a qualification.

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[Free Skills Check](#)

FOR BUSINESS OWNERS AND EMPLOYERS

Strengthen and recognise your workforce.

We work alongside employers to identify capability needs, recognise the experience already in your workforce, and support employee development. Build leadership depth, lift compliance, and retain your people with nationally recognised qualifications and tailored programs - delivered flexibly around your operations.

How We Support Employers

1

Workforce capability and professional development pathways aligned to industry needs

2

Recognition of existing employee skills and experience through Recognition of Prior Learning (RPL)

3

Flexible delivery options designed to work alongside operational and workplace requirements

4

Support identifying internal training needs, emerging leadership pathways and staff development opportunities

5

Training solutions designed to support employee engagement, retention and long-term workforce growth

Strengthen and recognise your workforce.

Free, no-obligation Skills Check · 07 3555 7703 · info@s2c.edu.au

[Free Skills Check](#)

Recognised Pathways

A clear path to a recognised qualification.

Taking the next step in your career or changing direction entirely? S2C provides clear, practical pathways to nationally recognised qualifications recognising the skills you already have through RPL and filling the gaps with targeted training, so you reach your goal sooner.

Our Pathways Include

Business & Administration

Leadership & Management

Project Management

Entrepreneurship & New Business

Health Administration

Workplace Health and Safety

Supply Chain Operations

Industry Short Courses and Skill Sets

Find the right qualification for you.

Free, no-obligation Skills Check · 07 3555 7703 · info@s2c.edu.au

[Free Skills Check](#)

LEADERSHIP (BSB80320)

Graduate Diploma of Strategic Leadership

Designed for: Experienced leaders in senior management and executive-level roles.

Develop the advanced leadership and strategic management capabilities required to lead organisations, drive transformation, and influence business outcomes.

Focus Areas

Strategic leadership

Organisational transformation

Executive decision-making

Influencing outcomes

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Start with a Free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



Graduate Diploma of Strategic Leadership

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Entry

Entry requires a related Diploma/Advanced Diploma plus 3 years' relevant senior leadership experience; OR a related Bachelor degree plus 2 years; OR 5 years' equivalent full-time senior leadership experience.

Core Units (All Required)

Lead strategic transformation

BSBLDR811

Lead strategic planning processes for an organisation

BSBSTR802

S2C-Delivered Electives

Apply critical thinking for complex problem solving

BSBCRT611

Contribute to the development of diversity and inclusion strategies

BSBHRM615

Lead innovative thinking and practice

BSBSTR801

Develop and cultivate collaborative partnerships and relationships

BSBLDR812

Lead and manage organisational change

BSBLDR601

Review organisational digital strategy

BSBTEC601

LEADERSHIP (BSB60420)

Advanced Diploma of Leadership and Management

Designed for: Experienced managers preparing for senior leadership roles.

Develop the leadership and management skills required to lead teams, drive organisational performance, and manage strategic business outcomes

Focus Areas

Leading teams

Organisational performance

Strategic outcomes

Senior management

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Start with a Free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



LEADERSHIP (BSB60420)

10 UNITS - 5 CORE + 5 ELECTIVE

Advanced Diploma of Leadership and Management

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Entry

Entry requires a Diploma/Advanced Diploma from the BSB Training Package; OR 2 years' relevant operational or leadership experience.

Core Units (All Required)

Apply critical thinking for complex problem solving	BSBCRT611
Lead and manage organisational change	BSBLDR601
Provide leadership across the organisation	BSBLDR602
Develop and implement business plans	BSBOPS601
Manage innovation and continuous improvement	BSBSTR601

S2C-Delivered Electives

Communicate with influence	BSBCMM511
Lead communication in the workplace	BSBXCM501
Review organisational digital strategy	BSBTEC601
Lead corporate social responsibility	BSBSUS601
Develop organisational strategies	BSBSTR602

LEADERSHIP (BSB40520)

Certificate IV in Leadership and Management

Designed for: Emerging leaders, supervisors, and team leaders across a range of industries.

Develop the skills and confidence to lead teams, support workplace performance, and take on greater leadership responsibilities.

Focus Areas

Leading teams

Workplace performance

Communication & influence

Taking responsibility

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Book a free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



LEADERSHIP (BSB40520)

12 UNITS - 5 CORE + 7 ELECTIVE

Certificate IV in Leadership and Management

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Core Units (All Required)

Demonstrate leadership in the workplace	BSBLDR411
Lead effective workplace relationships	BSBLDR413
Coordinate business operational plans	BSBOPS402
Apply communication strategies in the workplace	BSBXCM401
Lead and facilitate a team	BSBXTW401

S2C-Delivered Electives

Apply critical thinking to work practices	BSBCRT411
Develop personal work priorities	BSBPEF402
Promote innovation in team environments	BSBSTR401
Build and maintain business relationships	BSBTWK401
Implement and monitor WHS policies, procedures and programs	BSBWHS411
Write complex documents	BSBWRT411
Lead personal development	BSBPEF403

BUSINESS (BSB60120)

Advanced Diploma of Business

Designed for: Experienced professionals preparing for senior management responsibilities.

Develop advanced business, leadership, and strategic planning skills to support organisational success

Focus Areas

Advanced business skills

Strategic planning

Leadership

Organisational success

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Book a free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



BUSINESS

BSB60120

10 UNITS - 5 CORE + 5 ELECTIVE

Advanced Diploma of Business

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Entry

Entry requires a Diploma/Advanced Diploma from the BSB Training Package; OR 2 years' relevant operational or leadership experience.

Core Units (All Required)

Apply critical thinking for complex problem solving

BSBCRT611

Manage organisational finances

BSBFIN601

Develop and implement business plans

BSBOPS601

Lead corporate social responsibility

BSBSUS601

Review organisational digital strategy

BSBTEC601

S2C-Delivered Electives

Develop and maintain strategic business networks

BSBTWK601

Provide leadership across the organisation

BSBLDR602

Lead and manage organisational change

BSBLDR601

Identify and evaluate marketing opportunities

BSBMKG541

Manage innovation and continuous improvement

BSBSTR601

BUSINESS (BSB40120)

Certificate IV in Business

Designed for: Individuals building capability across business and administrative functions.

Develop practical business skills to support workplace operations, communication, and team effectiveness. This nationally recognised qualification is designed for individuals seeking to build capability across a range of business and administrative functions.

Focus Areas

Business operations

Workplace communication

Team effectiveness

Administration

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Book a free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



BUSINESS (BSB40120)

12 UNITS - 6 CORE + 6 ELECTIVE

Certificate IV in Business

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Core Units (All Required)

Apply critical thinking to work practices	BSBCRT411
Use digital technologies to collaborate in a work environment	BSBTEC404
Build and maintain business relationships	BSBTWK401
Implement and monitor WHS policies, procedures and programs	BSBWHS411
Write complex documents	BSBWRT411
Apply communication strategies in the workplace	BSBXCM401

S2C-Delivered Electives

Make presentations	BSBCMM411
Demonstrate leadership in the workplace	BSBLDR411
Promote innovation in team environments	BSBSTR401
Lead personal development	BSBPEF403
Develop personal work priorities	BSBPEF402
Lead and facilitate a team	BSBXTW401

BUSINESS (BSB30120)

Certificate III in Business (Administration)

Designed for: Those seeking a career in administration, office support and business services.

Develop the practical administrative and business skills required to support workplace operations and contribute to organisational success.

Focus Areas

Administration

Office support

Business services

Workplace operations

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Book a free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



Certificate III in Business (Administration)

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Core Units (All Required)

Apply critical thinking skills in a team environment

BSBCRT311

Support personal wellbeing in the workplace

BSBPEF201

Participate in sustainable work practices

BSBSUS211

Use inclusive work practices

BSBTWK301

Assist with maintaining workplace safety

BSBWHS311

Engage in workplace communication

BSBXCM301

S2C-Delivered Electives

Process financial transactions

BSBFIN301

Maintain financial records

BSBFIN302

Maintain business resources

BSBOPS301

Organise schedules

BSBOPS303

Purchase goods and services

BSBPUR301

Deliver and monitor a service to customers

BSBOPS304

Support effective workplace relationships

BSBLDR301

BUSINESS (BSB40120)

Certificate III in Entrepreneurship and New Business

Designed for: Aspiring entrepreneurs, sole traders, and people turning an idea into reality.
Develop the practical skills and knowledge needed to start, manage, and grow a small business.

Focus Areas

Starting a business

Managing a venture

Growth

Self-employment

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Book a free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



BUSINESS (BSB30120)

10 UNITS - 4 CORE + 6 ELECTIVE

Certificate III in Entrepreneurship and New Business

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Core Units (All Required)

Apply critical thinking skills in a team environment	BSBESB301
Develop and present business proposals	BSBESB302
Organise finances for new business ventures	BSBESB303
Address compliance requirements for new business ventures	BSBESB305

S2C-Delivered Electives

Determine resource requirements for new business ventures	BSBESB304
Maintain financial records	BSBFIN302
Maintain business records	BSBINS309
Build and maintain business relationships	BSBTWK401
Deliver and monitor a service to customers	BSBOPS304
Process customer complaints	BSBOPS305

PROJECT MANAGEMENT (BSB50820)

Diploma of Project Management

Designed for: Those managing projects, leading project teams, and achieving project outcomes.

Develop the skills and knowledge required to plan, coordinate, and deliver projects across a range of industries.

Focus Areas

Project planning

Coordination & delivery

Leading project teams

Outcomes

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Book a free Skills Check

Map your experience to this qualification — no obligation.

[Free Skills Check](#)



Diploma of Project Management

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Core Units (All Required)

Manage project scope	BSBPMG530
Manage project time	BSBPMG531
Manage project quality	BSBPMG532
Manage project cost	BSBPMG533
Manage project human resources	BSBPMG534
Manage project information and communication	BSBPMG535
Manage project risk	BSBPMG536
Manage project integration	BSBPMG540

S2C-Delivered Electives

Communicate with influence	BSBCMM511
Manage project stakeholder engagement	BSBPMG538
Ensure a safe workplace for a work area	BSBWHS521
Facilitate continuous improvement	BSBSTR502

PROJECT MANAGEMENT (BSB40920)

Certificate IV in Project Management Practice

Designed for: Individuals in project administration, coordination, and delivery.

Develop the practical skills and knowledge required to support and coordinate projects within a range of workplace environments.

Focus Areas

Project support

Coordination

Scheduling

Delivery

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Book a free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



Certificate IV in Project Management Practice

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Core Units (All Required)

Apply project scope management techniques

BSBPMG420

Apply project time management techniques

BSBPMG421

Apply project quality management techniques

BSBPMG422

S2C-Delivered Electives

Apply project information management and communications techniques

BSBPMG425

Apply critical thinking to work practices

BSBCRT411

Apply project risk management techniques

BSBPMG426

Apply project stakeholder engagement techniques

BSBPMG429

Implement and monitor WHS policies, procedures and programs

BSBWHS411

Use digital technologies to collaborate in a work environment

BSBTEC404

WORK HEALTH & SAFETY (BSB41419)

Certificate IV in Work Health and Safety

Designed for: Individuals with WHS responsibilities across a range of industries.

Develop the skills and knowledge required to contribute to workplace health and safety systems, support compliance, and promote safe work practices.

Focus Areas

WHS systems

Compliance

Safe work practices

Risk

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Book a free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



Certificate IV in Work Health and Safety

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Core Units (All Required)

Assist with workplace compliance with WHS laws

BSBWHS412

Contribute to implementation and maintenance of WHS consultation and participation processes

BSBWHS413

Contribute to WHS risk management

BSBWHS414

Contribute to implementing WHS management systems

BSBWHS415

Contribute to workplace incident response

BSBWHS416

S2C-Delivered Electives

Analyse and present research information

BSBINS401

Contribute to implementing WHS monitoring processes

BSBWHS419

Develop processes and procedures for controlling hazardous chemicals in the workplace

BSBWHS431

Write complex documents

BSBWRT411

Implement and monitor environmentally sustainable work practices

BSBSUS411

HEALTH HLT47321

Certificate IV in Health Administration

Designed for: Administrative, supervisory and team-leading roles across healthcare settings.

Develop the skills and knowledge required to support the effective operation of healthcare services.

Focus Areas

Healthcare administration

Supervision

Practice operations

Team leading

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Book a free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



Certificate IV in Health Administration

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Core Units

Apply the principles of confidentiality, privacy and security within the medical environment	BSBMED305
Respond effectively to behaviours of concern	CHCCCS020
Communicate and work in health or community services	CHCCOM005
Work with diverse people	CHCDIV001
Work legally and ethically	CHCLEG001
Manage patient recordkeeping system	HLTADM010
Implement customer service strategies	HLTCCD003
Develop workplace policies and procedures for sustainability	HLTINF007
Manage health billing and accounting system	HLTWHS003

Elective Units (Selection)

Coordinate recruitment and onboarding	BSBHRM415
Support human resources functions and processes	BSBHRM417
Manage patient recordkeeping system	BSBMED401
Implement customer service strategies	BSBOPS404
Develop workplace policies and procedures for sustainability	BSBSUS511
Manage health billing and accounting system	HLTADM011

SUPPLY CHAIN & LOGISTICS TLI30325

Certificate III in Supply Chain Operations

Designed for: Operational roles across transport, logistics and distribution.

Develop the practical skills and industry knowledge required to work in warehousing, logistics, and supply chain environments.

Focus Areas

Warehousing

Logistics

Distribution

Supply chain operations

Study Options

RPL Pathway Available

Online | Hybrid

Workplace

Already doing this work?

Your hands-on experience - in the ADF, emergency services, or industry - may count toward this qualification through Recognition of Prior Learning. A free Skills Check tells you how much.

Book a free Skills Check

Map your experience to this qualification - no obligation.

[Free Skills Check](#)



Certificate III in Supply Chain Operations

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Core Units

Shift materials safely using manual handling methods	TLID0020
Ensure the safety of transport activities (Chain of Responsibility)	TLIF0009
Calculate mass, area and quantify dimensions	TLIE0008

Elective Units (Selection)

Complete receipt and despatch documentation	TLIA0004
Organise receipt and despatch operations	TLIA0015
Maintain stock control and receipts	TLIX0013X
Load and unload goods/cargo	TLID0015
Coordinate stocktakes	TLIA0008
Identify goods and store to specifications	TLIA0010
Organise warehouse records operations	TLIA0016
Monitor storage facilities	TLIA3026
Load and unload vehicles carrying special loads	TLID0001
Secure cargo	TLIA1001
Identify and label explosives/dangerous goods	TLID3015

MINING RIISS00034

Surface Coal Mine Safety Skill Set (Standard 11)

Designed for: Workers requiring Standard 11 safety competencies for entry to surface coal mining operations

Gain the essential safety skills and knowledge required to work in surface coal mining operations. Standard 11 provides the foundational training required for entry into many coal mine sites.

Focus Areas

Mine site safety

Standard 11

Hazard awareness

Mandatory Requirement for Site Entry

Study Options

On Campus

Workplace

Get job-ready, fast

A practical, nationally recognised short course delivered flexibly - complete it and you're ready for the workplace or worksite.

Book a free Skills Check

Map your experience to this course - no obligation.

Free Skills Check



MINING RIISS00034

6 CORE UNITS

Surface Coal Mine Safety Skill Set (Standard 11)

Units of Competency

Core units are required for the qualification. The electives shown are S2C's typical selection and can be tailored to your role - and RPL may apply to recognise units you can already evidence.

Core Units

Communicate in the workplace

RIICOM201E

Apply initial response First Aid

RIIERR205D

Respond to local emergencies and incidents

RIIERR302E

Comply with site work processes/procedures

RIIGOV201E

Conduct local risk control

RIIRIS201E

Work safely and follow WHS policies and procedures

RIIWHS201E

HEALTH (HLTAID009 | HLTAID010 | HLTAID011)

First Aid

Designed for: Anyone needing first aid certification for work or community.

Gain the essential skills and knowledge to respond confidently in emergency situations. Combines CPR, basic life support, and first aid to prepare an effective first response.

Focus Areas

CPR

Basic life support

Emergency response

First aid

Units

Provide cardiopulmonary resuscitation

HLTAID009

Provide basic emergency life support

HLTAID010

Provide First Aid

HLTAID011

Study Options

On Campus

Workplace

Book a free Skills Check

Map your experience to this course - no obligation

[Free Skills Check](#)



CONSTRUCTION CPCCWHS2001

Apply WHS Requirements in the Construction Industry

Designed for: Those implementing and maintaining safe work practices on construction sites.

Develop the skills and knowledge to apply and support workplace health and safety requirements within a construction environment.

Focus Areas

Construction WHS

Safe work practices

Site compliance

Hazard control

Study Options

On Campus

Workplace

Get job-ready, fast

A practical, nationally recognised short course delivered flexibly - complete it and you're ready for the workplace or worksite.

Book a free Skills Check

Map your experience to this course - no obligation

[Free Skills Check](#)



CONSTRUCTION CPCWHS1001

Queensland Construction Induction - White Card

Designed for: Anyone needing to work on a construction site in Australia.

Obtain the mandatory construction induction training required to work on construction sites across Australia - the essential WHS knowledge needed before entering a worksite.

Focus Areas

White Card

Construction induction

Site safety

Mandatory for site Access

Study Options

On Campus

Workplace

Get job-ready, fast

A practical, nationally recognised short course delivered flexibly - complete it and you're ready for the workplace or worksite.

Book a free Skills Check

Map your experience to this course - no obligation

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LEADERSHIP

BSB40120 | BSB40920

Management Foundations

Designed for: New and developing managers strengthening operational capability

Develop the practical skills required to effectively manage people, projects, and business operations - building the capability to support team and organisational performance.

Focus Areas

Managing people

Operations

Team performance

Business Foundations

Qualifications

Certificate IV in Project Management Practice

BSB40920

Certificate IV in Business

BSB40120

Study Options

Online | Hybrid

Workplace

Building Capability

The program supports both individual development and organisational performance by building capable frontline managers who confidently coordinate people, projects, and day-to-day business operations.



LEADERSHIP

BSB40520

Emerging Leaders Program

Designed for: Aspiring and developing leaders transitioning into leadership roles.

Develop the confidence, skills, and mindset to lead effectively in the workplace. Emerging Leaders is designed to support aspiring and developing leaders as they transition into leadership roles and build the capabilities needed to lead teams and achieve organisational goals

Focus Areas

Leadership mindset

Leading teams

Confidence

Transition to lead

Qualification

Certificate IV in Leadership and Management

BSB40520

Study Options

Online | Hybrid

Workplace

Building Capability

The program supports both individual career progression and organisational succession planning by developing capable, confident leaders who are prepared to take on greater responsibility and contribute to long-term business success

HEALTH (BSB40520)

Practice Management Essentials

Designed for: Those supporting the day-to-day operations of a healthcare practice.

Develop the skills and confidence to support healthcare practice operations - combining nationally recognised training with practical workplace application.

Focus Areas

Practice operations

Healthcare admin

Workplace application

Coordination

Qualification

Certificate IV in Leadership and Management

BSB40520

Study Options

Online | Hybrid

Workplace

Building Capability

The program develops capable healthcare administration professionals who improve operational performance, support quality service delivery, and contribute to the long-term success of healthcare practices.

LEADERSHIP

BSB60420

Senior Leadership Program

Designed for: Senior managers and organisational leaders.

Develop the strategic, operational, and leadership capabilities required to lead teams, drive business performance, and deliver organisational outcomes.

Focus Areas

Strategic capability

Business performance

Leading at senior level

Outcomes

Qualifications

Advanced Diploma of Business

BSB60120

Advanced Diploma of Leadership and Management

BSB60420

Study Options

Online | Hybrid

Workplace

Building Capability

The program supports both organisational growth and leadership succession by developing confident, commercially focused senior leaders who drive strategic outcomes, lead high-performing teams, and contribute to long-term business success.

LEADERSHIP

BSB80320

Executive Leadership Program

Designed for: Senior leaders and executives

Develop the strategic leadership capabilities required to lead organisations, influence outcomes, and drive sustainable success.

Focus Areas

Executive leadership

Strategy

Influence

Sustainable success

Qualification

Graduate Diploma of Strategic Leadership

BSB80320

Study Options

Online | Hybrid

Workplace

Building Capability

The program supports executive leadership capability and organisational growth by developing strategic leaders who influence direction, drive innovation, and lead sustainable organisational success.



NATIONALLY RECOGNISED
TRAINING

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SKILL SETS

Industry Skill Sets

Designed for: Targeted skills for specific job roles, industries or workplace requirements.

Focused training designed to develop practical capabilities in key areas without completing a full qualification.

Skill Sets

Cyber Security Awareness Skill Set	BSBSS00094
Business Operations Support Skill Set	BSBSS00100
Digital Business Administration Skill Set	BSBSS00113
Medical Administration Skill Set	BSBSS00121
Administrative Assistant Skill Set	BSBSS00120
Customer Service Skill Set	BSBSS00119
Contact Centre Skill Set	BSBSS00126
Micro Business Skill Set	BSBSS00102
New Business Ventures Skill Set	BSBSS00103
Workplace Cyber Security Foundations Skill Set	BSBSS00130
Workplace Cyber Security Threat and Risk Prevention Skill Set	BSBSS00131
Supply Chain Stock Control Skill Set	TLISS00200
Surface Coal Mine Safety Skill Set	RIISS00034



NATIONALLY RECOGNISED
TRAINING

FINANCE Money 101

Financial Literacy

Designed for: Anyone wanting to build confidence with everyday money skills.

Build confidence with money through practical financial literacy training - budgeting, saving, debt management, goal setting, and everyday financial decisionmaking across nine online modules.

Focus Areas

Building Good Money Habits

Debt Basics

Facing Financial Challenges

Retirement Basics

Building Good Money Habits

Family Finances

Financial Planning

Superannuation Basics

Study Options

Online | Hybrid

Workplace

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FROM OUR STUDENTS

Real people. Real results.

“After 12 years in the Army I had no idea how to translate my experience into civilian qualifications. S2C made the whole process straightforward. I achieved a Diploma of Leadership and Management.”

Mark R. - Former ADF, now Operations Manager

“As a paramedic transitioning to health administration, I needed formal qualifications. The RPL process was thorough, fair, and the team kept me informed every step of the way.”

Sarah L. - Former Paramedic, Health Services Coordinator

“ Having ex-serving members on their team to talk through my experience really set them apart. ”

David B. - ADF, Australian Special Air Service

“The whole process just seemed efficient, professional and stress-free, despite the level of detail involved. Communication from the team was great and they took the time to explain everything clearly. ”

Alex R. - Transitioning ADF Member

“The communication throughout the process was excellent - responsive, supportive, and proactive. Any questions I had were answered promptly, and I always felt informed about where my application was at.”

Paul K. - Flight Lieutenant, Royal Australian Air Force

GET IN TOUCH

Start your free Skills Check

Talk to our team about recognising your experience and finding the right qualification or training pathway.

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