



HOBSONS BAY VET CLUSTER VETiS STUDENT HANDBOOK 2012

HOBSONS BAY



CLUSTER

**Bayside P-12 College
Emmanuel College
Laverton P-12 College
Mt St Josephs Girls College
Point Cook Senior Secondary College
Williamstown High School**

The Hobsons Bay VETiS Cluster arrangement is founded on a spirit of co-operation and with the purpose of providing a wider breadth of learning opportunities for students.

Index

How to use this booklet

Glossary

What is VET?

Advantages of studying VET

Employment Opportunities

VET Course Requirements

How to Apply

VET PROGRAMS IN 2012

Certificate II in Aeroskills

Certificate III in Allied Health

Certificate II/III in Applied Fashion Design & Technology

Certificate II in Automotive Technology

Certificate II in Business Administration

Certificate II in Community Recreation – Fitness

Certificate II in Community Services Work

Certificate II in Dance

Certificate II in Desktop Publishing

Certificate II & III in Engineering Studies

Certificate II in Hairdressing

Certificate II in Hospitality

Certificate II in Information Technology

Certificate II in Make-up Services

Certificate III in Media

Certificate III in Music

Certificate III in (Music) Technical Production

Certificate II in Outdoor Recreation

Victoria University VET in Schools Programs

Certificate II in Building & Construction (VU)

Certificate II in Electrotechnology (Electrical) (VU)

School Based Apprenticeships and Traineeships

Contact Details VET Co-ordinators

Application Form / Student Contract

How To Use This Booklet

- Read the course/certificate descriptions carefully.
- Note the employment opportunities on pages 6 & 7.
- Discuss options with your Careers/VET/VCAL advisor, your parent(s) and/or those you wish to involve. Check your school's VCE / VCAL Handbook.
- Select your preferred VET Course.
- Complete the relevant enrolment form and student contract (on the last pages of this handbook) and submit it to your VET Co-ordinator by the due date.
- **Please note there is a cost associated with each program. You should contact your VET Coordinator to find out an estimate and when the deposit is due.**
- Please note: Where enrolments exceed available places, students will be subjected to a selection process.

Glossary

Articulate

Simple way of connecting one level of training with another higher level

Auspiced by

Course delivered by a Registered Training Organisation

Competency

A distinct work performance specified in terms of what should be done and the standard to which it must be performed, as required by industry.

Module

A unit of study in a VET course

Nationally accredited

A qualification which is valid and recognised throughout the nation

Pathways

Ways to develop a person's career opportunities

RTO

Registered Training Organisation. A provider of training registered with the Office of Post Compulsory Education Training and Employment.

Stream

A theme of study made up of several modules of a VET course.

Structured Workplace Learning

Workplace learning that is undertaken as part of an accredited vocational training program such as VCAL or VET

Vocation

Is a chosen field of work or career.

What is VET?

Vocational Education and Training refers to enhanced senior school studies, which enable a secondary student to combine their VCE or VCAL studies with vocational training.

Features of VET

- VET is **usually** a two year program combining general VCE / VCAL studies with accredited vocational education and training.
- It enables students to complete a nationally recognised vocational qualification (eg. Certificate II in Community Services) and the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied learning (VCAL) at the same time.
- VET allows students to go directly into employment or receive credit towards further study.
- Important Industry Specific Skills and workplace skills are learnt through the VET program.

How does VET work?

A VET in Schools program is usually made up of VCE VET units which are delivered by registered training organisations, the students' school or another school within the Hobsons Bay Cluster.

Structured Workplace Learning (SWL)

Students undertake work with an employer that enables the student to demonstrate their acquired skills and knowledge in an industry setting. During the Structured Workplace Learning, a student will have specific tasks to undertake in order to demonstrate competence. Students will be regularly monitored and may be assessed on the job.

Contribution to the VCE

VET is fully incorporated into the VCE. Key features include:

- VET programs usually have a Unit 1 - 4 structure.
- Of the 16 units that make up the VCE, an unlimited number can be VET.
- Up to three sequences other than English, can be approved VCE VET unit 3 and 4 sequences.
- VET programs contribute directly to the ATAR with a study score derived from scored assessment or as 10% increment as a 5th or 6th subject. However, in some instance there is nil contribution towards ATAR when units are at 1 & 2 level only.
- For more information you can access the Victorian Curriculum and Assessment Authority (VCAA) website. www.vcaa.vic.edu.au

Contribution to the VCAL

- Contributes to the satisfactory completion of the VCAL - Industry Specific Skills
- 100 hours of VET gains one VCAL credit. This usually represents one semester of classes.

Advantages of studying VET

VET Increases Students' Learning Potential

- Broadens VCE/ VCAL options.
- Develops the student's capacity to make decisions and solve problems.
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment.
- Matches student interest and career directions through the provision of strong pathways.

VET Gives National Qualifications and Skills

- Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.
- VET qualifications may articulate directly into further education and training at TAFE. Eg Cert II in Automotive Studies provides students with modules towards a pre-apprenticeship in this industry area.
- VET provides access to a range of different technologies related to the workplace

VET Prepares Students for the Workforce

- Expands post school opportunities.
- Provides the opportunity to trial a career. Helps students explore possible areas of interest, which promote further study and work choices.
- Allows students to develop strong links with industry and local community employers. Students may be offered part time or casual work.
- Improves employment prospects.
- Helps students gain knowledge of employer's expectations and real working conditions.
- Develops student's capacity for co-operation, teamwork and leadership skill development.
- Assists the transition from school to work.

Examples of Employment Opportunities

Applied Fashion & Technology

Clothing Tradesperson; Product Tester/Inspector; Product Dispatcher; Garment Cutter; Pattern Maker; Designer, Milliner; Garment & Clothing Producer.

Automotive Technology

Mechanic; Electrician, Body Repairer; Air-conditioning Fitter; Parts, Retail; Business Operator; Driver; Mechanical Engineering; Aircraft Engineering.

Building and Construction

Labourer; Contractor, Inspector, Site Manager, Surveyor, Project Manager, Driver; Crane Operator; Administration.

Business Administration (Office Administration)

Administrative Assistant, Receptionist, Secretary, Information Officer, Customer Service Officer.

Community Recreation

Recreation Officer, Assistant in a Gymnasium/Fitness Centre, Personal Trainer, Sporting Events Assistant, Leisure and Cultural Services Officer, Youth Leader, Outdoor Activity Leader.

Community Services

Social Worker, Nursing, Psychologist, Counsellor, Nanny, Youth Worker, Rehabilitation, Residential Care Worker, Welfare Officer, Personal Carer, Physiotherapist; Occupational Therapist.

Dance

Choreographer; Community Dance Worker; Dance Teacher, Dance Therapist, Performer.

Engineering

Toolmaking, Fitting and Machining, Welding, Sheetmetal Work, Instrument Making, Aircraft Mechanic, Marine Mechanic, Electrical Mechanic, Lift Mechanic, Motor Mechanic, Drafting.

Furnishings

Cabinet Maker, Furniture Maker, Wood Machinist, Wood Turner, WoodCarver, Furniture Design, Joiner, Upholsterer, Production Management, Product Development.

Hair and Beauty

Hairdresser; Hair Stylist, Beauty Therapist, Beautician, Make-Up Artist.

Hospitality

Executive Chef, Senior Cook, Apprentice Cook, Kitchen Hand, Cocktail/Lounge or Food Waiter; Bar Manager, Bar Attendant, Housekeeper, Room Attendant, Front Office, Manger, Duty Manager, Receptionist, Accounts Clerk, Concierge, Porter.

Information Technology

Programmer, Analyst, Network Engineer, Computer Science, Software Engineer, Computer Systems Engineer, Computer Hardware Service Technician, Computer Operator; Data Processing Operator.

Multimedia and Creative Industries (Media)

Web Site Supervisor, Project Manager, Graphic Designer, Animator, Script Writer, Editor; Video/Sound Producer, Sound Editor, Systems Designer, Programmer, Network Administrator, Special Effects Engineer, Producer, Director, Publisher, New Product Developer.

Music

Vocalist, Musician, Music Retailer, Venue Manager, Music Director, Promoter, Production Crew Member, Stage Manager

Sport and Recreation

Aerobic Instructor, Fitness Instructor, Physical Education Teacher, Sports Management/Administrator, Sports Coach, Recreation Officer, Sportsperson, Leisure and Cultural Services Officer, Outdoor Recreation Activity Leader, Dietician, Nutritionist; Physiotherapist, Referee, Broadcasting and Sports Journalism.

For further information: www.vcaa.vic.edu.au

VET Course Requirements

Students enrolling in a VET program will be required to complete a commitment form covering their code of conduct. Further to this, additional course requirements set out by the Cluster must also be adhered to. It is important that parents and students take time to read the course requirements and student responsibilities before submitting an enrolment form.

Students Absences

In order to successfully complete the course students are expected to attend all VET Classes. Absences will be allowed for school camps, excursions etc. A medical certificate needs to be supplied for all other absences. Where possible, students need to notify their VET coordinators, trainers and / or workplace in advance.

Make-up classes

Where necessary, students may be required to attend make up classes after school, during the school holidays or on the weekend.

Punctuality

All students are expected to arrive on time to class. **Students who arrive late will be marked as 'late' on the roll and may be asked to make up the missed class time outside regular class hours.**

Work Requirements

All tasks as assigned by the trainer/ employer are to be completed BY THE DUE DATE. Students who fail to meet deadlines will be given a warning and a second submission date will be negotiated. STUDENTS WHO FAIL TO COMPLETE SET TASKS, BY THE END OF THE TERM THAT THE TASKS WERE SET, WILL BE WITHDRAWN FROM THE PROGRAM.

School Uniform

Students are expected to attend VET classes in their home school uniform. For VET classes held at VU students are required to comply with VU uniform requirements.

Student Behaviour

Students will abide by the trainer's rules and the rules of the Delivery School whenever they are on the site. This includes meeting Occupational Health and Safety Requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard and comply with the VET Student Contract.

Transport Arrangements

Students are expected to make their own travel arrangements to and from VET venues. Where possible a bus service may be provided with sufficient student numbers to assist students travelling between schools. Currently a bus operates on a Thursday.

Fees

As determined by the Cluster, all fees associated with the VET program must be paid on time. (Please refer to school for more details.) Some courses also incur material costs and/or uniform costs on top of these fees. Consult your VET Co-ordinator for more details.

Structured Workplace Learning

Students will meet the Structured Workplace Learning requirements of the course.

Enrolling in Units 3 & 4

It is highly recommended that students complete Units 1 & 2 before enrolling in Units 3 & 4.

Absence from Assessed Task – Units 3 & 4

Students who are absent from class, on a day when an assessed task is held **must:**

- Phone their VET Coordinator at school and their VET classroom teacher by 9.00 am.
- Provide a detailed parental note immediately on return to school. A copy should be given to the VET Coordinator, and a copy sent to the VET classroom teacher.

AND

- Provide a Doctor's Certificate, immediately on return to school. The original to be given to the VET Coordinator, and a copy sent to the VET classroom teacher.

The VET Coordinator in conjunction with the VET classroom teacher will determine whether the absence is excused and whether rescheduling the missed task will be granted. Students who fail to report to their VET Coordinators on their first day back will not have their assessment task rescheduled.

FAILURE TO ABIDE BY THE ABOVE COMMITMENTS MAY RESULT IN STUDENT WITHDRAWAL FROM THE PROGRAM.

HOW TO APPLY

It is strongly recommended that any students, who are undecided regarding a VCE or VCAL program, should select a VET subject as part of their senior school program.

Students who opt to undertake VCAL after the commencement of the school year may not be able to access VET due to demand.

Interested applicants should complete the VET Application Form and Student Contract at the end of this handbook. Forms should be returned to VET Co-ordinators by **Friday 19th August, 2011.**

1. Students must carefully consider their VET choice and commitment as students will not be permitted to alter VET choices once an offer of a position has been confirmed
2. There is a cost associated with each program. Applicants should contact their VET Co-ordinators for an estimate. **However, a deposit of \$50 is required by the end of Term 3, 2011, with the balance payable by Friday 2nd December, 2011.**

Please note the following arrangements and course outlines are subject to change. Courses delivered at different sites may include modules which vary from the sample course outline included in this booklet. Students will be notified of changes prior to course commencement.

Certificate II in Aeroskills MEA20407

Course Aims

This course is for people who want to train as aircraft maintenance engineers. Students will learn how to maintain and repair aircraft avionics, mechanics, or structures. Students will learn: safety practices in aviation maintenance; plan and organise aviation maintenance work activities; apply quality standards applicable to aviation maintenance processes; interpret and use aviation maintenance industry manuals and specifications; complete aviation maintenance industry documentation; perform basic hand skills, standard trade practices and fundamentals in aviation maintenance; apply self in the aviation maintenance environment.

Future Pathways The Certificate can lead to advanced Certificate levels, and Diploma Studies.

Cluster Provider Point Cook Senior Secondary College auspiced by RMIT

Day & Time Thursday Units 1 & 2

Contribution to VCE/ VCAL VCE: VCE students will receive up to 2 VCE VET units for Units 1 & 2.
VCAL: This program contributes to the Industry Specific Skills Strand.

SWL TBA

Course Outline

VCE VET Units 1 & 2 Competencies	
MEA101B	Interpret occupational health and safety practices in aviation maintenance
MEA103B	Plan and organise aviation maintenance work activities
MEA105B	Apply quality standards applicable to aviation maintenance processes
MEA107B	Interpret and use aviation maintenance industry manuals and specifications
MEA108B	Complete aviation maintenance industry documentation
MEA109B	Perform basic hand skills, standard trade practices and fundamentals in aviation maintenance
MEA117A	Apply self in the aviation maintenance environment

VCE VET Units 3&4 available in 2013

***These competencies may change 2012**

Certificate III in Allied Health Assistance HLT32407
Certificate III in Health Administration HLT32907
Certificate III in Aged Care CHC30208

Course Aims

ALLIED HEALTH ASSISTANCE: This course develops skills to support the delivery of allied health services under the direction of allied health professionals. Allied Health Assistants have a generalist role working with a number of allied health professionals such as occupational therapists, physiotherapists, podiatrists, dieticians and speech pathologists. They assist in the provision of a range of services including: inpatients, ambulatory care, rehabilitation, outpatients, aged care and community. Their work setting may include hospitals, community health centres, schools and client's homes.

HEALTH ADMINISTRATION: This course develops skills to be an admission clerk admitting patients into a facility, a medical receptionist, a ward clerk who helps nursing staff to maintain the smooth running of hospital wards by performing a range of administrative and customer service tasks and a clinical coder.

AGED CARE: This course provides skills to provide individualised personal care to the elderly in residential aged care facilities. The aged care worker may also assist with the collection of residents vital signs such as blood pressure, temperature weight etc. Aged care workers work under the supervisions of a nurse and may vary depending on the organisation.

Future Pathways The Certificate can lead to advanced Certificate levels, and Diploma Studies.

Cluster Provider Werribee Mercy Hospital auspiced by Mercy Health Training Institute

Day & Time Thursday 1.30pm-4.30pm Units 1 & 2

Contribution to VCE/ VCAL **VCE:** VCE students will receive up to 4 VCE VET units.
ATAR: 10% contribution
VCAL: This program contributes to the Industry Specific Skills Strand

SWL 10 days per year in a hospital or community based health service

Course Outline: Certificate III in Allied Health Assistance

VCE VET Units 1 & 2 Competencies
HLTHIR301A - Communicate and work effectively in health
HLTIN301B - Comply with infection control policies and procedures in health work
HLTOHS200A - Participate in OHS processes
BSBFLM303B - Contribute to effective workplace relationships
HLTAH301A - Assist with an allied health program
HLTCSD201B - Maintain high standard of client service
HLTFA301B - Apply first aid
BSBMED305A - Apply the principles of confidentiality, privacy and security within a medical environment
BSBMED201A - Use basic medical terminology

VCE VET Units 3 & 4 Competencies
HLTCSD305B - Assist with client movement
HLTAP301A - Recognise healthy body systems in a health care context
BSBCMN305A - Organise workplace information
HLTCSD306B - Respond effectively to difficult or challenging behaviour
HLTHIR403B - Work effectively with culturally diverse clients and co-workers
HLTCOM301B - Provide specific information to clients
HLTCMN302A - Organise personal work priorities and development

Course Outline: Certificate III in Aged Care

VCE VET Units 1 & 2 Competencies
CHCAC318A Work effectively with older people
CHCINF408C Comply with information requirements of the aged care and community care sectors
CHCICS301A Provide support to meet personal care needs
CHCCS411A Work effectively in the community sector
CHCOHS312A Follow safety procedures for direct care work
CHCAC317A Support older people to maintain their independence
CHCAC417A Implement interventions with older people at risk of falls

VCE VET Units 3 & 4 Competencies
CHCICS302A Participate in the implementation of individualised plans
CHCICS303A Support individual health and emotional well being
CHCAC19A Provide support to people living with dementia
CHCPA301B Deliver care services using a palliative approach
HLTAP301A Recognise healthy body systems in a health care context
HLHIR403B Work effectively with culturally diverse clients and co-workers
HLTFA301A Apply first aid

Course Outline: Certificate III in Health Administration

VCE VET Units 1 & 2 Competencies
HLHIR301A Communicate and work effectively in health
HLTIN301A Comply with infection control policies and procedures in health work
HLTOHS200A Participate in OHS processes
BSBFLM303B Contribute to effective workplace relationships
BSBCM305A Organise workplace information
BSBCM307A Maintain business resources
BSBCM301A Deliver and monitor a service to customers
HLTAD301A Assist with practice administration

VCE VET Units 3 & 4 Competencies
BSBMED301B Interpret and apply medical terminology appropriately
BSBMED302A Prepare and process medical accounts
BSBMED303A Maintain patient records
BSBCM302A Organise personal work priorities and development
BSBFLM309A Support continuous improvement systems and processes
HLHIR403B Work effectively with culturally diverse clients and co-workers
CHCORG3B Participate in the work environment
HLTCS306B Respond effectively to difficult or challenging behaviour

**ONLY ONE OF THESE PROGRAMS WILL RUN AND
WILL BE DETERMINED BY DEMAND**

Please note there is an interview and selection process required for these courses.

***These competencies may change 2012**

**Certificate II in Applied Fashion Design & Technology LMT21707
& part Cert III in Applied Fashion Design & Technology LMT31407**

Course Aims

To provide students with the basic design and development skills and knowledge to prepare them for work in the fashion industry. Students develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches. Units 3 & 4 include identifying fibres and fabrics, fabric performance and handling, garment repairs, alterations, basic patternmaking principles, preparing design concept and marketing design concepts. This is a hands-on qualification that allows for some creative expression to develop and be displayed in the practical projects undertaken.

Future Pathways The Certificate can lead to advanced Certificate levels, and Diploma Studies.

Cluster Provider Point Cook Senior Secondary College auspiced by RMIT

Day & Time Thursday Units 1 & 2

Contribution to VCE/ VCAL **VCE:** VCE students will receive up to 6 VCE VET units.
ATAR: 10% contribution
VCAL: This program contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies		Hours
LMTGN2001B	Follow defined OH&S policies and procedures	30
LMTGN2002B	Apply quality standards	30
LMTCL2001B	use a sewing machine	40
LMTFD2001B	Design and produce a simple garment	80
LMTFD2005B	Identify design process for fashion designs	40
LMTCL2004B	Sew components	50
LMTCL2010B	Modify patterns to create basic styles	50
LMTCL2011B	Draw and interpret a basic sketch	30
LMTGN2009B	Operate computing technology in a textiles, clothing & footwear workplace	50

VCE VET Units 3 & 4 Competencies in 2013		Hours
LMTCL3001B	Identify fabric performance and handling requirements	40
LMTCL3002B	Prepare and produce sewn garment	60
LMTFD3003B	Prepare design concept for a simple garment	80
LMTCL 2003B	Identify fibres and fabrics	50

These competencies may change in 2012.

Certificate II in Automotive Studies (Pre-apprenticeship) 22015VIC

Course Aims

To provide students with the skills and ability to achieve competencies which will enhance their employment and further training prospects within the automotive and automotive related industries. The Certificate II in Automotive Studies provides students with a broad base of skills necessary to maintain and service a wide range of motor vehicles. This solid grounding in the principles of automotive maintenance and repair will give you a head start in gaining an automotive apprenticeship.

Future Pathways The Certificate can lead to advanced Certificate levels, Apprenticeships and Diploma Studies.

Cluster Provider Bayside P-12 College auspiced by Kangan Batman TAFE

Day & Time Thursday Units 1 & 2
Wednesday Units 3 & 4

Contribution to VCE/ VCAL **VCE:** VCE students will receive four VCE VET units.
ATAR: 10% contribution.
VCAL: This program contributes to the Industry Specific Skills Strand. Benefit for pathways to apprenticeship

SWL A minimum of 10 days work placement is recommended.

Course Outline:

VCE VET Units 1 & 2 Competencies	Hours
VBN644 Carry out Industry research	40
AURC270103A Apply safe working practices	20
VBN657 Dismantle and assemble fuel pump	20
VBN666 Remove and replace wheel and tyre assemblies	10
VBN675 Recharge batteries	15
VBN654 Remove and replace carburettor	10
VBN656 Remove and replace fuel pump	10
VBN674 Remove and refit batteries	15
AURT270278A Use and maintain workplace tools and equipment	20
VPAU209 Participate in basic vehicle servicing operations	40

VCE VET Units 3 & 4 Competencies	Hours
AURT225667A Use and maintain measuring equipment	15
AURT270278A Use and maintain workplace tools and equipment	20
VBN651 Dismantle and assemble engine, four-stroke single cylinder (petrol)	40
VBN663 Remove and replace suspension, front springs	25
VBN665 Remove and replace brake assemblies	20
VBN668 Operate electrical test equipment	40
VBN671 Dismantle and assemble alternator	40

These competencies may change 2012

**Certificate II in Business Administration BSB20107 &
part Certificate III in Business Administration BSB30201**

Course Aims

To provide students with knowledge and skills to achieve competencies which will enhance their employment prospects within the clerical/administrative workforce working in an office setting.

Future Pathways Business Services Training Package: including Business Admin, Information Management Services and Human Resource Management.

Cluster Provider Bayside P-12 College auspiced by Victoria University

Day & Time Thursday Units 1 & 2
Wednesday Units 3 & 4

Contribution to VCE/ VCAL **VCE:** VCE students are eligible for up to four VCE VET units. Two units at 1-2 level and two units at 3- 4 level
ATAR: Scored assessment
VCAL: This program contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies	Hours
BSBOHS201A Participate in OHS processes*	20
BSBWOR202A Organise and complete daily work activities	20
BSBCM201A Communicate in the workplace	40
BSBWOR203A Work effectively with others*	15
BSBITU201A Produce simple word processed documents*	60
BSBCM212A Handle Mail*	15
BSBIND201A Work effectively in a business environment	30
BSBCUS201A Deliver a service to customers	40
BSBINN201A Contribute to workplace innovation	35
BSBITU202A Create and use spreadsheets	30
BSBITU203A Communicate electronically	20
BSBWOR204A Use business technology	20

VCE VET Units 3 & 4 Competencies	Hours
BSBWOR301A Organise personal work priorities and development	15
BSBINM301A Organise workplace information	20
BSBITU306A Design and produce business documents	40
BSBINN301A Promote innovation in a team environment	25
FNSICGEN305A Maintain daily financial/business records	20

These competencies may change 2012

Certificate II in Community Recreation - Fitness SRC 20206

Course Aims

The VET Sport and Recreation course aims to provide students with the knowledge and skills to enhance their employment prospects in the sport and recreation or related industries. Certificate II in Sport & Recreation provides students with the practical skills and knowledge to complete a first aid course, study occupational health and safety policies and practices and prepare and conduct sport and recreation sessions for participants. The course includes; developing sport and recreation industry knowledge, undertaking relevant work placement and participate in various practical activities, including gym sessions, bike riding, circuit training and surfing session. Students undertake units of competence that include; dealing with client feedback, providing first aid, responding to emergency situations and providing equipment for activities. Completion of Certificate II Sport & Recreation prepares students for work in the sport and recreation industry in areas such as fitness training, gymnasium instruction, sport coaching or education, event and recreational facility management. These skills can be applied to workplaces such as gymnasiums, recreational facilities and sport educational settings. With additional training and experience, potential employment outcomes may include junior coach, fitness training program manager, gym instructor and events manager.

Cluster Provider Williamstown High School auspiced by TBA

Day & Time Thursday Units 1-2

Contribution to VCE / VCAL **VCE:** VCE students are eligible for up to five VCE VET units
3 at 1-2 level and 2 at 3-4 level
ATAR: Scored assessment
VCAL: This program contributes to Industry Specific Skills Strand

SWL A minimum of 10 days will be required at a placement.

Course Outline

VCE VET Units 1 & 2 Competencies	
BSBCMN202A	Organise and complete daily work activities
SRXFAD001A	Provide first aid
SRXFGCSO02A	Deal with client feedback
SRXINU001A	Develop knowledge of the sport and recreation industry
SRXOHS001B	Follow defined OH&S practices and procedures
SRCCRD002B	Apply principles of community development
SRCCRO002B	Respond to clients at risk
SRCCRO003B	Apply point of sale handling procedures
SRXEMR001A	Respond to emergency situations
SRXCAI001B	Assist in preparing sport and recreation sessions
SRXCAI002B	Assist in conducting sport and recreation sessions
SRXCAI003B	Provide equipment for activities

VCE VET Units 3&4 available in 2013

These competencies may change 2012 due to a new course being implemented for 2012.

**Certificate II in Community Services Work CHC20108 & part
Certificate III in Community Services Work CHC 30108 or
Certificate III in Children's Services CHC 30780**

Course Aims

To provide access to a range of potential career paths within the Community Services industry. Provide training and skill development for the achievement of competence in areas such as casework, community development and advocacy.

Future Pathways Certificate IV, Diploma and Advanced Diploma in Community Services.

Cluster Provider Bayside P-12 College auspiced by Victoria University

Day & Time Thursday Units 1 & 2
Wednesday Units 3 & 4

Contribution to VCE/ VCAL **VCE:** VCE students are eligible for up to four VCE VET units.
ATAR: Scored Assessment
VCAL: This program contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is strongly recommended to successfully complete this course.

Course Outline

VCE VET Units 1 & 2 Competencies		Hours
CHCCS201A	Prepare for work in the Community Services Industry	55
CHCCOM1B	Communicate with people accessing the service of the organisation.	15
CHCORG1B	Follow the organisation's policies, procedures and programs	15
CHCORG2B	Work with others	15
HLTOHS200A	Participate in OHS processes	20
HLTFA301B	Apply First Aid	18
ELECTIVES		
CHCDIS220B	Prepare for disability work	30
CHCAC316B	Provide food services	20
CHCFC301A	Support the development of children	45

VCE VET Units 3 & 4 Competencies		Hours
CHCRH401A	Orientation to work in the leisure and health industry	50
CHCRH401A	Undertake community sector work within own community	80
CHCAD401D	Advocate for clients	50
CHCCW3011B	Operate under a casework framework	20
ELECTIVES will be selected from Community Services or Children's Services stream		

These competencies may change in 2012

Certificate II in Dance 21764CVIC

Course Aims

This is a program for students looking at the industry of dance. It helps to develop the opportunity to create pathways towards a career as a professional dancer, performer, entertainer, choreographer, community dance worker, dance therapist and dance teacher.

Future Pathways The Certificate can lead to advanced Certificate levels, and Diploma Studies.

Cluster Provider Point Cook Senior Secondary College

Day & Time Thursday Units 1 & 2

Contribution to VCE/ VCAL VCE: VCE students will receive up to 2 VCE VET units.
VCAL: This program contributes to the Industry Specific Skills Strand.

SWL TBA

Course Outline

VCE VET Units 1 & 2 Competencies		Hours
HLTFA1A	Apply basic First Aid	10
VBQU065	Develop basic level of physical condition for dance performance	35
VBQU066	Develop basic dance techniques	80
CUECOR02B	Work with others	15
CUFSAF01B	Follow health, safety and security procedures	15
CUVCOR11A	Source information on history and theory and apply to own area of work	30

VCE VET Units 3 & 4 Competencies		Hours
CUEIND01B	Source and apply entertainment industry knowledge	10
VBQU067	Preparing for a dance performance	40
VBQU068	Refining dance techniques	80
VBQU069	Apply basic dance techniques for performances	80

***These competencies may change 2012**

Certificate II in Engineering Studies 22019VIC

Course Aims

To provide the skills, knowledge and attitudes required to perform entry level roles across the four main areas of engineering technology – Fabrication, Electrical/Electronics, Production and Mechanical. **Competent maths skills are required for this program.**

Future Pathways High Engineering Apprenticeship – Mechanical, Fabrication, Automotive and Electrical. Advanced Diploma and Bachelor of Engineering

Cluster Provider Laverton P-12 College auspiced by Victoria University.

Day & Time Thursday Units 1-2
Wednesday Units 3-4

Contribution to VCE/ VCAL **VCE:** VCE students are eligible for up to 4 VCE VET units.
ATAR: 10% contribution
VCAL: This program contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies	Hours
MEM1.2FA Apply OH&S in work environment	20
VBN768 Develop career plan for Engineering	20
VBN769 Perform basic Machining	40
VBN770 Apply basic fabrication technique	40
VBN772 Computers for engineering activities	20
VBN774 Basic computational principals	20
MEM18.1AB Use hand tools	20

VCE VET Units 3 & 4 Competencies	Hours
VBN771 Apply electrotechnology principles in an engineering work environment	
VBN773 Produce basic engineering sketches and drawings	
VBN776 Use basic engineering concepts to plan the manufacture of engineering components	
VBN777 Handle engineering materials	
VBN778 Produce basic engineering components and products using fabrication and machining	
VBN779 Perform cutting, grinding and turning operations	

These competencies may change in 2012

Certificate II in Hairdressing WRB20109

Course Aims

This course provides students with an overview of the hairdressing industry and gives them the opportunity to acquire skills, knowledge and personal attributes to work in the industry.

Future Pathways The Certificate can lead to advanced Certificate levels, and Diploma Studies and apprenticeships.

Cluster Provider Point Cook Senior Secondary College auspiced by Victoria University

Day & Time Thursday Units 1 & 2

Contribution to VCE/ VCAL **VCE:** VCE students will receive up to 2 VCE VET units.
VCAL: This program contributes to the Industry Specific Skills Strand. Benefit for pathways to apprenticeship.
ATAR: This is Units 1 & 2 course only, therefore **no ATAR contribution**. Students may choose to do Year 1 Make-Up Services in Year 2

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies		Hours
WRHCL201A	Apply temporary hair colour and remove residual colour products	25
WRHCS201A	Prepare clients for salon services	20
WRHCS202B	Maintain tools and equipment	10
WRHCS204A	Maintain and organise work areas	10
WRHCS205A	Follow personal health and safety routines at work	15
WRHCS206A	Perform head, neck and shoulder massage	20
WRHCS207A	Develop hairdressing industry knowledge	15
WRHHD201A	Dry hair to shape	35
WRHHD202A	Apply single, two and three strand braiding techniques	30
WRHWP201A	Assist colleagues providing multiple salon services as a team member	30
SIRXCOM001A	Communicate in the workplace	50
SIRXIND001A	Work effectively in a retail environment	40
SIRXOHS001A	Apply safe working practices	18

***These competencies may change in 2012**

Certificate II in Hospitality (Front of House) SIT20207

Course aims

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions and activities that require the application of a limited range of practical skills in a defined context. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs cafes and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

Future Pathways Certificate III in Hospitality, Certificate IV in Hospitality, Diploma of Hospitality (Management), Advanced Diploma of Hospitality (Management), Bachelor of Applied Science (Hospitality Management).

Cluster Provider Laverton P-12 College auspiced by VOTES (Bendigo Access)

Day & Time Thursday Units 1-2
Wednesday Units 3-4

Contribution to VCE/ VCAL **VCE:** VCE students are eligible for up to four VCE VET units.
ATAR: Scored Assessment
VCAL: This program contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement.

VCE VET Units 1 & 2 Competencies

SITHIND001A Develop and update hospitality industry knowledge
SITXCOM001A Work with colleagues and customers
SITXCOM002A Work in a socially diverse environment
SITXOHS001B Follow health, safety and security procedures
SITXOHS002A Follow workplace hygiene procedures
SITHIND002A Apply hospitality skills in the workplace
SITHFAB003A Serve food and beverage to customers
SITHCCC001A Organise and prepare food
SITHCCC002A Present food
SITHACS006A Clean premises and equipment

VCE VET Units 3 & 4 Competencies

SITHFAB009A Provide responsible service of alcohol
SITHFAB004A Provide food and beverage service
SITHFAB010B Prepare and serve non-alcoholic beverages
SITHFAB011A Develop and update food and beverage knowledge
SITHFAB012A Prepare and serve espresso coffee

These competencies may change 2012

Certificate 11 in Hospitality (Kitchen Operations) SIT20307

Course aims

This qualification provides the skills and knowledge for an individual to be competent in a range of activities and functions and activities that require the application of a limited range of practical skills in a defined context. Work would be undertaken in various hospitality enterprises where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs cafes and coffee shops. Individuals may work with some autonomy or in a team but usually under close supervision.

Future Pathways Certificate III in Hospitality, Certificate IV in Hospitality, Diploma of Hospitality (Management), Advanced Diploma of Hospitality (Management), Bachelor of Applied Science (Hospitality Management).

Cluster Provider Laverton P-12 College Units 1-2
 Laverton P-12 College Units 3-4
 Point Cook SSC Units 1-2
 Point Cook SSC Units 3-4 in 2013

Day & Time Thursday Units 1-2
 Wednesday Units 3-4

Contribution to VCE/ VCAL **VCE:** VCE students are eligible for up to four VCE VET units.
ATAR: Scored Assessment
VCAL: This program contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is delivered at Hotel Sofitel

VCE VET Units 1 & 2 Competencies

SITHCCC001A Organise and prepare food
SITHCCC002A Present food
SITHCCC003A Receive and store kitchen supplies
SITHCCC004A Clean and maintain kitchen premises
SITHCCC005A Use basic methods of cookery
SITHIND001A Develop and update hospitality industry knowledge
SITXCOM001A Work with colleagues and customers
SITXCOM002A Work in a socially diverse environment
SITXOHS001B Follow health, safety and security procedures
SITXOHS002A Follow workplace hygiene procedures

VCE VET Units 3 & 4 Competencies

SITHCCC027A Prepare, cook and serve food for food service
SITHCCC013A Prepare hot and cold desserts
SITHCCC006A Prepare appetisers and salads
SITHCCC008A Prepare stocks, sauces and soups
SITHCCC009A Prepare vegetables, fruit, eggs and farinaceous dishes
SITHCCC015A Plan and prepare food for buffets

These competencies may change 2012

**Certificate II in Information Technology ICA20105
& part Certificate III in Information Technology ICA30105**

Course Aims

To provide participants with the foundation knowledge and skills to achieve competencies which will enhance their employment prospects within the Information Technology industry. Provide knowledge and skills in the use of a range of technologies (for the General qualification), or in the advanced use of software applications (for the Software Applications qualification) or in network administration (for the Network Administration qualification).

Future Pathways Certificate III through to Diploma level in either Business Analysis, Systems Administration, Multimedia Integration, Software Development or Network Engineering.

Cluster Provider Bayside P-12 College auspiced by Victoria University

Day & Time Thursday Units 1 & 2
Wednesday Units 3 & 4

Contribution to VCE/ VCAL **VCE:** VCE students are eligible for up to four VCE VET units.
ATAR: Scored Assessment
VCAL: This program contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies	Hours
BSBCM106B Follow workplace safety procedures	20
ICAD2012B Design organisational documents using computing packages	20
ICAU2005B Operate computer hardware	40
ICAU2006B Operate computing packages	40
ICAU2013B Integrate commercial computing packages	20
ICAU2231B Use computer operating system	20
ICAW2001B Work effectively in an IT environment	20

VCE VET Units 3 & 4 Competencies	Hours
ICAD3218B Create user documentation	20
ICAI3020B Install and optimise operating system software	20
ICAS3031B Provide advice to clients	40
ICAT3025B Run standard diagnostic tests	20
ICAU3004B Apply occupational health and safety procedures	20

NETWORK STREAM	
ICAI3101B Install and manage network protocols	40
ICAS3024B Provide basic system administration	20
ICAS3032B Provide network systems administration	20
ICAS3121B Administer network peripherals	20

These competencies may change in 2012

Certificate II in Make-Up Services WRB20204

Course Aims

Certificate II in Makeup Services will equip you with relevant and comprehensive skills and knowledge to successfully enter the beauty sector as a Make-Up Technician. Certificate II in Make-Up Services covers Retail Skin Care, Basic Fundamentals of Make-Up, and Make-Up for Photography and underpinning retail units.

Future Pathways The Certificate can lead to advanced Certificate levels, and Diploma Studies.

Cluster Provider Point Cook Senior Secondary College auspiced by Victoria University

Day & Time Wednesday Units 1 & 2

Contribution to VCE/ VCAL VCE: VCE students will receive up to 2 VCE VET units.
VCAL: This program contributes to the Industry Specific Skills Strand.

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies		Hours
WRBCS201B	Conduct Financial Transactions	24
WRBCS202A	Apply Techniques to update Beauty Industry Knowledge	20
WRBCS203B	Provide Service to Clients	36
WRBFS201B	Demonstrate Retail Skincare Products	25
WRBFS202B	Design and Apply Makeup	40
WRBFS203B	Design and Apply Makeup for Photography	30
WRBFS204B	Design and Apply Remedial Camouflage	30
WRRM1B	Merchandise Products	30
WRRM5A	Monitor In Store Visual Merchandising Display	36
WRR07A	Profile a Retail Market	36
WRRS1B	Sell Products and Services	18

***These competencies may change in 2012**

Certificate III in Media CUF30107

Course Aims

To provide participants with the knowledge and skills to achieve competencies which will enhance their employment prospects within the screen and media industry

Future Pathways Certificate III through to Diploma and Degree levels in Screen and Media, Design and Communication, Information Design areas.

Cluster Provider Bayside P-12 College auspiced by RMIT

Day & Time Thursday Units 1 & 2
Wednesday Units 3 & 4

Contribution to VCE/ VCAL **VCE:** VCE students are eligible for up to four VCE VET units.
ATAR: Scored assessment
VCAL: This program contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies	Hours
BSBCRT301A Develop and extend critical and creative thinking skills	40
CUFIND301A Work effectively in the screen and media industries	20
BSBOHS201A Participate in OHS processes	20
CUFDIG303A Produce and prepare photo images	20
CUVCOR08B Produce drawings to represent and communicate the concept	60
CUFDIG201A Maintain interactive content	30
BSBDES201A Follow a design process	40

VCE VET Units 3 & 4 Competencies	Hours
CUFANM301A Create 2D digital animations.	35
CUFWRT301A Write content for a range of media	40
BSBDES302A Explore and apply the creative design process to 2D forms	50
CUFDIG302A Author interactive sequences	40
CUFDIG301A Prepare video assets	30
CUFDIG304A Create visual design components	30

These competencies may change in 2012

Certificate III in Music CUS30109

Course Aims

To provide access to a range of potential career paths within all genres of the music industry. Provide training and skill development in areas such as music reading and theory, improvisation and composition and professional attitudes to performance all levels.

Future Pathways Higher level Certificates and Advanced Diploma studies. Employment as a professional musician. Degree course in music.

Cluster Provider Laverton P-12 College auspiced by Ausmusic

Day & Time Thursday Units 1 & 2
Wednesday Units 3 & 4

Contribution to VCE/ VCAL **VCE:** VCE students are eligible for up to five VCE VET units three at 1-2 level and two at 3-4 level.
ATAR: Scored Assessment
VCAL: Contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies		Hours
CUFCMP301A	Implement copyright arrangements	20
CUSIND301A	Work effectively in the music industry	35
CUSOHS301A	Follow occupational health and safety procedures	10
CUSMPF204A	Play music from simple written notation	30
CUSMPF304A	Make a music demo	40
CUSMCP301A	Compose simple songs or musical pieces	35
CUSMCP303A	Develop simple musical pieces using electronic media	35
CUSMLT303A	Notate music	
VCE VET Units 3 & 4 Competencies		Hours
CUSMPF301A	Develop technical skills in performance	
CUSMPF302A	Prepare for performances	
CUSMPF305A	Develop improvisation skills	
CUSMLT301A	Apply knowledge of genre to music making	
CUSMLT302A	Develop and apply aural-perception skills	
CUSMPF203A	Develop and apply aural-perception skills	

These competencies may change in 2012

Certificate III in (Music) Technical Production CUS30209

Course Aims

The VET Technical Production course aims to provide students with the knowledge and skills to enhance their employment prospects in the technical side of the music industry.

Description: Certificate III in Technical Production provides students with the practical skills and knowledge to record, mix and edit sound sources. The course includes developing music industry knowledge, establishing contractual and work relationships, and following health, safety and security practices, as well as creating music using technology. Students undertake units of competence that include; editing sound using digital systems, operating sound mixing consoles, operating sound reinforcement systems and mixing sound sources.

Career opportunities: Completion of Certificate III Technical Production prepares students for work in the music industry in areas such as sound track laying, digital editing and mixing, audio visual equipment operations and stage management. These skills can be applied to workplaces such as stage productions, radio or medium to large recording studios. With additional training and experience, potential employment outcomes may include sound technician, tour crew member, studio engineer, theatre/television audio technician.

Cluster Provider Williamstown High School auspiced by Ausmusic

Day & Time Thursday Units 1-2

Contribution to VCE/ VCAL **VCE:** VCE students are eligible for up to five VCE VET units three at 1-2 level and two at 3-4 level
ATAR: Scored Assessment
VCAL: Contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies	Hours
BSBWOR203A Work effectively with others	15
CUECOR01C Manage own work and learning	10
CUEIND01C Source and apply entertainment industry knowledge	10
CUESOU03C Operate professional audio equipment	
CUFCMP301A Implement copyright arrangements	20
CUFSOU204A Perform basic sound editing	30
CUSIND302A Plan a career in the creative arts industry	35
CUSMPF202A Incorporate music technology into performance	35
CUSOHS301A Follow OH&S procedures	10

VCE VET Units 3 & 4 Competencies in 2013	Hours
CUSSOU301A Provide sound reinforcement	40
CUSSOU302A Record and mix a basic music demo	40
CUESOU07B Apply a general knowledge of audio to work activities	40
CUESOU08B Select and manage microphone and other audio input sources	30
CUSSOU303A Set up and disassemble audio equipment	40

These competencies may change in 2012

Certificate II in Outdoor Recreation SRO20206

Course Aims

This program provides skills and knowledge required to assist in the provision of activities at outdoor recreation centres and camps.

Future Pathways Certificate IV in Sport & Recreation. Diploma and Advanced Diploma of Sport & Recreation Degree level courses.

Cluster Provider Bayside P-12 College auspiced by Victoria University

Day & Time Thursday Units 1 & 2
Wednesday Units 3 & 4

Contribution to VCE/ VCAL **VCE:** VCE students are eligible for up to five VCE VET units.
ATAR: 10% increment
VCAL: This program contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is required to satisfactorily complete this course

Course Outline

VCE VET Units 1 & 2 Competencies	Hours
SROODR001A Apply basic outdoor recreation logistics*	10
BSBCMN202A Organise and complete daily work activities*	20
SROODR004A Assist in conducting outdoor recreation practices*	15
SROOPS001B Implement minimal environment impact*	10
SRXCAI003B Provide equipment for activities*	7
SRXEMR001A Respond to emergency situations*	18
SRXOHS001A Follow OHS *	10
SRXFAD001A Provide First Aid*	10
SRXGCS002A Deal with client feedback*	10
SRXINU001A Develop Industry Knowledge	10
Electives including abseiling, climbing, snorkeling, yachting, cycling & surfing	

VCE VET Units 3 & 4 Competencies	Hours
SRXGR001A Facilitate a group	12
SRXGRO002A Deal with conflict	10
SRXINU002A Apply sport & recreation law	10
SRXINU003A Analyse participation patterns in specific markets of the leisure and recreation industry	20
SRXRES001B Educate the public on the safe use of sport and recreational resource	12
SRXRIK001A Undertake risk analysis activities	10
SRCCRO007B Operate in accordance with accepted practices	25
SRXCAI004B Plan a session or program for participants	8
SRXCAI005B Conduct a sport and recreation session for participants	8
Electives Plan outdoor rec activities, guide outdoor rec sessions, apply weather information, demonstrate abseiling skills	

Electives = 2 specialisation electives @ 22 hours and 5 other electives with a minimum of 25 hours

These competencies may change in 2012

The following is a summary of VET in Schools (VETiS) programs that are delivered to secondary college students on VU campuses. A Program Summary and a Learning Pathway Chart for each program is available online at: www.vu.edu.au/vetis.

If you think you want to do a VU VETiS course you MUST discuss whether it is possible with your Careers Teacher or VET Coordinator. If so, the School will apply on your behalf.

The 2012 program for Victoria University has not been finalised so days, times and venues may change.

***Programs may be cancelled if sufficient applications are not received.**

ANIMAL STUDIES

CERTIFICATE II IN ANIMAL STUDIES (RUV20104)

For students considering a career within the animal care, companion animal services and veterinary nursing areas.

Day: Wednesday

Time: 9.00am to 3.00pm

Campus: Werribee

BRICKLAYING AND CARPENTRY

CERTIFICATE II IN BUILDING & CONSTRUCTION (21844VIC)

For students considering a career as a carpenter or bricklayer.

Day: Mon, Tues, Wed, Thurs or Fri

Time: 8.00am to 4.30pm

Campus: Newport (Carpentry any day & Bricklaying on Wed only) & Werribee (Carpentry only on Wed)

BUSINESS

CERTIFICATE II IN BUSINESS (BSB20107)*

For students considering a career in business, customer service, call centre or other related business settings.

Day: Wednesday

Time: 9.00am to 12.30pm

Campus: Footscray Nicholson

COMMUNITY SERVICES*

CERTIFICATE II IN COMMUNITY SERVICES WORK (CHC20202)

For students considering a career in the Community Services or community service-related industries.

Day: Wednesday (Units 1-2)

Time: 12.30pm to 4.30pm

Campus: Footscray Nicholson

Day: Thursday (Units 3-4)

Time: 1.00pm to 5.00pm

Campus: St Albans

ELECTRICAL

CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (PRE-VOCATIONAL) 21887VIC

For students considering a career as an Electrician. Completion of this two year course will provide you with a credit for the Electrical Pre-Apprenticeship course offered at VU.

Day: Wednesday or Friday

Time: 8.30am to 4.00pm

Campus: Sunshine

INTEGRATED STUDIES (ELECTROTECHNOLOGY)

CERTIFICATE II INTEGRATED STUDIES 22071VIC

For students considering a career in computer systems, in areas such as robotics and embedded controllers.

Day: Wednesday

Time: 9.00am to 3.30pm

Campus: Sunshine

ENGINEERING

CERTIFICATE II IN ENGINEERING STUDIES (21566VIC)

This program provides students with the knowledge and skills to help achieve employment in the engineering or engineering related industries.

Day: Wednesday

Time: 9.00am to 3.30pm

Campus: Sunshine

FURNISHING AND CABINET MAKING

CERTIFICATE II IN FURNISHING (PRE APPRENTICESHIP CABINET MAKING) 21278VIC

For students considering a career as a Cabinet Maker or Furniture Maker. Provides skills in the use of hand and power tools, basic construction, scale drawing and construction techniques.

Day: Wednesdays

Time: 9.00am to 4.30pm

Campus: Newport

HAIR AND BEAUTY

BEAUTY TRAINING PACKAGE WRB04

HAIRDRESSING TRAINING PACKAGE WRH06

CERTIFICATE II IN MODELLING 22020VIC (1 YEAR COURSE)

For students considering a career in the Hair and Beauty Industry.

Day: Wed, Thurs or Fri (Year 1 Hair & Beauty)

Time: 9.00am to 4.00pm

Day: Mon, Fri (Modelling)

Time: 9.00am to 4.00pm

Campus: City King

Day: Wed, Thurs or Fri (Year 2 Beauty)

Time: 9.00am to 4.00pm

HOSPITALITY

CERTIFICATE II IN HOSPITALITY (SIT20207)

HAIRDRESSING TRAINING PACKAGE WRH06 CERTIFICATE II IN KITCHEN OPERATIONS (SIT20307)

These two programs provide the knowledge and skills to help enhance your employment prospects in areas such as food and beverage services and kitchen operations (commercial cookery).

Day: Thursday (Units 1 & 2)

Time: 1.30pm to 6.30pm

Campus: Footscray Nicholson or Footscray Park (subject to renovations)

Day: Tues, Wed or Fri (Units 3 & 4)

Time: 4.30pm to 10.30pm

INTERACTIVE DIGITAL MEDIA

CERTIFICATE II IN CREATIVE INDUSTRIES (MEDIA) CUF20107*

CERTIFICATE III IN MEDIA CUF30107*

For students considering a career in Multimedia or Creative Industries. This program provides the skills and knowledge needed for undertaking further training in Web Design, 2D and 3D animation, digital video editing and computer game development.

Day: Wednesday

Time: 9.00am to 4.00pm

Campus: St Albans

JOINERY

CERTIFICATE II IN JOINERY, STAIRBUILDING AND SHOPFITTING (21533VIC)*

This program will provide you with the opportunity to start your Pre-Apprenticeship in Joinery while continuing your VCE or VCAL studies.

Day: Wednesday

Time: 8.00am to 4.30pm

Campus: Newport

LABORATORY SKILLS

CERTIFICATE III IN LABORATORY SKILLS (PML30104)*

For students wanting a career in the areas of laboratory technology, biotechnology, pathology or scientific research.

Day: Monday

Time: 9am to 3.30pm

Campus: Werribee and auspiced by Victoria University

LEGAL ADMINISTRATION

CERTIFICATE III IN BUSINESS ADMINISTRATION (LEGAL) (BSB31007)*

For students considering a career in a legal office environment.

Day: Wednesday or Thursday

Time: 12.30pm to 4.30pm

Campus: City King

PAINTING & DECORATING

CERTIFICATE II BUILDING & CONSTRUCTION (PAINTING & DECORATING) 21844VIC

This program will give you an introduction into the industry and start you on your way to a Pre – Apprenticeship.

Day: Friday

Time: 8.30am to 4.00pm

Campus: Sunshine

PLUMBING

CERTIFICATE II PLUMBING (PRE-VOCATIONAL) 21642VIC

This program will give you an introduction into the industry and start you on your way to a Pre – Apprenticeship.

Day: Wednesday or Friday

Time: 8.30am to 4.00pm

Campus: Sunshine

SIGNWRITING

CERTIFICATE II SIGNAGE (PRE-VOCATIONAL) 22003VIC

This program will give you an introduction into the industry and start you on your way to a Pre – Apprenticeship.

Day: Friday

Time: 9.00am to 4.00pm

Campus: Sunshine

SMALL BUSINESS

CERTIFICATE II IN SMALL BUSINESS (OPERATIONS / INNOVATION) 21530VIC

For students considering running or owning a small business. This program covers basic knowledge and skills required for the successful management of a small business.

Campus: Secondary College and auspiced by Victoria University

SPORT AND RECREATION

COMMUNITY RECREATION, OUTDOOR RECREATION (FITNESS, AQUATIC OR SPORT FOCUS)

Provides students with the opportunity to undertake learning that will enable them to become a multi-skilled professional within the Sport & Recreation Industry.

Campus: Secondary College and auspiced by Victoria University

SUPPLY CHAIN AND WAREHOUSING

CERTIFICATE II TRANSPORT & LOGISTICS (WAREHOUSING & STORAGE) TLI20107*

Provides students with hands on skills in receiving and despatching procedures as well as the use of forklifts.

Day: Wednesday

Time: 9.00am – 4.00pm

Campus: Werribee (Industry Skills Training Centre)

Certificate II in Building and Construction 21844VIC

Course Aims

To provide participants with knowledge and skill development to enhance their employment prospects within the building and construction industry.

Enable participants to gain credit towards a nationally recognised credential and to make a more informed choice of vocational and career paths.

Future Pathways Upon completion of the VCE VET program, students may need to complete the remaining third of the Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating Pre-apprenticeship) before proceeding to the appropriate apprenticeship qualification. The Certificate can lead to Apprenticeships, advanced Certificates and Degree qualifications.

Cluster Provider Victoria University (Newport, Werribee).

Day & Time TBA

Contribution to VCE/ VCAL **VCE:** VCE students will receive four VCE VET units.
ATAR contribution 10%
VCAL: This program contributes to the Industry Specific Skills Strand

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies	Hours	VCE VET Units 3 & 4 Competencies	Hours
VBQM697 Workplace safety & Industry Induction	40	VBQM704 Introduction to scaffolding	24
VBQM698 Workplace procedures for environmental sustainability	16	VBQM705 Levelling	8
VBQM699 Basic First Aid	8	VBQM716 Basic setting out	24
VBQM700 Building Structures	8	VBQM717 Sub floor framing	36
VBQM701 Calculations for the building industry	20	VBQM718 Wall framing	48
VBQM706 Quality Principals for the building industry	8	VBQM719 Roof framing	40
VBQM707 Safe handling and use of plant & power tools	16	VBQM720 External cladding	24
VBQM708 Workplace documents and plans	20	VBQM721 Installation of window and door frames	24
VBQM714 Carpentry hand tools	80	VBQM723 Introduction to demolition	16

***These competencies may change 2012**

Certificate II in Electrotechnology (Pre-Vocational Electrical) 21887VIC

Course Aims:

If you want to be an electrician then this is the program for you. Successful completion will provide you with credit for a Pre-Apprenticeship in Electrical. Continuing qualifications can lead into specialist electrical industries and fields that include data/telecommunication cable installation, hazardous areas, lifts, fire protection, security, marine, mining, signal (rail), energy supply and plant servicing and processes.

Future Pathways The Certificate can lead to advanced Certificate levels, Apprenticeships, Diploma, Advanced Diploma Studies and degree courses at university.

Cluster Provider Victoria University Sunshine

Day & Time TBA

Contribution to VCE/ VCAL **VCE:** VCE students will receive four VCE VET units.
ATAR contribution 10%
VCAL: This program contributes to the Industry Specific Skills Strand Benefit for pathways to apprenticeship

SWL A minimum of 10 days work placement is recommended.

Course Outline

VCE VET Units 1 & 2 Competencies	Hours	VCE VET Units 3 & 4 Competencies	Hours
Produce routine products for carrying out electro work activities	120	Document occupational hazards and risks in electrical	20
Fix and secure equipment	20	Perform computations	30
Dismantle, assemble and fabricate electro components	40	Provide basic sustainable energy solutions for energy reduction in domestic premises	40
Use drawings, diagrams, schedules and manuals	40	Identify and select components / accessories / materials for electro work activities	80
Maintain documentation	20	Conduct in service safety testing of electrical cord assemblies and cord connected equipment	20
Use basic computer application relevant to the workplace	20	Attach cords and plugs to electrical equipment for connection to single phase 250V supply	40
		Solve problems in extra low voltage single path circuits	40
		Solve problems in multiple dc circuits	40

***These competencies may change 2012**

SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS

School Based Apprenticeships and Traineeships allow you to work as a paid part time trainee or apprentice whilst completing your secondary education at school.

SBATs are a great option if you wish to enter the workforce and remain at school. The program offers you a chance to get a head start in the industry you choose whilst completing the last two or three years of your education. They are ideally suited for VCAL students meeting the VET and Structured Workplace Learning requirements for the certificate

How does a SBAT work?

You will:

- Be enrolled in year 10, VCE or VCAL studies (subject to your schools policy)
- Sign a Training Agreement, together with the employer and your parents
- Gain part-time employment
- Attend TAFE or other Registered Training Organisation (RTO) one day a week, after school or block release.
- Commit to a minimum 13 hours per week in work and training.
- Include the study, training and work commitments as an integral part of your school learning program and study timetable

Who is eligible to be an SBAT?

- Students 15 years of age or over who are permanent residents of Australia.
- Students who attend school and are wishing to complete their secondary studies.
- Students who are prepared to commit a minimum of 13 hours a week in **work and training.**
- Students who are available during the school week.
- Students in Years 10, 11 & 12.
- Students who can manage their time between three settings: school, work and training.

What are the rewards for students?

- Great career prospects
- A Certificate that is recognised all over Australia
- Getting paid for training
- Gaining Credits towards your VCE, VCAL and/ or full time new apprenticeships
- Finish secondary school with two certificates (eg. Certificate II in Retail and VCE or VCAL)
- Improved employment opportunities.

Are there any costs?

There may be some costs.

Part-time Apprenticeships and Traineeships

Students who undertake an apprenticeship or traineeship that is not integrated into their learning program or study timetable will be undertaking part-time apprenticeships or traineeships. This type of arrangement will still provide credit for VCE or VCAL if it is recorded on VASS.

For Further Information: www.vcaa.vic.edu.au/VET/programs/newapprent

School Based Apprenticeships and Traineeships in 2011

- Agriculture
- Automotive
- Business
- Community Services
- Engineering
- Food processing (Wine)
- Horticulture
- Hospitality (Operations)
- Information Technology
- Retail
- Sport and Recreation

INTERESTED STUDENTS

1. Interested applicants should see their VET / VCAL / Careers Coordinator for their school's process for applying.
2. These positions are advertised by a range of organisations and selection is determined by each individual organisation and not the school.
3. Applicants will be required to complete an application form and attend a possible interview with the relevant organisation.

VET Co-ordinators/ VET Program Contacts

Jacqui Hewitt
Bayside P-12 College: Paisley Campus: 9391 6666
Blenheim Rd. NEWPORT 3015

Bobbie Evans
Emmanuel College: 9314 6333
423 Blackshaws Rd. ALTONA NORTH

Anthony Daborn
Laverton P-12 College: 9369 1833
91 Bladin St. LAVERTON 3028

Val Rawson
Mt St Josephs Girls College: 8398 2000
133 Maidstone St. ALTONA

Lauren Wouda
Point Cook Senior College: 9395 9271
Cnr Boardwalk Blvd & Bergamot Dr. POINT COOK 3030

Kat Perdriau
Williamstown High School: 9397 1899
Pasco St. Williamstown 3016

Training Providers

Kangan Batman TAFE
VET Enquiries: 9279 2555

Victoria University TAFE
VET Enquiries: 9919 7763
9919 7761
9919 7760

Other Contacts

Lynne Gray
Hobsons Bay VET Cluster Coordinator

Phone: 0457 813 707

Hobsons Bay VET Cluster 2012 Application Form

1. Submit this form to your VET Co-ordinator by Friday 19th August, 2011.
2. Pay a \$50 deposit by the end of Term 3, 2011, the balance by Dec 3rd, 2011

Part 1: PERSONAL DETAILS (Please print clearly)

Surname: _____

Given Name: _____

Date of birth: ____/____/____ Year Level 2012: _____ VCE/VCAL: _____

Name of School enrolled at: _____

Home Address: _____

_____ Postcode: _____

Home Telephone: _____ Female Male (Please tick)

Student mobile: _____ Student email: _____

Parent mobile: _____ Parent email: _____

Emergency Contact Person: _____ Contact No. _____

Do you have any special needs Yes No (Please tick)

Please Specify:

Part 2: VET PROGRAM DETAILS

I wish to apply for admission to (in preference order):

Preference	Course Title	Venue	Units 1 & 2	Units 3 & 4
1 st				
2 nd				
3 rd				

Part 3: PARENT'S ENDORSEMENT

I/We have read and understood the information regarding our child's application for a Hobsons Bay VET Cluster program in 2012 and agree to his/her application.

Parent Name: _____

Parent Signature: _____ Date _____

NOTE: A copy of this form will be forwarded to the host school.

CONTRACT For Students Enrolled in VETIS Certificate Studies in 2012

Name of Student: _____

Home School: _____

Name of VETIS Certificate: _____

I agree to abide by the following conditions while I am enrolled in the above VETIS Certificate Course.

1. I will make payment of fees and course costs according to due dates.
2. I agree to punctually attend at least 90% of timetabled classes.
3. I will carry out the set work to the best of my ability and try to make as rapid progress as I can.
4. If I am unable to attend through illness or other cause I will inform the home school as soon as possible.
5. I will follow the instructions of the VETIS teachers and other teachers and behave sensibly and appropriately at all times both in class and when travelling to and from the VETIS venue.
6. I acknowledge that I may be travelling on my own to the delivery venue and that the school code of conduct applies whilst travelling to and from the delivery venue.
7. I agree to follow the rules of any school that I attend for VETIS programs.
8. I will wear correct home school uniform at all times. I will also wear protective clothing as required.
9. I will give my parents/guardian any notices or correspondence from the home school or the VETIS institution regarding fees to be paid, or any other matters.
10. I will organise and undertake appropriate work placement as part of my VETIS program if required at a time agreed upon by my home school.
11. I understand that if I do not keep to these conditions I may have to withdraw from the above VETIS Certificate.

Signed (student) _____

Signed (parent/guardian) _____

Date _____

Return to Home School VET Co-ordinator by Friday 19th August, 2011.