



WYNBAY
LOCAL LEARNING &
EMPLOYMENT NETWORK

WYNDHAM VET CLUSTER
VETIS STUDENT HANDBOOK
2012

Galvin Park Secondary College
Hoppers Crossing Secondary College
Manor Lakes P-12 College
The Grange P-12 College
Thomas Carr College
Werribee Secondary College

VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS (VET)

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.

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 (e.g. Certificate III in Community Services) and VCE/VCAL at the same time.

It provides the opportunity to trial a career and helps students explore possible areas of interest which promote further study and work choices.

VET allows students to go directly into employment or receive credit towards further TAFE study. VET matches student interest and career directions through the provision of strong pathways.

Important Industry Specific Skills and workplace skills are learnt through the VET program. Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.

A VET in Schools program is usually made up of VCE VET units that are delivered at the student's school, another school within the Wyndham VET Cluster or at TAFE.

CONTRIBUTION TO THE VCE AND ATAR

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 units.
- All 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 instances there is nil contribution towards ATAR when Units are at 1 and 2 level only.
- For more information you can access the Victorian Curriculum and Assessment Authority (VCAA) website. www.vcaa.vic.edu.au
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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.
- **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.

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 qualification articulates directly into further education and training at TAFE. Eg Cert II in Automotive Studies provides students with a 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.

VET IN THE WYNDHAM CLUSTER

TRAVEL ARRANGEMENTS

Some students will be required to travel independently to and from the venue of the course they have chosen. There will be a cluster bus provided on the Wednesday going to Galvin Park Secondary College, The Grange P-12 College, Hoppers Crossing Secondary College, Werribee Secondary College, Thomas Carr College and Manor Lakes College (bus times will be provided at the start of 2011). Independent travel to different venues as well as finding their own way home from all venues is required.

STUDENT BEHAVIOUR

Students will abide by the teacher's rules and the rules of the Delivery School whenever they are on 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.

Breaches of safety or serious offences will require students to be sent out of class. This action will result in a meeting between the Home School VET Co-ordinator, a representative from the principal class, a parent and the student and a review of the student's continued participation in VET.

DRESS CODE

Students are required **to wear their Home School uniform** when attending VET programs at delivery schools within the cluster. If attending University or TAFE students must comply with University / TAFE requirements. When students are completing a practical subject, students must bring their required safety or work clothes to the class and change once they have entered the school. Students are not required to wear school uniform on SWL.

STUDENTS ABSENCES

Students are permitted a maximum of 2 absences per semester or 4 for the year. An additional 2 approved absences will be allowed per year for school camps, excursions etc. Any more absences may result in the student not satisfactorily completing the units/modules. Students need to notify their VET Co-ordinators, trainers and/or the workplace in advance.

STUDENT CHARGES FOR VET

Please be aware that there is a student charge for all VET programs. VET programs can be very expensive and so the cost of the program should be considered carefully before selecting a VET. Please see your VET Co-ordinator for charges for 2012. Please be aware that there is no REFUND if you do not withdraw from the VET program before the withdrawal date. Please see your VET Co-ordinator for details about withdrawing.

CERTIFICATE III in ALLIED HEALTH ASSISTANCE

Certificate III in Allied Health Assistance aims to provide students with the knowledge and skills to achieve competencies that will enhance their employment prospects in allied health or allied health related industries. This Certificate is part of the endorsed National Training Package HLT07 Health Training Package.

CERTIFICATE CODE: HLT32407

TYPE: VES

RTO NAME: RMIT

ATAR: 2 X 10% INCREMENT

YEAR 1

VCE UNITS: UNITS 1 & 2

DELIVERY SCHOOL: HOPPERS CROSSING SECONDARY COLLEGE

CODE	MODULE	NO OF HOURS
BSBMED201A	Use basic medical terminology	20
HLTAP301A	Recognise healthy body systems in a health care context	20
HLTHIR301A	Communicate and work effectively in health	40
HLTIIN301A	Comply with infection control policies and procedures	40
HLTOHS200A	Participate in OHS processes	20
HLTCSD305B	Assist with client movement	20
HLTFA301A	Apply first aid	18

YEAR 2 in 2013

VCE UNITS: UNITS 3 & 4

DELIVERY SCHOOL: HOPPERS CROSSING SECONDARY COLLEGE

CODE	MODULE	NO OF HOURS
CHCAC318	Work effectively with older people	30
HLTAH409A	Conduct group sessions for individual client outcomes	65
BSBFLM303B	Contribute to effective workplace relationships	40
HLTAH301A	Assist with an allied health program	40
CHCDIS301A	Work effectively with people with a disability	80
BSBCMN305A	Organise workplace information	30
BSBMED303A	Maintain patient records	20
HLTCSD201B	Maintain high standard of client service	30

CERTIFICATE II in AUTOMOTIVE STUDIES

Certificate II in Automotive Studies aims to provide students with a basic knowledge and skills needed to work in the Automotive Industry. This program is based on competencies drawn from the National Automotive Training Package. This Certificate is part of the endorsed National Training Package 22015 VIC.

CERTIFICATE CODE: 22015VIC

TYPE: VES

RTO NAME: KANGAN INSTITUTE

ATAR: Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores.

YEAR 1

VCE UNITS: UNITS 1 & 2

DELIVERY SCHOOL: HOPPERS CROSSING SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
AURC270103	Apply safe work practices	20
VBN644	Carry out industry research	40
AURT270278A	Use and maintain tools and equipment	20
VPAU209	Participate in basic vehicle servicing operations	40
VBN659	Dismantle and assemble transmission manual	40
AURT225667A	Use and maintain measuring equipment	15
VBN666	Remove and replace wheel & tyre assemblies	10
VBN653	Remove and replace cylinder head	20

YEAR 2

VCE UNITS: UNITS 3 & 4

DELIVERY SCHOOL: HOPPERS CROSSING SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
VBN 655	Dismantle and assemble carburettors	20
VBN 652	Dismantle and assemble 4 stroke multi cylinder engine	40
VBN 657	Dismantle and assemble fuel pump	20
VBN 667	Remove and replace radiator	20
VBN 662	Remove and replace clutch assembly	20
VBN 663	Remove and replace suspension	20
VBN 668	Operate electrical test equipment	40
VBN 675	Recharge batteries	15

CERTIFICATE II in BUILDING & CONSTRUCTION (CARPENTRY) PRE-APPRENTICESHIP

CERTIFICATE CODE: 21844VIC

TYPE: VES

RTO NAME: GORDON INSTITUTE

ATAR: Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores.

YEAR 1

VCE UNITS: UNITS 1 & 2

DELIVERY VENUE: HANCS SHED, Kookaburra Avenue, Werribee

CODE	MODULE	NO OF HOURS
VBQM697	Workplace safety and industry induction	34
VPAU349	Work safely in the construction industry	6
VBQM698	Workplace procedures for environmental sustainability	16
VBQM699	Basic first aid	8
VBQM700	Building structures	8
VBQM701	Calculations for the building industry	20
VBQM705	Levelling	8
VBQM707	Safe handling and use of plant and power tools	16
VBQM714	Carpentry hand tools	80
VBQM716	Basic setting out	24
VBQM703	Communications for the building industry	20
VBQM724	Formwork for concreting	40
VBQM703	Communications for the building industry	20
VBQM724	Formwork for concreting	40
<u>Units 3&4</u>		
VBQM706	Quality principles for the building industry	8
VBQM708	Workplace documents and plans	20

YEAR 2

VCE UNITS: UNITS 3 & 4

DELIVERY VENUE: HANCS SHED, Kookaburra Avenue, Werribee

CODE	MODULE	NO OF HOURS
VBQM704	Introduction to scaffolding	24
VBQM717	Sub floor framing	36
VBQM718	Wall framing	48
VBQM719	Roof framing	40
VBQM720	External cladding	24
VBQM721	Installation of window and door frames	24
VBQM723	Introduction to demolition	16
VBQM702	Career studies	16
VBQM715	Carpentry power tools	64
VBQM722	Interior fixing	40

CERTIFICATE II in BUSINESS

The VET Certificate II in Business aims to provide the student with basic knowledge and skills within business and industry settings, with particular emphasis on competencies relating to office equipment, technology and working in an office environment.

If you satisfactorily complete the VET Business Administration program, you will receive BSB20107 Certificate II in Business, as well as a statement of attainment for selected units of competence from BSB30107 Certificate III in Business Administration.

CERTIFICATE CODE: BSB20107 + selected modules from BSB30107

TYPE: VES

RTO NAME: VICTORIA UNIVERSITY

ATAR: Scored assessment

YEAR 1

VCE UNITS: UNITS 1 & 2

DELIVERY SCHOOL: WERRIBEE SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
BSBOHS201A	Participate in OHS processes	20
BSBCOMM201A	Communicate in the workplace	40
BSBWOR204A	Use business technology	20
BSBWOR203A	Work effectively with others	15
BSBITU201A	Produce simple word processed documents	60
BSBINM202A	Handle mail	15
BSBWOR202A	Organise & complete daily work activities	20
BSBIND201A	Work effectively in a business environment	30
BSBCUS201A	Deliver a service to customers	40

YEAR 2

VCE UNITS: UNITS 3 & 4

DELIVERY SCHOOL: GALVIN PARK SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
FNSICGEN305A	Maintain daily financial/business records	20
BSBWOR301A	Organise personal work priorities and development	30
BSBINM301A	Organise workplace information	30
BSBITU306A	Design and produce business documents	80
BSBINN301A	Promote Innovation in a Team environment	40

CERTIFICATE II in COMMUNITY RECREATION

Certificate II in Community Recreation aims to provide students with a basic knowledge and skills required for an assistant level employee in a gymnasium/dry area fitness centre. The functions of a person with this qualification may include assistance with the conduct of recreational activities and facility maintenance. This Certificate is part of the Endorsed National Training Package SRC 20206.

CERTIFICATE CODE: SRC 20206

TYPE: VES

RTO NAME: KANGAN INSTITUTE

ATAR: Scored assessment

YEAR 1

VCE UNITS: UNITS 1 & 2

DELIVERY SCHOOL: HOPPERS CROSSING SECONDARY COLLEGE

CODE	MODULE	NO OF HOURS
BSBCM202A	Organise and complete daily work activities	20
SRXFAD001A	Provide first aid	10
SRXGCSO021	Deal with client feedback	10
SRXINU001A	Develop knowledge of sport and recreation industry	10
SRXOHS001B	Follow defined OHS policies and procedures	10
SRCCRO002B	Respond to clients at risk	15
SRCCRD002B	Apply the principles of community development to community recreation work	15
SRCCRO003B	Apply point of sale handling procedures in a recreation setting	10
SRXEMR001A	Respond to emergency situations	18
SRXCAI001B	Assist in preparing sport and recreation sessions for participants	6
SRXCAI002B	Assist in conducting sport and recreation sessions for participants	8
SRXCAI003B	Provide equipment for activities	7
SRXCAI001B	Assist in preparing sport and recreation sessions for participants	6
SRXCAI002B	Assist in conducting sport and recreation sessions for participants	8
SRXCAI006B	Organise a sport and recreation program	10
SRSCOP008B	Prepare a pre-event or post-event meal	15
SRSCOP009B	Collect information on drugs in sport	5
SRSSPT001A	Implement injury prevention and apply basic sports first aid	20

CERTIFICATE II in COMMUNITY RECREATION_{cont}

YEAR 2 in 2013

VCE UNITS: UNITS 3 & 4

DELIVERY SCHOOL: HOPPERS CROSSING SECONDARY COLLEGE

CODE	MODULE	NO OF HOURS
SRXINU002A	Apply sport and recreation law	10
SRXRIK001A	Undertake risk analysis of activities	10
SRXINU003A	Analyse participation patterns in specific markets of leisure and recreation industry	20
SRXCAI004B	Plan a session or program for participants	8
SRXCAI005B	Conduct a sport and recreation session for participants	8
SRXGRO001A	Facilitate a group	12
SRXRES001B	Educate the public on the safe use of sport and recreational resource	12
SRXGRO002A	Deal with conflict	10
SRCCRO007B	Operate in accordance with accepted instructional practices, styles and legal and ethical responsibilities	25
SRFFIT001B	Provide orientation to clients prior to undertaking a fitness program	15
SRFFIT003B	Undertake client induction and screening	10
SRFFIT004B	Develop basic fitness programs	20
SRFFIT005B	Apply basic exercise science to exercise instruction	15
SRFFIT006B	Use and maintain core fitness industry equipment	10

CERTIFICATE II in COMMUNITY SERVICES WORK

The Certificate II in Community Services Work prepares students to be competent in a range of skills, knowledge and attributes identified by the Community Services sector to be an effective program or support worker in Community Work; to have a working knowledge of the Community Services sector including its work models and practises; organisational, legal and ethical requirements; programs and services; and issues facing clients and communities; to understand how the social, political and economic structures and processes within our society perpetuate powerlessness and inequality for specific individuals and communities.

CERTIFICATE CODE: CHC20108

TYPE: VES

RTO NAME: VICTORIA UNIVERSITY

ATAR: Scored assessment

YEAR 1

VCE UNITS: UNITS 1&2

DELIVERY SCHOOL: WERRIBEE SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
CHCCS211A	Prepare for work in the community	55
CHCCOM201C	Communicate with people accessing the services of the organisation	15
CHCORG201A	Follow policies, procedures and programs of the organisation	15
CHCORG202C	Work with others	15
HLTOHS200A	Participate in OHS processes	20
CHCDIS220B	Prepare for disability work	30
HLTFA301B	Apply first aid	18
CHCCS405C	Identify and address specific client needs	15
CHCCS308B	Provide first point of contact	30

YEAR 2

VCE UNITS: UNITS 3&4

DELIVERY SCHOOL: WERRIBEE SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
CHCRH401A	Work effectively in the leisure and health industry	50
CHCCS421A	Undertake community sector work within own community	50
CHCAD401D	Advocate for clients	20
CHCCW301C	Operate under a casework framework	20
CHCAOD201D	Prepare for alcohol and other drugs work	70
CHCYTH301D	Work effectively with young people	40

CERTIFICATE II in COMMUNITY SERVICES CHILDRENS SERVICES for ESL STUDENTS

This course is specifically designed for ESL students but mainstream students can participate if the maximum places of 15 are not reached. It will be run at Galvin Park Secondary College during cluster time 12:30 to 4:30pm on a Wednesday by the Registered Training Organisation (RTO) the Wyndham Education and Community Centre.

Certificate II in Community Services runs in Year 1 and follows the general course structure to similar classes already running in the cluster. Then in Year 2 the Certificate III has more specialist children services units to enable work in child care centres when completed. Wyndham Education and Community Centre run two child care centres where students will undertake their work placements.

CERTIFICATE CODE: CHC20108

TYPE: VES

RTO NAME: WYNDHAM EDUCATION & COMMUNITY CENTRE

ATAR: Scored assessment

YEAR 1

VCE UNITS: UNITS 1&2

DELIVERY SCHOOL: GALVIN PARK SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
CHCCS211A	Prepare for work in the community	55
CHCCOM201C	Communicate with people accessing the services of the organisation	15
CHCORG201A	Follow policies, procedures and programs of the organisation	15
CHCORG202C	Work with others	15
HLTOHS200A	Participate in OHS processes	20
CHCIC201B	Communicate with children	30
HLTFA301B	Apply first aid	18
CHCCS405C	Identify and address specific client needs	15
CHCRF301D	Work effectively with families to care for the child	25

YEAR 2 in 2013

VCE UNITS: UNITS 3&4

DELIVERY SCHOOL: GALVIN PARK SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
CHCRH401A	Work effectively in the leisure and health industry	50
CHCCS421A	Undertake community sector work within own community	80
CHCAD401D	Advocate for clients	20
CHCCW301C	Operate under a casework framework	20
CHCPR303D	Develop understanding of children's interests & developmental needs	20
CHCPR301A	Provide experiences to support children's play and learning	40

CERTIFICATE II in ENGINEERING

The VCE VET Engineering Studies program provides students with the knowledge and skills to enhance their employment prospects in the Engineering or wider manufacturing industries. The Certificate II in Engineering Studies provides a pathway into an engineering apprenticeship. The Certificate II in Engineering Studies provides pathways into technician and para-professionals occupations within the engineering industry.

CERTIFICATE CODE: 22019VIC

TYPE: VES

RTO NAME: RMIT

ATAR: Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores.

YEAR 1

VCE UNITS: UNITS 1&2

DELIVERY SCHOOL: HOPPERS CROSSING SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
MEM13014A	Apply principles of occupational health and safety in the work environment	10
MEM18.1C	Use hand tools	20
MEM18.2B	Use power tools/hand held operations	20
VBN768	Develop an individual career plan for the engineering industry	20
VBN769	Perform basic machining processes	40
VBN770	Apply basic fabrication techniques	40
VBN773	Produce basic engineering sketches and drawings	20
VBN777	Handle engineering materials	20

YEAR 2

VCE UNITS: UNITS 3&4

DELIVERY SCHOOL: HOPPERS CROSSING SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
VBN771	Apply electro technology principles in an engineering work environment	20
VBN772	Use computers for engineering related work activities	20
VBN774	Apply basic computational principles in engineering work activities	20
VBN776	Use basic engineering concepts to plan the manufacture of engineering components	20
VBN778	Produce basic engineering components and products using fabrication and machining	60
VBN779	Perform cutting, grinding and turning operations	60

CERTIFICATE III in APPLIED FASHION DESIGN & TECHNOLOGY

The Certificate III in Applied Fashion & Technology will equip students with foundation skills and knowledge for a career in the fashion industry. It is comprised of units of competence of qualification in **LMT21707 & LMT31407 Certificate III in Applied Fashion Design & Technology**

CERTIFICATE CODE: LMT21707 & selected modules from LMT31407

TYPE: VES

RTO NAME: COLLEGE OF FASHION DESIGN

ATAR: Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores.

YEAR 1

VCE UNITS: UNITS 1 & 2

DELIVERY SCHOOL: GALVIN PARK SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
LMTGN 2001B	Follow defined OH & S policies and procedures	30
LMTFD2005B	Identify design process for fashion designs	40
LMTCL2001B	Using a Sewing Machine	40
LMTCL 2011B	Draw and interpret a basic sketch	30
LMTFD 2001B	Design and produce a simple garment	80
LMTCL 2003B	Identify fabrics and fibres	50
LMTCL2004B	Sew components	50
LMTCL 2010B	Modify patterns to create basic styles	50
LMTGN 2002B	Apply quality standards	30
LMTGN2003B	Work in the textiles, clothing and footwear industry	40

YEAR 2

VCE UNITS: UNITS 3 & 4

DELIVERY SCHOOL: GALVIN PARK SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF 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 (completed in Certificate 11 but regarded as Units 3 &4)	50
LMTCL3009B	Develop patterns from a block using basic patternmaking principles	elective
LMTFD3004B	Draw a trade drawing for fashion design	elective
LMTGN3002B	Organise and plan own work to achieve planned	elective

	outcomes	
LMTCL3013B	Interpret Patterns and apply pattern information	elective
LMTFD4003	Assist in Preparation of preliminary design concepts	elective

CERTIFICATE II in HAIRDRESSING

The Certificate II in Hairdressing will equip students with foundation skills and knowledge for a career in the hairdressing industry. The course will also enhance your applications for a hairdressing apprenticeship by providing you with basic training in competencies included at the apprenticeship level. It is comprised of units of competence of qualification in **WRH20109 Certificate II in Hairdressing**

CERTIFICATE CODE: WRH20109

TYPE: VFE

RTO NAME: GORDON INSTITUTE

ATAR: Year 1 VCE Units 1&2 only, therefore no ATAR contribution

YEAR 1

VCE UNITS: UNITS 1 & 2

DELIVERY SCHOOL: THE GRANGE P-12 COLLEGE

MODULE CODE	MODULE NAME	NO OF 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	
WRHWP201A	Assist colleagues providing multiple salon services as a team member	30
SRIXCOM001A	Communicate in the workplace	50
SIRXIND001A	Work effectively in a retail environment	40
SIRXOHS001A	Apply safe working practices	18

CERTIFICATE II in HOSPITALITY (KITCHEN OPERATIONS)

The VCE VET Hospitality (Operations) program is designed to provide students with training and skill development for the achievement of competence in areas such as commercial cookery, front office management, housekeeping and food and beverage service. The program will also provide access to a range of potential career paths within the hospitality industry.

If you satisfactorily complete the VCE VET Hospitality Operations program, you will receive the SIT20307 Certificate II in Hospitality (Kitchen Operations). This nationally recognised qualification is issued by our Registered Training Organisation (RTO), The Inner Melbourne VET Cluster.

CERTIFICATE CODE: SIT20307

TYPE: VES

RTO NAME: IMVC

ATAR: Scored assessment

YEAR 1

VCE UNITS: UNITS 1& 2

DELIVERY SCHOOL: WERRIBEE SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
SITXCOM001A	Work with colleagues and customers	25
SITXCOM002A	Work in a socially diverse environment	20
SITXOHS001B	Follow health, safety and security procedures	10
SITHIND001A	Develop and update hospitality industry knowledge	25
SITXOHS002A	Follow workplace hygiene procedures	15
SITHCCC001A	Organise and prepare food	20
SITHCCC002A	Present food	6
SITHCCC004A	Clean and maintain kitchen premises	10
SITHCCC005A	Use basic methods of cookery	45
SITHCCC003A	Receive and store kitchen supplies	10

YEAR 2

VCE UNITS: UNITS 3&4

DELIVERY SCHOOL: THE GRANGE P-12 COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
SITHCCC027A	Prepare, cook and serve food for food service	50
SITHCCC006A	Prepare appetisers and salads	25
SITHCCC008A	Prepare stocks, sauces and soups	35
SITHCCC009A	Prepare vegetables, fruit, eggs and farinaceous dishes	45
SITHCCC013A	Prepare hot and cold desserts	50
SITHCCC010A	Select prepare and cook poultry	25

CERTIFICATE III in INFORMATION TECHNOLOGY

The Certificate III in Information Technology will equip students with foundation skills and knowledge for a career in the ICT industry. It is comprised of units of competence of qualification in **ICA30105 Certificate III in Information Technology**

CERTIFICATE CODE: ICA30105
TYPE: VES
RTO NAME: KANGAN INSTITUTE
ATAR: Scored assessment

YEAR 1

VCE UNITS: UNITS 1& 2

DELIVERY SCHOOL: GALVIN PARK SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
BSBCM106A	Follow workplace safety procedures	10
ICAD2012A	Design organisational documents using computing packages	40
ICAU2005A	Operate computer hardware	20
ICAU2006A	Operate computing packages	60
ICAU2013A	Integrate commercial computing packages	30
ICAU2231A	Use computer operating system	20
ICAW2001A	Work effectively in an IT environment	20
ICAW2002A	Communicate in the workplace	20

YEAR 2

VCE UNITS: UNITS 3&4

DELIVERY SCHOOL: GALVIN PARK SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF HOURS
CORE		
ICAD3218B	Create user documentation	20
ICAI3020B	Install and optimise operating system software	20
ICAT3025B	Run standard diagnostic tests	20
ICAU3004B	Apply occupational health and safety procedures	20
ICAS3031B	Provide advice to clients	40
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

CERTIFICATE II in INTEGRATED TECHNOLOGIES

CERTIFICATE CODE: 22071VIC

TYPE: VES

RTO NAME: NORTHERN BAY P-12 COLLEGE

ATAR: Scored Assessment

YEAR 1

VCE UNITS: UNITS 1 & 2

DELIVERY SCHOOL: NORTHERN BAY P-12 COLLEGE (Corio Bay)

MODULE CODE	MODULE NAME	NO OF HOURS
UEENEEE048C	Carry out routine work activities in an electrotechnology environment	
VPB118	Carry out a shared technology project	
VPB131	Construct and configure a basic robot system	
VPB137	Assemble and connect an extra low voltage battery system	
VPB138	Maintain rechargeable battery systems	

YEAR 2

VCE UNITS: UNITS 3 & 4

DELIVERY SCHOOL: NORTHERN BAY P-12 COLLEGE (Corio Bay)

MODULE CODE	MODULE NAME	NO OF HOURS
UEENEEE040B	Identify and select components, accessories, materials for electrotechnology work activities	
UEENEEE044B	Apply technologies and concept to electrotechnology work activities	
VPB141	Install a sustainable energy power system	
VPB132	Program a basic robot system	

CERTIFICATE III in LABORATORY SKILLS

The VCE VET Laboratory Skills program will provide students with the necessary knowledge and skills associated with the day-to-day operation of a laboratory and associated technical tasks such as sampling and testing. This Certificate is a part of the National Endorsed MSL09 Laboratory Operations Training Package.

CERTIFICATE CODE: MSL30109

TYPE: VES

RTO NAME: KANGAN INSTITUTE

ATAR: Scored assessment

YEAR 1

VCE UNITS: UNITS 1& 2

DELIVERY SCHOOL: HOPPERS CROSSING SECONDARY COLLEGE

CODE	MODULE	NO OF HOURS
MSAENV272A	Participate in environmentally sustainable work practices	30
MSL913001A	Communicate with other people	40
MSL913002A	Plan and conduct laboratory/field work	40
MSL922001A	Record and present data	40
MSL943002A	Participate in laboratory/field workplace safety	40
MSL933001A	Maintain the laboratory fit for purpose	30
MSL953001A	Receive and prepare samples for testing	30

YEAR 2 in 2013

VCE UNITS: UNITS 3&4

DELIVERY SCHOOL: HOPPERS CROSSING SECONDARY COLLEGE

CODE	MODULE	NO OF HOURS
MSL933002A	Contribute to the achievement of quality objectives	30
MSL973004A	Perform aseptic techniques	40
MS973002A	Prepare working solutions	50
MAL973007A	Perform microscopic examination	40
MS973003A	Prepare culture media	30

CERTIFICATE II in MAKE UP SERVICES

Certificate II in Make-up Services WRB20204 has been designed as a standard entry level qualification for the Beauty industry. It applies to those wishing to develop the skills and knowledge to begin a career in as a makeup artist.

Likely functions within the Beauty industry for those who achieve this level of qualification include working within clearly defined contexts and under supervision. It involves communicating in the workplace, performing routine salon/store functions, demonstrating skin care products and designing and applying make-up in general and specialist situations.

CERTIFICATE CODE: WRB20204

TYPE: VES

RTO NAME: GORDON INSTITUTE

ATAR: Year 1/ VCE Units 1&2 only, therefore no ATAR contribution

YEAR 1

VCE UNITS: UNITS 1 & 2

DELIVERY SCHOOL: THE GRANGE P-12 COLLEGE

CODE	MODULE	NO OF HOURS
WRBCS202A	Apply techniques to update beauty industry knowledge	24
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 make up	30
WRRM1B	Merchandise products	30
WRRS1B	Sell products and services	18
WRBCS201B	Conduct financial transactions	24
WRRM5A	Monitor in store visual merchandising display	36
WRR07A	Profile a retail market.	36
WRRM2B	Provide service to clients	20
WRRCS1B	Communicate in the workplace	50
WRRER1B	Work effectively in a retail environment	40
WRRLP1B	Apply safe work practices	18

CERTIFICATE II in CREATIVE INDUSTRIES (MEDIA)

This VCE/VET Interactive Digital Media program aims to provide students with the knowledge and skills to achieve competencies that will enhance their employment prospects in the media and media related industries.

CERTIFICATE CODE: CUF30107

TYPE: VES

RTO NAME: VICTORIA UNIVERSITY

ATAR: Scored assessment

YEAR 1

VCE UNITS: UNITS 1& 2

DELIVERY SCHOOL: THE GRANGE P – 12 COLLEGE

MODULE CODE	MODULE TITLE	NO OF HOURS
BSBCRT101A	Apply critical thinking techniques	20
CUFIND201A	Develop and apply creative arts industry knowledge	20
BSBOHS201A	Participate in OHS processes	20
BSBWOR203A	Work effectively with others	15
CUFIND301A	Work effectively in the screen and media Industries	20
CUFDIG303A	Produce and prepare photo images	20
CUFDIG201A	Maintain interactive content	30
CUFRES201A	Collect and organise content for broadcast or publication	20
BSBCRT301A	Develop and extend critical and creative thinking skills	40
BSBDES201A	Follow a design process	40

YEAR 2

VCE UNITS: UNITS 3&4

DELIVERY SCHOOL: THE GRANGE P – 12 COLLEGE

MODULE CODE	MODULE NAME	NO OF 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

CERTIFICATE III in MUSIC INDUSTRY (TECHNICAL PRODUCTION)

Certificate III in Music Industry (Technical Production) develops in students advanced and diverse technical skills, including skills in live sound and lighting, recording, multimedia and video. Ausmusic is the Registered Training Organisation, and they will forward a detailed report for all units of competence completed in due course.

The VCE VET Music Industry program provides students with knowledge and skills that will enhance their employment prospects within the music industry. The core units of competence include developing and updating music industry knowledge and following health, safety and security procedures; incorporate core units such as preparing self for operating a sound mixing console and editing sound using digital systems; laying sound tracks, installing, aligning and testing sound equipment and planning a career in music.

CERTIFICATE CODE: CUS30209

TYPE: VES

RTO NAME: AUSMUSIC

ATAR: Scored assessment

YEAR 1

VCE UNITS: UNITS 1& 2

DELIVERY SCHOOL: WERRIBEE SECONDARY COLLEGE

MODULE CODE	MODULE TITLE	NO OF HOURS
CUSOHS301A	Follow occupational health and safety procedures	10
CUEIND01C	Source and apply entertainment industry knowledge	10
CUECOR01C	Manage own work and learning	10
BSBWOR203A	Work effectively with others*	15
CUFCMP301A	Implement copyright arrangements*	20
CUFSOU204A	Perform basic sound editing*	30
CUSIND302A	Plan a career in the creative arts industry*	35
CUESOU01C	Repair and maintain sound equipment*	40
CUSSOU201A	Assist with sound recordings*	35
CUSMPF202A	Incorporate music technology into performance*	35

YEAR 2

VCE UNITS: UNITS 3&4

DELIVERY SCHOOL: GALVIN PARK SECONDARY COLLEGE

MODULE CODE	MODULE NAME	NO OF 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

