

# 2024

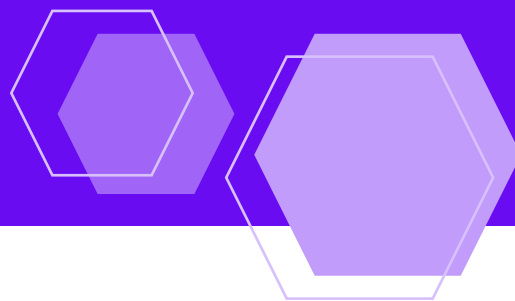
## STUDENT HANDBOOK

HOBSONS BAY CLUSTER  
VET DELIVERED TO SECONDARY STUDENTS (VETDSS)



Version Date:

10 November 2023



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

#### **Participating Member Schools:**

1. Altona College
2. Bayside P-12 College
3. Emmanuel College
4. Homestead Senior Secondary College
5. Laverton P-12 College
6. Point Cook Senior Secondary College
7. Williamstown High School

**PLEASE REFER ALL YOUR QUESTIONS IN THE FIRST INSTANCE TO YOUR HOME SCHOOL VET COORDINATOR.**

#### **For more information please contact:**

Karen Kennedy  
Partnership Manager  
Wyndham and Hobsons Bay VETDSS Cluster  
Mob: [0417 543 797](tel:0417543797)  
Email: [karen@wynbayllen.org.au](mailto:karen@wynbayllen.org.au)

#### **Privacy notice**

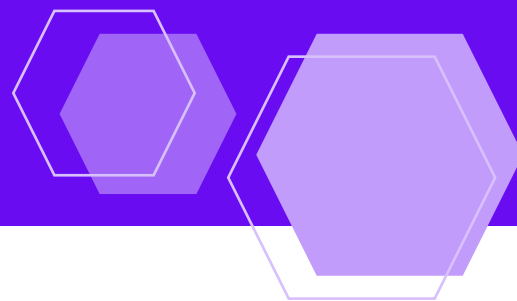
When a student applies for a VET course, the student's school (Home School) will assist the relevant external provider (which includes a Delivery School and/or Registered Training Organisation (RTO)) with collecting student information for the purposes of assessing the application and placement of the students in VETDSS course. The Home School's Career Advisor or VET Coordinator will also work together with students to upload their application information into a secure online portal managed by the WynBay Local Learning Education Network, which is funded by the Victorian government.

When a student is accepted into a VET course, the Home School may assist the relevant external provider with collecting necessary student personal and health information needed for enrolment with the external provider, supporting students' educational, social and wellbeing needs, medical emergencies and other purposes stated in the Schools' Privacy Policy.

Once the student is accepted into the course, in order to ensure the safety and wellbeing of students and others, the school may also share necessary student information such as emergency contacts, health plans, foreseeable risks, or reasonable adjustments that it holds with the chosen VET course external provider (which includes the RTO and Delivery School) and where permitted by law.

If you have questions or wish to request access to the information, please contact your Home School's VET Coordinator. For more information about how government schools handle student and parent information, please see:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>



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# VCE and VCE Vocational Major

## ABOUT VCE AND THE VCE VOCATIONAL MAJOR

- The VCE Vocational Major is a 2-year applied learning program within the VCE.
- You will develop academic and work-related skills, knowledge and confidence.
- It will prepare you for work and further education and training.
- When you graduate from secondary school, you'll graduate with the Victorian Certificate of Education, with the additional words 'Vocational Major'.
- Read more about the **VCE Vocational Major** <https://www.vic.gov.au/vce-and-vce-vocational-major>

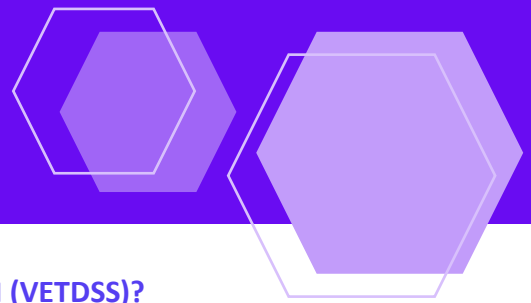




# Victorian Pathways Certificate

## ABOUT THE VICTORIAN PATHWAYS CERTIFICATE (VPC)

- The Victorian Pathways Certificate is a flexible program. It is designed for a small number of students in years 11 and 12 who for various reasons, are not able or ready to undertake the VCE or the VCE Vocational Major.
- It will prepare you for work and further education and training, including the VCE.
- Your school can help you decide if the Victorian Pathways Certificate is right for you.
- Read more about the **Victorian Pathways Certificate**. <https://www.vic.gov.au/victorian-pathways-certificate>



## WHAT IS VET DELIVERED TO SECONDARY STUDENTS PROGRAM (VETDSS)?

Vocational Education and Training (VET) programs delivered to secondary school students are designed to expand opportunities and pathways for students and improve educational outcomes in line with the Victorian Government's objective to increase the number of young people completing Year 12 or equivalent. The skills you learn relate to a career pathway, so can apply them at work or in further education and training. You can add a VET course or certificate to your studies while you're at school.

From 2023, students will be able to include VET within the new VCE Vocational Major (VCE VM) and Victorian Pathways Certificate (VPC).

### Incorporating VET in your VCE or VCE Vocational Major

VET can play an important role in senior secondary schooling. When you add VET to your VCE or VCE VM studies you gain practical skills in an industry you are interested in.

VET courses:

- provide a nationally recognised qualification in a specific industry, or provide credit towards one
- contribute towards the completion of your VCE
- allow you to study through School-Based Apprenticeships and Traineeships, which are often paid positions.

VET programs in the VCE and VCE Vocational Major:

There are a range of VET programs that you can select as part of your VCE or VCE Vocational Major. Please ask your school VET Coordinator or Careers Counsellor about the VET programs your school offers.

### Combining VET with your Victorian Pathways Certificate (VPC)

VET plays an important role in the later years of secondary school. Adding VET to your Victorian Pathways Certificate (VPC) gives you practical work-related skills in a specific industry.

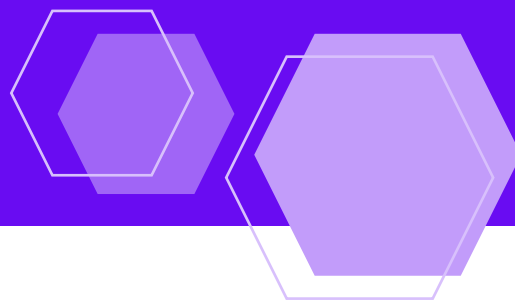
VET courses:

- Provide a nationally recognised qualification in a specific industry, or credit towards one.
- Contribute towards the completion of your VCE.
- Allow study through a [School-Based Apprenticeships and Traineeships](#). These are often paid positions.

Talk to your school about how you can combine VET studies with your VPC.

### Apprenticeships and traineeships at school

Your VCE or VCE Vocational Major can also include an apprenticeship or traineeship. You can also combine an apprenticeship or traineeship with your VPC. Starting an apprenticeship or traineeship while at school means you can get paid on-the-job training that leads to a qualification. School-based apprenticeships and traineeships give you the confidence and vocational skills that employers need.



## VET credit in VCE, including the VM and the VPC

Students gain credit into their VCE, including the VM, and the VPC by undertaking:

- [VCE VET programs](#) that have been developed by the VCAA in consultation with stakeholders including industry. Information regarding the VCE credit available in each VCE VET program is published on the individual VCE VET program pages on this website.
- approved [apprenticeships and traineeships](#) that are in the same industry areas as designated VCE VET programs
- other VET qualifications, which provide credit into the VCE through [block credit recognition](#)

## VET credit towards the VCE, including the VM

From 2023, the following policies will apply to VET credit towards the VCE, including the VM:

- Students can accrue VCE credit achieved through multiple VET qualifications at Certificate II level or above, up to a maximum of 180 nominal hours of completed units of competency (UoCs). This will give students two VCE units towards the VCE / VCE VM.
- Students who complete 180 nominal hours of UoCs in a certificate II or above, then move into another certificate III or above in the same industry\* will accrue VCE credit at Unit 3–4 level for the next 180 nominal hours of completed UoCs.
- Students who complete 180 nominal hours of UoCs in a certificate II or above, receiving VCE Units 1 and 2 credit, and then enrol in an approved apprenticeship or traineeship will accumulate VCE credit from the apprenticeship/traineeship in the following order: Units 3, 4, 1, 2, 3, 4.

For example, a student completes 180 nominal hours of training in Certificate II in Kitchen Operations and receives VCE VET Hospitality Unit 1 and 2. The student then decides to move into a Certificate III in Carpentry SBAT. For their next 180 hours of training, they will receive VCE Units 3 and 4. Each additional 90 nominal hours of training would accrue VCE credit in the following order: Units 1, 2, 3, 4.

This policy applies to:

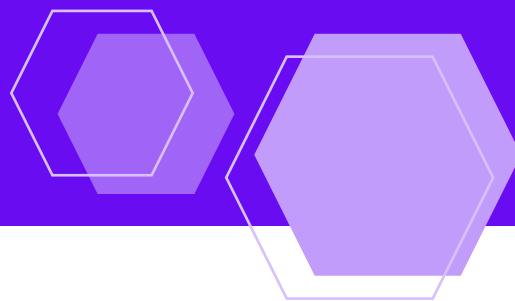
- all SBATs in certificates III or above
- certificate II traineeships that are in the same industry\* as VCE VET programs drawn from certificate II qualifications that provide VCE Units 1–4 credit (typically trade pathways or pre-apprenticeship qualifications).

\* Qualifications deemed to be in the same industry for VCE credit purposes are determined based on their Training Package Industry Code (e.g. BSB, SIT, AUR, etc.)

## VET credit towards the VPC

From 2023, students will gain VET credit into the VPC in the following way:

- 90 nominal hours-worth of completed UoCs from a certificate I qualification or above will provide one credit towards the VPC.
- Students can accrue credit across multiple VET qualifications, up to a maximum of 180 hours. This will give students two units towards the VPC.



## VET QUALIFICATIONS

Schools are able to offer senior secondary students VET qualifications selected from the range of industry areas approved by the VCAA.

### Successful completion of VET in the VCE VM or VPC can provide students with:

- a VCE (including the VM), a VPC or VCAL certificate issued by the VCAA, and a VET certificate issued by a registered training organisation (RTO)
- two statements of results issued by the VCAA giving details of units completed in the VCE, VCE VM, VPC or VCAL and UoCs completed in the VET qualification
- an enhanced ATAR, which can improve access to further education
- pathways into employment and/or further VET qualifications or training
- workplace experience gained through structured workplace learning.

### Students value VET because it:

- allows them to combine general and vocational studies which for many, provides a practical focus in a range of industry areas
- provides direct experience of business and industry
- enables them to explore training in areas that will enhance their pathway choices.

### Employers value VET because it:

- contributes to the development of entry level skills for their industry
- provides students with a practical and focused introduction to workplace requirements
- enhances the employability of students
- enables industry to contribute to educational programs in schools
- enables industry to participate in local community networks.

### More information:

- Find out about the [VCE VM curriculum](#).
- Find out more about the VCE VM [professional learning](#) available for providers.

### Source:

- Victorian Government's Many Talents One VCE webpage: <https://www.vic.gov.au/many-talents-one-vce>
- Victorian Curriculum and Assessment Authority (VCAA) | VCAA website <https://www.vcaa.vic.edu.au/curriculum/vet/vet-vce-vcac/Pages/Index.aspx>

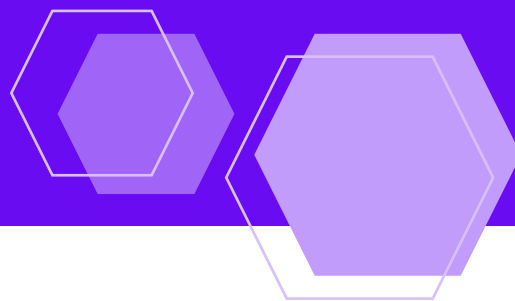
## VETDSS ASSESSMENT PLANS

### Courses delivered in the cluster that are relevant to VCE scored assessment are:

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| • HLT33015 ALLIED HEALTH ASSISTANCE | • SIT20421 COOKERY                  |
| • CHC32015 COMMUNITY SERVICES       | • CUA30920 MUSIC (PERFORMANCE)      |
| • BSB30120 BUSINESS                 | • CUA30920 MUSIC (SOUND PRODUCTION) |
| • CUA30120 DANCE                    | • CUA31020 SCREEN AND MEDIA         |
| • 22470VIC ENGINEERING STUDIES      | • SIS30115 SPORT AND RECREATION     |
| • ICT30120 INFORMATION TECHNOLOGY   |                                     |

For details of the score assessment please see the **Assessment Plans document**





## GENERAL VETDSS PROGRAM INFORMATION

### TRAVEL ARRANGEMENTS

Some students will be required to travel independently to and from the venue of the course they have chosen. Wednesday and Friday are the agreed VETDSS delivery time in the Wyndham VETDSS Cluster. There will be a cluster bus provided on these days. It travels to all the schools in Wyndham Cluster (bus times will be provided at the start of 2023).

When VET classes have finished for the day, all students must leave the HOST school's premises in a swift and timely manner.

### STUDENT BEHAVIOUR OUTCOMES

Students will abide by the teacher's rules and the rules of the HOST 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. The HOST school VET Coordinator /RTO must communicate this by writing and phone to the HOME and HOST SCHOOL VET Coordinator where applicable on the day of the incident.

All incidents that occur relating to a student's behaviour must be escalated to Karen Kennedy (WynBay LLEN Partnership Manager) on the day of the incident so a course of action can be negotiated by all parties. All correspondence by all parties should be in writing. The action that might occur depending on the severity of the student's behaviour could result in a warning or a meeting between the Home School VET Coordinator, HOST school VET Coordinator, a parent, and the student.

A review of the student's continued participation in VET will be considered. Serious breaches in behaviour can result in an exclusion from 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/venue. Students are not required to wear school uniform on SWL.

Please note if any student studying a trade arrives at their VET class without their correct clothing, they will be asked to leave class immediately. The HOME school VET Coordinator must be called when a student is asked to leave a VET class.

### 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 2023. Please be aware that there is no REFUND if you do not withdraw from the VET program before the withdrawal Census date. Please see your VET Co-ordinator for details about withdrawing.

### MINIMUM CLASS SIZES AND CHANGES TO PROGRAMS

Please be aware that if numbers are insufficient to meet a minimum class size the VET program will be withdrawn. 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.



## WHAT IS A STRUCTURED WORKPLACE LEARNING (SWL)?

### SUMMARY

Structured Workplace Learning (SWL) experiences help students relate theory to a real-world work environment while developing their skills. SWL is a valuable component of all VET qualifications, and where possible should be spread across the duration of the VET program. It provides context for:

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competency/modules, as determined by the Registered Training Organisation
- increased employment opportunities.

In all cases, SWL is strongly recommended. Several VCE VET programs have a mandated SWL component. The SWL requirements are expressed in hours and weeks and are expected to be carried out over the duration of VCE VET programs.

To arrange a SWL placement, start by talking to your teacher. Before SWL starts, your principal, the employer and your parent or carer must sign the SWL Arrangement Form. You must learn about occupational or workplace health and safety at school before you start a SWL placement. This could be part of your VET course or a separate program (for example safe@work, A Job Well Done, or VCE Vocational Major Work Related Skills). Your teacher will help you with this.

### SWL RECOGNITION

When you complete SWL, you can gain extra units towards your VCE, VCE VM or VPC by completing SWL Recognition. This process gets you to reflect on your SWL experiences in a Workplace Learning Record and discuss these with your school. This also applies if you are undertaking a school-based apprenticeship or traineeship.

- WLRs for VCE VET programs are available for download on the relevant [VCE VET programs](#) page or via the WLR list on this webpage.
- The SBAT WLR is available for download on the [Apprenticeships and Traineeships](#) page.

A SWL assessment record must be filled out and signed by the assessor or teacher. This can be found on the [SWL recognition assessment guidelines](#) page.

### SWL ARRANGEMENTS

All structured workplace learning arrangements must comply with [Ministerial Order 55 — Structured Workplace Learning Arrangements](#) and the accompanying arrangement forms must be used — refer to the [Resources](#) tab.

The Department has developed comprehensive guidance, on the [Guidance](#) tab, to support schools to comply with their obligations under Ministerial Order 55.

### SWL ARRANGEMENT FORM

This [Structured Workplace Learning Arrangement Form](#) must be completed and signed before the structured workplace learning commences. It must be signed by:

- the employer
- the student
- the parent/guardian of the student — if the student is under 18 years of age
- the Principal or Acting Principal — this authority cannot be delegated to an Assistant Principal or other member of staff.

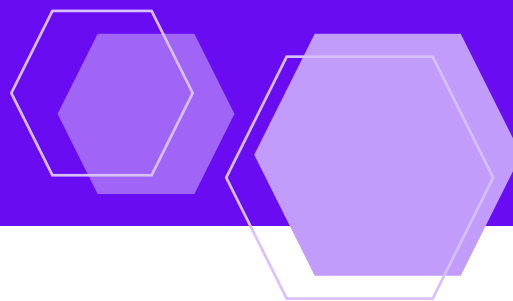
The Principal must ensure a copy of the signed Arrangement Form is provided to each party. The Principal should retain the original copy.

Variations or amendments to the Arrangement Form may only be made in writing and must be signed by the employer, student, parent/guardian (if the student is under 18 years of age) and the Principal.

### SWL TRAVEL AND ACCOMMODATION FORM

The [Structured Workplace Learning Travel and Accommodation Form](#) must be used:

- if it is proposed that the student may need to undertake vehicle travel with their employer and/or supervisor during the arrangement, including travel to-or-from the workplace.



- if the student is required to stay in accommodation other than their normal place of residence while undertaking structured workplace learning.

The [Structured Workplace Learning Travel and Accommodation Form](#) must be signed by:

- for travel — both the employer and the parent/guardian — or the student if they are aged 18 years or over
- for accommodation — the parent/guardian — or the student if they are aged 18 years or over

## OCCUPATIONAL HEALTH AND SAFETY

Principals must be satisfied that a student is either undertaking or has completed occupational health and safety (OHS) training prior to commencing structured workplace learning as follows:

- where a student is undertaking structured workplace learning as part of a VET program within the VCE VM or VPC— the principal must be satisfied that the student
  - is undertaking, or
  - has completed the OHS training unit of competency within the VET program.
- where a student is undertaking structured workplace learning which is not part of a VET program, or structured workplace learning which is not related to their VET program within VCE VM or VPC — the principal must be satisfied that the student has completed an OHS program required by the Department as follows:
  - if the student is undertaking VCE Industry and Enterprise — they must complete [safe@work](#)
  - if the student is undertaking VCE VM or VPC— they must complete Work Related Skills Unit 1 and [safe@work](#).

## CHILD SAFE STANDARDS

To create and maintain a child safe organisation, all Victorian schools must comply with [Ministerial Order 870 — Child Safe Standards](#)

Child Safe Standard 6 requires schools to develop and implement risk management strategies to ensure students' safety in the school environment.

The school environment includes workplace learning environments where students undertake:

- work experience
- structured workplace learning
- school community work/volunteering,
- and School Based Apprenticeships and Traineeships.

For more information, visit the [Department PROTECT page](#).

## CONTACTS

### For Government schools

Learning, Teaching and Pathways Division, Department of Education and Training,  
email: [career.education@education.vic.gov.au](mailto:career.education@education.vic.gov.au)

### For Catholic schools

Catholic Education Commission of Victoria,  
Jenny Wilson, ph: 03 9267 0253  
email: [jwilson@ceomelb.catholic.edu.au](mailto:jwilson@ceomelb.catholic.edu.au)

### For Independent schools

Independent Schools Victoria,  
Pam Hargreaves, ph: 03 9825 7246  
email: [Pam.Hargreaves@is.vic.cedu.au](mailto:Pam.Hargreaves@is.vic.cedu.au)

### Victorian Curriculum and Assessment Authority

For contact information for all areas of the VCAA  
[www.vcaa.vic.edu.au/Contact/Pages/Index.aspx](http://www.vcaa.vic.edu.au/Contact/Pages/Index.aspx)

## RELATED POLICIES

- [School Based Apprenticeships and Traineeships](#)
- [School Community Work](#)
- [Work Experience](#)

## RELEVANT LEGISLATION

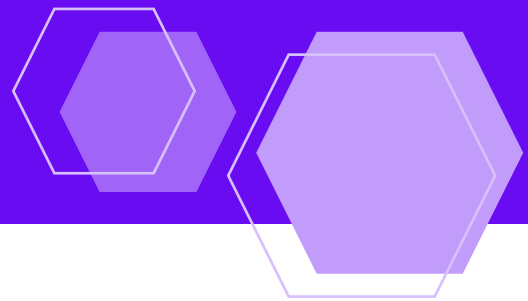
- [Education and Training Reform Act 2006 \(Vic\)](#)

### SWL FORMS:

Forms for use in Structured Workplace Learning arrangements:

- [Structured Workplace Learning Arrangement Form \(PDF\)](#)
- [Additional Structured Workplace Learning Form \(COVID-19\) \(DOCX\)](#)
- [Structured Workplace Learning Travel and Accommodation Form \(PDF\)](#) (to be used where relevant)
- [Structured Workplace Learning Exemption Form \(DOCX\)](#) (to be used where relevant)





## SCHOOL TO WORK PORTAL

**SCHOOL TO WORK**

HOME SEARCH GUIDES LLEN CONTACT US

### School to Work Portal

The place to find workplace learning opportunities.

[Start Search Now](#)

Find opportunities for structured workplace learning (SWL), school-based apprenticeships and traineeships (SBATs) and work experience (WE) with Victorian employers across the state.

There are many ways that secondary school students can connect to the world of work. Select 'Start Search Now' or learn more from the guides below.

**3,756** Positions Available

**23,423** Positions Used

[Start Search Now](#)

The Department has established the School to Work Portal — a website which provides students and teachers with a single, easy to navigate, information and referral point for structured workplace learning opportunities offered by a diverse range of employers.

Searching on the portal can be done by:

- location
- Industry, or
- VET certificate

WynBay LLEN helps school students undertaking VET as part of their VCE and VCE VM studies, including School-based Apprenticeships and Traineeships (SBATs), to access Structured Workplace Learning (SWL) placements in industry and business. We have contacts with employers in automotive, building and construction, electro-technology and other sectors.

If you are a student or teacher looking for structured workplace learning opportunities, visit the [School to Work Portal](http://www.workplacements.education.vic.gov.au/):

<http://www.workplacements.education.vic.gov.au/>





# 2024 VETDSS PROGRAMS

\*Commencement of program will be dependent on adequate student numbers for enrolment and funding.

\*Programs and units of competency are subject to change prior to commencement.

## FEES AND APPLICATION:

Contact the HOME SCHOOL  
VET COORDINATOR



## COURSE CODE: HLT33015

# CERTIFICATE III IN ALLIED HEALTH ASSISTANCE (PARTIAL COMPLETION)

### Program Description

Certificate III in Allied Health Assistance provides students with the knowledge and skills that will enhance their employment prospects in the Health industry. These qualifications cover workers who provide assistance to allied health professionals and other health professionals with the care of clients.

### Pathways / Career Opportunities

Upon successful completion of the Certificate III in Allied Health Assistance you will be prepared for further training to establish your career in a range of health fields. This course has pathways, and possible credit into further study in allied health, remedial massage and nursing.

### Contribution to VCE / VCE VM & VPC


These credits must be confirmed with the VET Coordinator at your school.

### Holiday Training (may be subject to change)

Holiday Training may be expected for this course and will be confirmed at a later date.

### Program Requirements

This course requires you to obtain a Working With Children Check. If you already have this check it is a great benefit! You MUST email [vetinschools@gordontafe.edu.au](mailto:vetinschools@gordontafe.edu.au) a copy of the check.

COURSE CODE	HLT33015
CERTIFICATE NAME	Certificate III in Allied Health Assistance (Partial Completion)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Mandatory</b> Work placement of at least 10 days spread over two years is mandatory for assessments within this program. Work placement may occur during the term holidays
SWL LOGBOOK	 <a href="#">HLT33015 Certificate III in Allied Health Assistance workplace learning record booklet</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Health - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:30pm – 4:30pm
HOST SCHOOL - LOCATION	THE GORDON TAFE 24 Watton Street, Werribee
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday AM: 9:30am – 12:30pm PM: 1:30pm – 4:30pm
HOST SCHOOL - LOCATION	THE GORDON TAFE 24 Watton Street, Werribee





## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
HLTWHS001	Participate in workplace health and safety	20	N
CHCCOM005	Communicate and work effectively in health or community services	30	N
BSBWOR301	Organise work priorities and development	30	N
HLTINF001	Comply with infection prevention and control policies and procedures	25	N
	<b>OR</b>		
HLTINF006	Apply basic principles and practices of infection prevention and control	35	N
CHCCCS002	Assist with movement	25	N
CHCCCS010	Maintain high standard of service	30	N
CHCCCS020	Respond effectively to behaviours of concern	20	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBMED301	Interpret and apply medical terminology appropriately	60	Y
HLTAAP001	Recognise healthy body systems	70	Y
HLTHPS001	Take clinical measurements	50	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: MST20616

# CERTIFICATE II IN APPLIED FASHION DESIGN & TECHNOLOGY

### Program Description:

VCE VET Fashion is designed to give high school students an introductory overview of fashion design, introducing students to all facets of the design and production process, whilst simulating a work environment. It provides students with the design and development skills and knowledge to prepare them for work in the fashion industry. We offer small class sizes of up to 12 students. This is a great course to foster creative and technical skills. Over the 2 years' students will complete a nationally recognised Certificate II in Applied Fashion Design and Technology and a partial completion of Certificate III qualification.

In class you will learn and develop skills in fashion illustration, designing and interpreting sketches, working with patterns, sewing and applying quality measures.

This is a practical course that allows students to develop their creativity and produce high quality garments.

### Pathways / Career Opportunities:

This course will lead to higher level studies at certificate III and IV level. Credit transfers may be available into Certificate III in Applied Fashion Design and Technology and Certificate IV in Applied Fashion Design and Technology. Career paths in the textiles, clothing, and footwear sectors may include employment in the clothing manufacturing industry as garment sample hands, machinists, garment cutters and makers, finishing operators, and quality assurance officers.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	MST20616
CERTIFICATE NAME	Certificate II in Applied Fashion Design & Technology
ENROLMENT TYPE	VE1
RTO CODE	4687
RTO NAME	BOX HILL INSTITUTE
ATAR	No scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hours (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	<a href="#">MST20616 Certificate II in Applied Fashion Design and Technology workplace learning record booklet</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Applied Fashion Design and Technology</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	POINT COOK SENIOR SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	POINT COOK SENIOR SECONDARY COLLEGE



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSS402051	Apply quality standards	30	N
MSTCL2011	Draw and interpret a basic sketch	30	N
MSTFD2005	Identify design process for fashion design	40	N
MSTCL2010	Modify patterns to create basic styles	50	N
MSTCL1001	Produce simple garment	40	N
MSTTX1001	Produce a simple textile garment	70	N
MSTFD2006	Use a sewing machine for design	80	N
MSMWHS200	Work safely	30	N

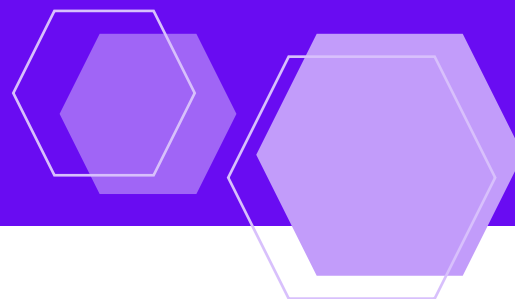
### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSTGN2013	Identify fibres, fabrics and textiles used in the TCF industry	80	N
MSMENV272	Participate in environmentally sustainable work practices	30	N
MSTFD2001	Design and produce a simple garment	80	N
MSTGN2020	Perform test or inspection to check product quality	20	N
MSTGN2014	Operate computing technology in a TCF workplace	50	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.







## COURSE CODE: AUR20720


# CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION [LIGHT]

### Program Description:

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.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	AUR20720
CERTIFICATE NAME	Certificate II in Automotive Vocational Preparation [Light]
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
ATAR	No scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 160 hrs (4 weeks) of structured workplace learning over the duration of the VCE VET program. (10 days per year is recommended)
SWL LOGBOOK	 <a href="#">AUR20720 Certificate II in Automotive Vocational Preparation workplace learning record booklet.</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Automotive - GET VET (VCAA)</a>

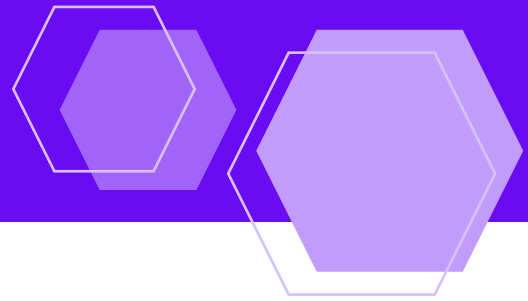
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:30pm – 5:00pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE Trade Training Centre

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm – 5:00pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE Trade Training Centre



## UNITS OF COMPETENCY

### YEAR 1

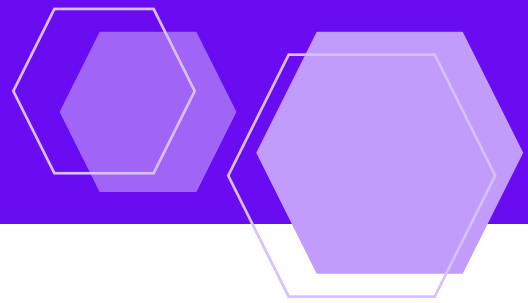
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURAEA002	Follow enviro & sustainability best prac	25	N
AURASA102	Follow safe working prac in automotive pl	20	N
AURETR103	Identify auto elect systems/components	25	N
AURLTA101	Identify auto mech systems/compondents	25	N
AURTTK102	Use/maint. tools/equipt. in auto workpl	20	N
AURTTA127	Carry out basic vehicle servicing ops	40	N
AURTTB007	Remove and replace brake assemblies	20	N
AURTTJ003	Remove/replace wheel and tyre assemblies	10	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURAF103	Comm effectively in automotive workplace	20	N
AURAF104	Reolve routine prob in automotive workpl	20	N
AURETK003	Operate electrical test equipment	40	N
AURETR006	Solder electrical wiring and circuits	20	N
AURETR048	Construct/test basic electronic circuits	40	N
AURTTE008	Dismantle and assemble multi-cylinder	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: AUR20720

# CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICS) [HEAVY]

### Program Description:

The Certificate II in Automotive Vocational Preparation (Heavy) trains students with knowledge and skills to gain competency in carrying out service and repair procedures. Through this qualification, students will develop the competencies required to repair and service diesel engines and associated components. After completion of this course and sufficient industry experience, students may seek trade recognition.


### Pathways / Career Opportunities:

This certificate will provide pathways to:

- Apprenticeships/Traineeships in the Automotive Industry
- TAFE courses in the Automotive Industry
- Auto- Mechanical / Body Fitting / Electrical /Diesel

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	AUR20720
CERTIFICATE NAME	Certificate II in Automotive Vocational Preparation (Mechanics) [Heavy]
ENROLMENT TYPE	VE1
RTO CODE	3784
RTO NAME	Educational Living
ATAR	No scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 160 hrs (4 weeks) of structured workplace learning over the duration of the VCE VET program. (10 days per year is recommended)
SWL LOGBOOK	 <a href="#">AUR20720 Certificate II in Automotive Vocational Preparation workplace learning record booklet.</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Automotive - GET VET (VCAA)</a>

### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	POINT COOK SENIOR SECONDARY COLLEGE Trade Training Centre

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Thursday 8:30am-12:00pm
HOST SCHOOL - LOCATION	POINT COOK SENIOR SECONDARY COLLEGE Trade Training Centre





## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURASA102	Follow safe working practices in an automotive workplace	20	N
AURTTK102	Use and maintain tools and equipment in an automotive workplace	20	N
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	25	N
AURLTA101	Identify automotive mechanical systems and components	25	N
AURETR103	Identify automotive electrical systems and components	25	N
AURETR115	Inspect, test and service batteries	10	N
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40	N
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	20	N

### YEAR 2 (AUR20720. VASS: AUR2016)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURTC004	Remove and replace radiators	20	N
AURTTD006	Remove and replace vehicle front suspension springs	25	N
AURTTB007	Remove and replace brake assemblies	20	N
AURFA103	Communicate effectively in an automotive workplace	20	N
AURFA104	Resolve routine problems in an automotive workplace	20	N
AURETK003	Operate electrical test equipment	40	N
AURTTA127	Carry out basic vehicle servicing operations	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22338VIC

# CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (BRICKLAYING)

### Program Description:

This course will equip you with comprehensive skills and knowledge to enter the bricklaying or building trades. The course is designed to enhance your bricklaying and/or associated building trades prospects and gives you an introduction to the industry specific trade skills such as hand and power tools and also the requirements of occupational health and safety procedures within the industry.


### Pathways / Career Opportunities:

The immediate pathway and career opportunity is into a full-time apprenticeship in bricklaying.

Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic. Tertiary pathways/degrees qualifications include building, building engineering, building surveying, architecture, civil/electrical/electronics, interior design and mechanical engineering.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	22338VIC
CERTIFICATE NAME	Certificate II in Building and Construction Pre-Apprenticeship (Bricklaying)
ENROLMENT TYPE	VE1
RTO CODE	3113 [Victoria University]
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	 <a href="#">22338VIC Certificate II in Building and Construction workplace learning record booklet.</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Building &amp; Construction</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - <a href="#">Full day delivery</a> 8:30am – 3:30pm (2 classes)
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday - <a href="#">Full day delivery</a> 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCWHS1001	Prepare to work safely in the construction industry	tbc	N
CPCCOHS2001A	Apply OHS requirements policies and procedures in the construction industry	tbc	N
VU22017	Identify and handle bricklaying tools and equipment	tbc	N
VU22018	Apply basic bricklaying techniques	tbc	N
CPCCCM1014A	Conduct workplace communication	tbc	N
CPCCCM1015A	Carry out measurements and calculations	tbc	N
HLTAID010	Provide basic emergency life support	tbc	N
CPCCCM1012A	Work effectively and sustainable in the construction industry	tbc	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU22014	Prepare for work in the building and construction industry		N
VU22016	Erect and safely use working platforms		N
VU22019	Apply brick veneer construction techniques		N
VU22020	Apply cavity brick construction techniques		N
VU22021	Apply masonry blockwork techniques		N
CPCCCM2006	Apply basic levelling procedures		N
VU22015	Interpret and apply basic plans and drawings		N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22338VIC

# CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY)

### Program Description:

This course will equip you with comprehensive skills and knowledge to enter the carpentry or building trades. The course is designed to enhance your carpentry and/or associated building trades prospects and gives you an introduction to the industry specific trade skills such as carpentry hand and power tools, setting out, levelling, subfloor, wall and roof framing. As well as requirements of occupational health and safety procedures within the industry.

### Pathways / Career Opportunities:

The immediate pathway and career opportunity is into a full-time apprenticeship in carpentry. Other career paths within the construction industry include, Joinery, shop fitting, formwork carpentry, registered builder, building site maintenance, foremanship, building administration, estimation, building inspection, Tertiary pathways/degrees qualifications include building, building engineering, building surveying, architecture, civil/electrical/electronics, interior design and mechanical engineering.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

### Special Requirements:

Overalls or work pants or work shorts in good condition with rule pocket must be worn. Mobile phones must be switched off During class. Any VET student found using a mobile phone will be directed back to school and their parents notified.

**Students MUST have the following clothing and equipment at all times when attending classes in this Department. The use of personal protective clothing and equipment (PPE) is a mandatory requirement when performing carpentry and construction work as stipulated by the OHS Act 2004. Students will be unable to participate in practical work at Bayside p-12 college TTC, if they are not dressed in the appropriate PPE.**

These items are to be supplied by student at the start of 2023. It is expected students will Build up their own tool kit over the Carpentry program. ● Safety Boots ● Ear Muffs ● Hi Vis. Shirt ● Safety Glasses ● Carpenters Pencil ● Ballpoint pen ● Overalls or workpants or work shorts with rule pocket ● 1 metre folding ruler ● Chisels: 1 x19 mm & 1 x 32 mm ● 8m tape measure.

**IF YOU ARE HAVING DIFFICULTIES OBTAINING THE CORRECT CLOTHING AND EQUIPMENT, PLEASE SPEAK TO YOUR TEACHER.**

COURSE CODE	22338VIC
CERTIFICATE NAME	Certificate II in Building & Construction (Carpentry)
ENROLMENT TYPE	VE1
RTO CODE	4687
RTO NAME	Box Hill Institute
ATAR	No scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program

SWL LOGBOOK [22338VIC Certificate II in Building and Construction workplace learning record booklet](#)

VET CAREER VIDEO [Click here to watch: VET Building & Construction](#)

### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 9:30am - 5:00pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE PAISLEY CAMPUS Trade Training Centre

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 11:00am – 5:00pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE PAISLEY CAMPUS Trade Training Centre

**NOTE:** It is a requirement that students wanting the full pre-apprenticeship 22338VIC Certificate II in Building and Construction (Carpentry) must attend 4 weeks of full day classes commencing in November after completion of Year 2. To be eligible students must complete their second year of training at Bayside TTC and be competent in all the modules delivered during that year. Satisfactory completion of this two-year program and bridging course entitles the student to graduate with a Certificate and Statement of Attainment in the course. Partial completion of the 22338VIC entitles students to a statement of attainment only. Students enrolling in this course must undertake a Pre-training review and Language, Literacy and Numeracy (LLN) evaluation before commencement of the program.



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCCM1012A	Work effectively & sustainably in the construction Industry	20	N
CPCCOHS2001A	Apply OHS requirements, policies & procedures in the C/I	20	N
CPCCCM1015A	Carry out Measurements and Calculations	20	N
VU22022	Identify and handle Carpentry Tools and Equipment	100	N
VU22030	Carry out basic demolition for internal structures	20	N
CPCCWHS1001	Prepare to work safely in the Construction Industry	6	N
VU22031	Construct basic formwork for concrete	40	N

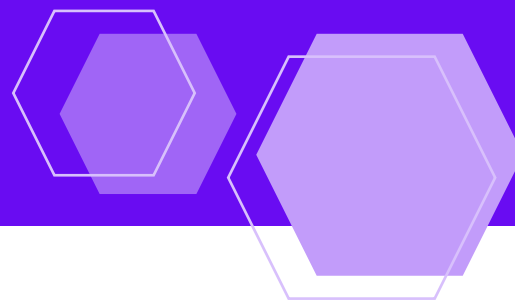
### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU22015	Interpret and apply basic plans and drawings	25	N
CPCCCM2006	Apply basic Levelling procedures	8	N
VU22023	Perform basic setting out	24	N
VU22024	Construct a basic sub-floor	48	N
VU22025	Construct basic wall frames	48	N
VU22026	Construct a basic roof frame	40	N
VU22027	Install basic external cladding	24	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.







## COURSE CODE: BSB20120 / BSB30120

# CERTIFICATE III IN BUSINESS PARTIAL COMPLETION (CERTIFICATE II IN WORKPLACE SKILLS)

### Program Description:

This course will allow students to complete Certificate II in Workplace Skills in Year 1 with a partial completion of Certificate III Business in Year 2.

The Certificate II in Workplace Skills program prepares students for entry-level positions across a diverse range of business services settings and can help to open the door to a vast array of non-technical employment opportunities. It can also lead to further study in either technical or non-technical vocations and aims to develop the most common and transferable skills and knowledge required of almost any workplace.



The Certificate III in Business qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. Students will develop and build teamwork, interpersonal skills and organisational capabilities which can be used to further strengthen their employability skills postsecondary schooling. The importance of digital literacy in the workforce will be addressed, and students will gain a deeper understanding of its importance to their work lives.

### Pathways / Career Opportunities:

Completion of the Certificate III in Business provides a pathway into training and employment in business and related industries. Potential occupations may include personal assistant, medical secretary, legal clerk or information desk manager. Further study through higher education pathways could lead to employment opportunities in commerce, management or marketing.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	Year 1: Cert II BSB20120 Year 2: Cert III BSB30120
CERTIFICATE NAME	Year 1: Certificate II in Workplace Skills Year 2: Certificate III in Business Partial Completion
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	 <a href="#">BSB20120 Certificate II in Workplace Skills workplace learning record booklet.</a>  <a href="#">BSB30120 Certificate III in Business workplace learning record booklet.</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Business</a>

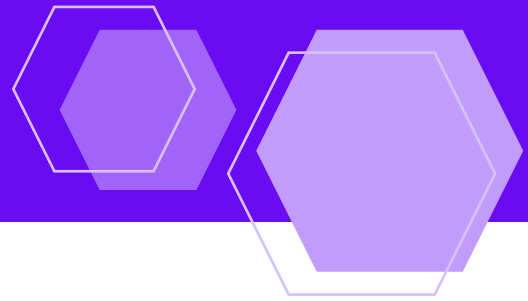
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday (Combined Yr 1& Yr2) 12:30pm – 4:00pm
HOST SCHOOL - LOCATION	HOMESTEAD SENIOR SECONDARY COLLEGE

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Thursday (Combined Yr 1& Yr 2) 12:30pm – 4:00pm
HOST SCHOOL - LOCATION	HOMESTEAD SENIOR SECONDARY COLLEGE



## UNITS OF COMPETENCY

### YEAR 1 - BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

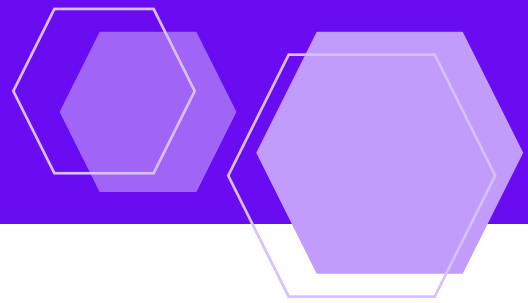
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBCMM211	Apply communication skills	40	N
BSBOPS201	Work effectively in business environments	30	N
BSBPEF202	Plan and apply time management	20	N
BSBSUS211	Participate in sustainable work practices	20	N
BSBWHS211	Contribute to the health and safety of self and other	20	N
BSBCRT201	Develop and apply thinking and problem solving skills	30	N
BSBTEC201	Use business software applications	60	N
BSBTEC202	Use digital technologies to communicate in a work environment	20	N
BSBTEC203	Research using the internet	30	N
BSBPEF101	Plan and prepare for work readiness	20	N

### YEAR 2 - BSB30120 CERTIFICATE III IN BUSINESS (PARTIAL COMPLETION)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBPEF301	Organise personal work priorities	30	Y
BSBINS302	Organise workplace information	30	Y
BSBTEC301	Design and produce business documents	80	Y
BSBXCM301	Engage in workplace communication	40	Y
BSBOPS304	Deliver and monitor a service to customers	35	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: RII20720

### CERTIFICATE II IN CIVIL CONSTRUCTION – NEW FOR 2024

#### Program Description:

This course provides exposure to the type of work and skills that are required as a skilled operator working in civil construction.

#### Pathways / Career Opportunities:

Upon successful completion of this program you may receive credit towards the RII30920 Certificate III in Civil Construction and RII30820 Certificate III in Civil Construction Plant Operations. Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the civil construction industry.

#### Equipment:


Personal protective clothing and equipment to be supplied by student: >Workpants >Hi-vis top (polo shirt/jumper) >Work boots - steel capped PPE >Earplugs >Face mask for dust protection >Safety glasses >Hard hat

#### Equipment and books to be supplied by student:

>Ballpoint pen and notebook >Bricklayers pencil/Pencils: 2H and HB >USB

#### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	RII20720
CERTIFICATE NAME	Certificate II in Civil Construction
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program. Placement may occur during the term holidays
SWL LOGBOOK	 <a href="#">RII20715 Certificate II in Civil Construction workplace learning record booklet.</a>
VET CAREER VIDEO	NA
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - <b>Full day delivery</b> 8:30am – 3:30pm TBC Friday - <b>Full day delivery</b> 8:30am – 3:30pm TBC
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE EAST CAMPUS
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Offered in 2025
HOST SCHOOL - LOCATION	



## UNITS OF COMPETENCY

### YEAR 1

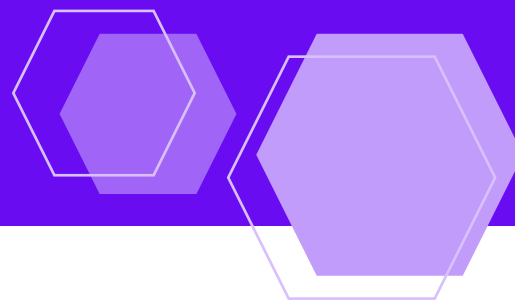
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
RIICOM201E	Communicate in the workplace		N
RIIWHS201E	Work safely and follow WHS policies and procedures		N
RIISAM204E	Operate small plant and equipment		N
RIIWHS205E	Control traffic with stop-slow bat		N
RIIWHS302E	Implement traffic management plan		N
RIISAM201E	Handle resources and infrastructure materials and safely dispose of nontoxic materials		N
RIICCM206E	Support plant operations		N
RIICCM208E	Carry out basic levelling		N
RIICCM209E	Carry out concrete work		N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
RIISAM203E	Use hand and power tools	30	N
RIIBEF201E	Plan and organise work	12	N
RIICCM201E	Carry out measurements and calculations	20	N
RIICCM202E	Identify, locate and protect underground services	8	N
RIICCM203E	Read and interpret plans and job specifications	40	N
RIICCM205F	Carry out manual excavation	56	N
RIICCM207E	Spread and compact materials manually	8	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





**COURSE CODE: CHC22015 / CHC32015**

## **CERTIFICATE III IN COMMUNITY SERVICES (PARTIAL COMPLETION) – YEAR 1**

### **NOT RUNNING IN 2024**

#### **Program Description:**


VCE VET Community Services program offers students the opportunity to learn about the community services sector and explore specific contexts of work. They will develop skills in communication, information provision and processing, administration support, networking and group support.

#### **Pathways / Career Opportunities:**

Certificate II in Community Services can provide pathways into work or further study in community services, in areas such as child care, aged care, home and community care, alcohol and other drugs work, disability work, social housing or mental health work. With additional training and experience, future employment opportunities may include a community health worker, counsellor, school support worker, case manager. Pathways are also available from this qualification into the Health Training Package in areas such as allied health assistance and nursing. Further study can also be undertaken in the higher education sector in areas such as social work and education.

#### **Contribution to VCE / VCE VM & VPC**

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	Year 1: CHC22015 (Cert II) Year 2: CHC32015 (Cert III)
CERTIFICATE NAME	Certificate II in Community Services (Partial completion of Cert III)
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 120 hrs (3 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	 <a href="#">CHC32015 Certificate III in Community Services (incorporating CHC22015 Certificate II in Community Services)</a> .
VET CAREER VIDEO	<a href="#">Click here to watch: VET Community Services - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	
DAY & TIME	<b>NOT RUNNING IN 2024</b>
HOST SCHOOL - LOCATION	
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:15pm – 4:45pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE





## UNITS OF COMPETENCY

### YEAR 1 - CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWOR202	Organise and complete daily work activities	20	N
HLTWHS001	Participate in workplace health and safety	20	N
HLTAID011	Provide first aid	18	N
CHCCOM001	Provide first point of contact	35	N
FSKLRG09	Use strategies to respond to routine workplace problems	15	N
CHCDIV001	Work with diverse people	40	N
BSBWOR201	Manage personal stress in the workplace	40	N
CHCCOM005	Communicate and work in health or community services	30	N
FSKOCM07	Interact effectively with others at work	10	N

### YEAR 2 - CHC32015 PARTIAL COMPLETION OF CERT III

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCCCS016	Respond to client needs	60	Y
CHCCDE003	Work within a community development framework	65	Y
CHCCDE004	Implement participation and engagement strategies	85	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: AHC21020

# CERTIFICATE II IN CONSERVATION AND ECOSYSTEM MANAGEMENT – NOT RUNNING IN 2024

### Program Description:

Certificate II is regarded as an entry level course. Graduates will have skills and knowledge to become a valued and productive employee within the Amenity Horticulture Industry. Graduates assist with planting and maintaining lawns, shrubs and garden beds in public or private gardens and parks. Upon successful completion of the Certificate II in Horticulture students may choose to complete an apprenticeship or traineeship in Land Conservation and Management type roles.

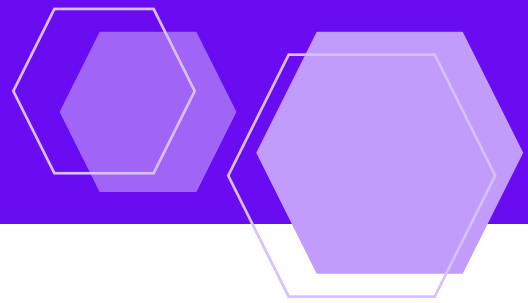
### The attire required for students are:

- Closed (safety) non-leather footwear - possible
- Long sleeve – high visibility shirt (preferably not yellow, and bees and bugs get attracted to it), and helmets for side-by-side driving
- Long Tradies Pants
- Disposable Coveralls will be provided
- Gardening gloves and will provide disposable nitrile gloves when handling other materials.
- Hat (summer months and when outside)
- Safety Goggles (it will be provided)
- Thermals (during winter).

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	AHC21020
CERTIFICATE NAME	Certificate II in Conservation and Ecosystem Management
ENROLMENT TYPE	VE1
RTO CODE	21316
RTO NAME	ACAH
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	
VET CAREER VIDEO	<a href="#">Click here to watch: VET Horticulture - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Offered in 2025
HOST SCHOOL - LOCATION	ALTONA COLLEGE
<b>YEAR 2</b>	
VCE UNITS	
DAY & TIME	
HOST SCHOOL - LOCATION	



## UNITS OF COMPETENCY

### YEAR 1 - ALL STUDENTS IN YEAR 1 & 2 ARE STUDYING THE SAME YEAR 1 UNITS IN 2024

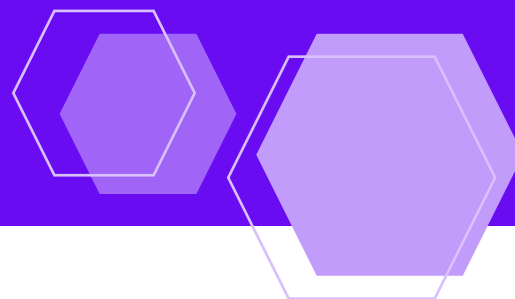
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS202	Participate in work health and safety processes	20	N
AHCWRK211	Participate in environmentally sustainable work practices	20	N
AHCCHM201	Apply chemicals under supervision	30	N
AHCIRG221	Assist with pressurised irrigation operations	40	N
AHCMOM203	Operate basic machinery & equipment	20	N
AHCPGD207	Plant trees and shrubs	20	N
AHCMOM216	Operate side by side utility vehicles	20	N
AHCPIO203	Inspect and clean machinery, tools and equipment to preserve works	20	N
AHCLSC206	Assist with landscape construction work' on scope		N
AHCLSC208	Install aggregate paths'		N

### YEAR 2 - ALL STUDENTS IN YEAR 1 & 2 ARE STUDYING THE SAME YEAR 1 UNITS IN 2025

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCPMG201	Treat weeds	40	N
AHPCPM204	Recognise plants	40	N
AHCSOL203	Assist with soil or growing media sampling and testing	30	N
AHCPMG202	Treat plant pest, diseases and disorders	30	N
AHCNSY207	Undertake propagation activities	30	N
AHCWRK212	Work effectively in the industry	20	N
AHCNSY206	Care for nursery plants	35	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: AHC21020

# CERTIFICATE II IN CONSERVATION AND ECOSYSTEM MANAGEMENT “SUPPORTED PROGRAM”

### Program Description:

Certificate II is regarded as an entry level course. Graduates will have skills and knowledge to become a valued and productive employee within the Amenity Horticulture Industry. Graduates assist with planting and maintaining lawns, shrubs and garden beds in public or private gardens and parks. Upon successful completion of the Certificate II in Horticulture students may choose to complete an apprenticeship or traineeship in Land Conservation and Management type roles.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

### The attire required for students are:

- Closed (safety) non-leather footwear - possible
- Long sleeve – high visibility shirt (preferably not yellow, and bees and bugs get attracted to it), and helmets for side-by-side driving
- Long Tradies Pants
- Disposable Coveralls will be provided
- Gardening gloves and will provide disposable nitrile gloves when handling other materials.
- Hat (summer months and when outside)
- Safety Googles (it will be provided)
- Thermals (during winter).

COURSE CODE	Year 1: AHC21020 Year 2: AHC20416
CERTIFICATE NAME	Year 1: Certificate II in Conservation and Ecosystem Management Year 2: Certificate II in Horticulture
ENROLMENT TYPE	VE1
RTO CODE	21316
RTO NAME	ACAH
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	
VET CAREER VIDEO	<a href="#">Click here to watch: VET Horticulture - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday - <b>Full day delivery</b> 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday - <b>Full day delivery</b> 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South





## UNITS OF COMPETENCY -

### YEAR 1 - AHC21020 CERTIFICATE II IN CONSERVATION AND ECOSYSTEM MANAGEMENT “SUPPORTED PROGRAM”

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS202	Participate in work health and safety processes	20	N
AHCWRK211	Participate in environmentally sustainable work practices	20	N
AHCCHM201	Apply chemicals under supervision	30	N
AHCIRG221	Assist with pressurised irrigation operations	40	N
AHCMOM203	Operate basic machinery & equipment	20	N
AHCPGD207	Plant trees and shrubs	20	N
AHCMOM216	Operate side by side utility vehicles	20	N
AHCBIO203	Inspect and clean machinery, tools and equipment to preserve works	20	N
AHCLSC206	Assist with landscape construction work' on scope		N
AHCLSC208	Install aggregate paths'		N

### YEAR 2 – AHC20416 CERTIFICATE II IN HORTICULTURE “SUPPORTED PROGRAM”

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS202	Participate in work health and safety processes	20	N
AHCWRK211	Participate in environmentally sustainable work practices	20	N
AHCCHM201	Apply chemicals under supervision	30	N
AHCIRG221	Assist with pressurised irrigation operations	40	N
AHCMOM203	Operate basic machinery & equipment	20	N
AHCPGD207	Plant trees and shrubs	20	N
MEM18001	Use hand tools	20	N
AHCPGD212	Conduct visual inspection of park facilities	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: CUA20120 / CUA30120

### CERTIFICATE III IN DANCE (PARTIAL COMPLETION)

#### Program Description:



Certificate II in Dance aims to provide students with the technical and performance skills to begin the process of establishing a career in the entertainment industry. Students will learn the necessary knowledge and skills to enable them to participate in a variety of dance routines. Units 1 and 2 of the program include developing basic levels of physical condition for dance performance and basic dance techniques, sourcing information on the history and theory of dance and applying it to an area of work. Units 3 and 4 offers scored assessment and incorporates units such as sourcing and applying entertainment industry knowledge, preparing for a dance performance, refining basic dance techniques and applying basic dance techniques for performances.

#### Pathways / Career Opportunities:

VCE VET Dance will prepare you to audition for further (tertiary) training as a dancer, dance teacher or choreographer. This course will give you a taste of what the industry is like so you can work out if you want to pursue dance as a career. VET Dance is available as a VCE subject OR as part of a VCAL program.

#### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	Year 1: CUA20120 Cert II Year 2: CUA30120 Cert III
CERTIFICATE NAME	Certificate II in DANCE (with selected units of competency from the CUA30120 CERT III)
ENROLMENT TYPE	VE1
RTO CODE	20949
RTO NAME	AUSDANCE
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	 <a href="#">CUA20120 Certificate II in Dance workplace learning record booklet.</a>  <a href="#">CUA30120 Certificate III in Dance workplace learning record booklet</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Dance</a>

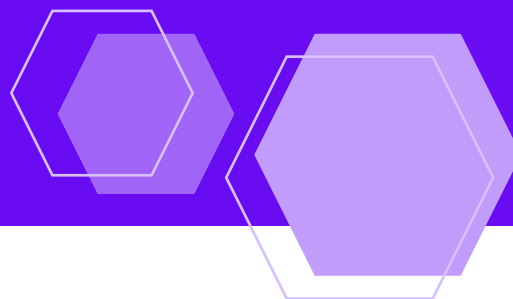
#### LOCATION AND TIMES

##### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm - 4:30pm
HOST SCHOOL - LOCATION	WILLIAMSTOWN HIGH SCHOOL

##### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm - 4:30pm
HOST SCHOOL - LOCATION	WILLIAMSTOWN HIGH SCHOOL



## UNITS OF COMPETENCY

### YEAR 1 - CUA20120 CERTIFICATE II IN DANCE

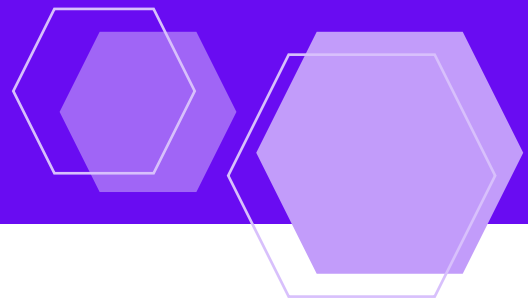
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADAN211	Develop basic dance techniques	20	N
CUAPRF211	Prepare for live performances	40	N
CUAWHS111	Follow safe dance practices	60	N
CUAWHS211	Develop a basic level of physical fitness for dance performance	40	N
BSBTWK201	Work effectively with others	40	N
CUADAN213	Perform basic jazz dance techniques	80	N
CUADAN215	Perform basic contemporary dance techniques	45	N
CUADAN220	Perform basic lyrical dance techniques	60	N

### YEAR 2 - CUA30120 PARTIAL COMPLETION OF CERT III IN DANCE

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADAN212	Incorporate artistic expression into basic dance performances	45	Y
CUAIND211	Develop and apply creative arts industry knowledge	20	Y
CUAPRF314	Develop audition techniques	35	Y
CUAPRF317	Develop performance techniques	35	Y
CUADAN315	Increase depth of jazz dance techniques	50	Y
CUADAN318	Increase depth of contemporary dance techniques	45	Y
CUADAN322	Increase depth of lyrical dance techniques	60	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.

**ausDANCE**  
VIC



## COURSE CODE: CHC30121


# CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE (PARTIAL COMPLETION)

### Program Description:

The Certificate III in Early Childhood Education & Care prepares students to be competent in a range of skills, knowledge and attributes identified by the Children's Services sector. The program has specialist early childhood units to enable graduates to work in registered early learning facilities when the qualification is completed.

Wyndham CEC's delivery model enables all students to achieve the full qualification after two years if they complete all the required work and fulfil the mandatory placement of 160 hours.

Contribution to VCE / VCE VM & VPC  
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CHC30121
CERTIFICATE NAME	Certificate III in Early Childhood Education and Care (Partial Completion)
ENROLMENT TYPE	VE1
RTO CODE	4179
RTO NAME	Wyndham Community & Education Centre
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Mandatory</b> 160 hours (over two years) of work placement is required to fulfil the assessment requirements of the full qualification.
SWL LOGBOOK	 <a href="#">CHC30121 Certificate III in Early Childhood Education and Care workplace learning record booklet (docx - 574.68kb).</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Community Services - GET VET (VCAA)</a>

### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Thursday 8:30am – 12:00pm
HOST SCHOOL - LOCATION	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre





## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCECE056	Work effectively in children's education and care	65	N
CHCECE034	Use an approved learning framework to guide practice	80	N
CHCECE031	Support children's health, safety and wellbeing	160	N
HLTWHS001	Participate in workplace health and safety	20	N
CHCECE055	Meet legal and ethical obligations in children's education and care	60	N
CHCPRP003	Reflect on and improve own professional practice	120	N
CHCPRT001	Identify and respond to children and young people at risk	40	N
BSBSUS411	Implement and monitor environmentally sustainable work practices	40	N
CHCECE037	Support children to connect with the natural environment	50	N
HLTAID012	Provide First Aid in an education and care setting	22	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBPEF403	Lead personal development	40	N
CHCECE037	Support children to connect with the natural environment	50	N
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55	N
CHCECE056	Work effectively in children's education and care	65	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22499VIC

# CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL) [THE GORDON]

### Program Description:

The Certificate II in Electrotechnology (Pre-vocational) aims to provide students with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the electrical industry. It also provides students with increased opportunities of gaining an electrical apprenticeship. The program also provides experiences in and knowledge of occupations at Electrotechnology trade level enabling students to make informed choices in the selection of career paths. Students will also gain their Electrical Refrigeration qualification.

### Pathways / Career Opportunities:

This certificate will prepare students for entry level employment in the Electrical Industry and enhance their opportunity in gaining an electrical apprenticeship. Potential career opportunities include self-employed electrician, site/factory electrician, electrical inspector.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.


### Holiday Training (may be subject to change)

Holiday Training may be expected for this course and will be confirmed at a later date

### Program Requirements

This course includes the delivery of First Aid & Construction Induction (White Card). If you already have complete these units previously it is a great benefit! You MUST email [vetinschools@gordontafe.edu.au](mailto:vetinschools@gordontafe.edu.au) your USI Transcript or Statement of Attainment prior to starting the course.

**Students in electrical must wear safety boots and bring safety glasses to all classes.**

COURSE CODE	22499VIC
CERTIFICATE NAME	Certificate II in Electrotechnology (Pre-vocational)
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays
SWL LOGBOOK	 <a href="#">22499VIC Certificate II in Electrotechnology Studies (Pre-vocational) workplace learning record booklet</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Electrical Industry - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday AM: 8:00am-12:00pm PM: 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday AM: 8:00am-12:00pm PM: 12:30pm – 4.30pm
HOST SCHOOL - LOCATION	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace	20	N
VU22670	Provide an overview of the electro technology industry	30	N
VU22333	Perform intermediate engineering computations	40	N
UEENEEE103A	Solve problems in ELV single path circuits	40	N
VU21544	Install a sustainable extra low voltage energy power system	30	N
UEENEEE105A	Fix and secure electro technology equipment	20	N
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems	20	N
HLTAID011	Provide first aid	18	N
CPCCWHS1001	Prepare to work safely in the construction industry	6	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEE103A	Solve problems in ELV single path circuits	40	N
VU22670	Provide an overview of the electro technology industry	30	N
VU22671	Use test equipment in the electrotechnology industry	20	N
VU21544	Install a sustainable extra low voltage energy power system	30	N
VU22672	Carry out basic electro technology project	40	N
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30	N
UEENEEJ104A	Establish the basic operating conditions of air conditioning Systems	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22499VIC

# CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL) [VIC UNI]

### Program Description:

This course with Victoria University Polytechnic can help you get your foot in the door. It will give you the industry skills and knowledge to gain access to a wide range of apprenticeships offered in the electrotechnology industry. You'll develop technical skills and knowledge that will ensure you are ready for work in the electrical trade, including:

- basic electrical theory and workshop practices
- basic network cabling for extra low voltage (ELV) equipment and devices
- use of test instruments in the electrotechnology industry
- wiring and installation
- provision of basic sustainable energy solutions in domestic premises
- fabrication, assembling and dismantling utilities industry components
- working with electrotechnology equipment and use of test instruments
- workplace safety and first aid.

You will graduate with a nationally recognised qualification as well as credits for further training as an apprentice, or trainee in the electrotechnology industry in areas such as: electrical, renewable energy, air conditioning/refrigeration Instrumentation.

### Pathways / Career Opportunities:


When you graduate, you could find employment in roles such as:

- apprentice electrician
- apprentice electrical fitter
- apprentice air conditioning and refrigeration mechanic
- renewable energy systems installer
- electrical engineering technician
- data and security installations.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**Equipment:** overalls or workpants with rule pocket, safety boots, PPE – earplugs, safety glasses, calculator / A4 ring binder / ballpoint pen and notebook.

COURSE CODE	22499VIC
CERTIFICATE NAME	Certificate II in Electrotechnology Studies (Pre-vocational)
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	Strongly recommended The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	 <a href="#">22499VIC Certificate II in Electrotechnology Studies (Pre-vocational) workplace learning record booklet</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Electrical Industry - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday - <b>Full day delivery</b> 8:30am - 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday - <b>Full day delivery</b> 8:30am – 3:30pm Friday - <b>Full day delivery</b> 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCWHS1001A	Prepare to work safely in the construction industry is the correct unit	6	N
HLTAID003	Provide first aid	18	N
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace	20	N
UEENEEE102A*	Fabricate, assemble and dismantle utilities industry components	40	N
UEENEEE103A*	Solve problems in ELV single path circuits	40	N
UEENEEE105A*	Fix and secure electrotechnology equipment	20	N
VU22333	Perform intermediate engineering computations	40	N
VU21544	Install a sustainable extra low voltage energy power system	30	N

### YEAR 2

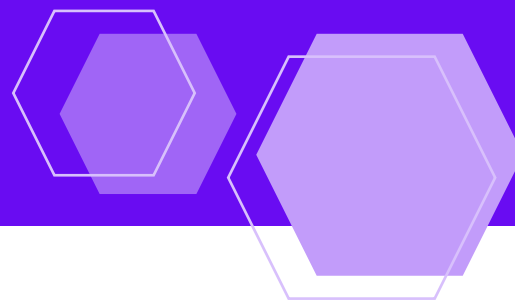
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEJ104A*	Establish the basic operating conditions of air conditioning systems	20	N
VU22670	Provide an overview of the electrotechnology industry	30	N
VU22671	Use test instruments in the electrotechnology industry	20	N
VU22672	Carry out basic electrotechnology project	40	N
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30	N
UEENEEJ102A*	Prepare and connect refrigeration tubing and fittings	40	N
VU22669	Perform energy sector installations of extra low voltage (ELV) single path circuits	40	N

An asterisk (\*) against a unit code indicates that there is a prerequisite requirement that must be met. Prerequisite unit(s) must be assessed before assessment of any unit of competency with an asterisk.

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.







## COURSE CODE: 22589VIC

# CERTIFICATE III IN EMERGING TECHNOLOGIES – NEW FOR 2024

### Program Description:

This course will allow students to complete Certificate III in Emerging Technologies.

The Certificate III in Emerging Technologies program prepares students for entry-level positions in a range of industry, business and community contexts. It can also lead to further education and training or directly into employment, and aims to develop transferable skills and knowledge in the use of emerging technologies.

The Certificate III in Emerging Technologies qualification reflects the varied and in demand roles required in the digital world and how to apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. Students will develop enterprise skills and the technical knowledge needed to solve work-place challenges, the impact of evolving technology on jobs, and engage in product design, 3D printing and Smart Cities.

The importance of digital literacy in the workforce will be addressed, and students will gain a deeper understanding of its importance to their work lives.

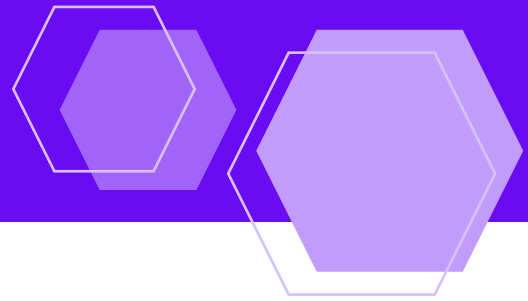
### Pathways / Career Opportunities:

Completion of the Certificate III in Emerging Technologies provides a pathway into training and employment in a range of industry, business and community contexts. Some potential occupations may include Multimedia Designer, Social Media Administrator, New Product Designer, Smart Cities Developer, Digital Technician. Further pathways to the Certificate IV in Information Technology and Certificate IV in Cyber Security, through to Diploma and Bachelor levels.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	22589VIC
CERTIFICATE NAME	Certificate III in Emerging Technologies
ENROLMENT TYPE	VE1?
RTO CODE	3113
RTO NAME	Victoria University Polytechnic
ATAR	No scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	
VET CAREER VIDEO	
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday- <b>Full day delivery</b> 8:30am-5:00pm
HOST SCHOOL - LOCATION	Wyndham Tech School, VU Werribee Campus, Building 14, Gate 2 via, 235 Hoppers Ln, Werribee
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	<b>Offered in 2025</b>
HOST SCHOOL - LOCATION	Wyndham Tech School, VU Werribee Campus, Building 14, Gate 2 via, 235 Hoppers Ln, Werribee



## UNITS OF COMPETENCY

### YEAR 1

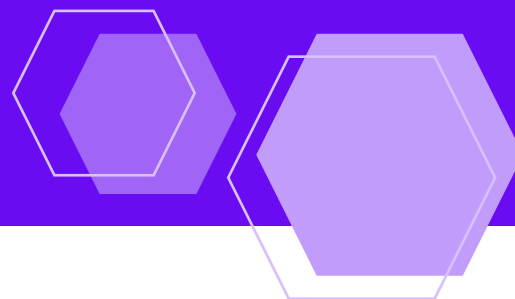
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23136	Develop enterprise skills for solving workplace challenges	18	N
BSBWHS211	Contribute to the health and safety of self and others	12	N
VU23137	Apply enterprise skills in a team to develop solutions to workplace problems	12	N
VU23164	Explore and prepare for 3D printing in industry	12	N
VU23151	Develop a career plan for technology and digital futures	12	N
VU23152	Present information to support decision making using common business applications	18	N
VU23153	Explore evolving technology and impact on jobs	12	N
VU23142	Investigate applications for Smart Cities technology	18	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADIG304	Create visual design components	18	N
ICTWEB305	Produce digital images for the web	24	N
CUADIG311	Prepare video assets	21	N
CUADES201	Follow a design process	18	N
BSBCRT413	Collaborate in creative processes	24	N
CUADES202	Evaluate the nature of design in a specific industry context	36	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22470VIC

# CERTIFICATE II IN ENGINEERING STUDIES

### Program Description:

Certificate II in Engineering Studies provides students with the skills and knowledge to undertake an apprenticeship in the engineering trades. Units 1 and 2 cover areas in basic machine processing, fabrication techniques, using power tools and using computers for engineering related work activities. Depending on the electives chosen, Units 3 and 4 offers scored assessment and incorporates units such as producing basic engineering sketches and drawings, handling engineering materials and assembling and testing electronic engineering equipment and making it operational.


### Pathways / Career Opportunities:

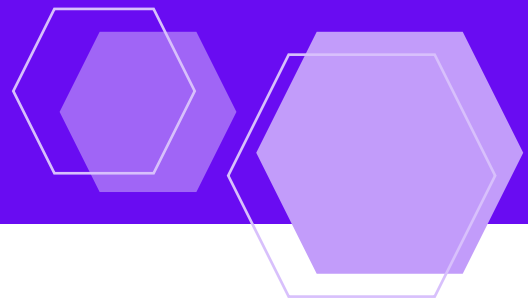
Certificate II in Engineering Studies provides a pathway into an engineering apprenticeship or traineeship which can lead into a range of careers in the engineering and manufacturing industries, including roles in conception, design, manufacture, installation and repair of a wide range of products. As a qualified tradesperson, occupations may include boiler maker, welder, tool/die maker, hydraulics/avionics/mechanical technician, draftsperson, mechanical fitter. This qualification also provides a pathway for students considering para professional careers in the engineering industry such as a Mechanical Engineer.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

COURSE CODE	22470VIC
CERTIFICATE NAME	Certificate II in Engineering Studies
ENROLMENT TYPE	VE1
RTO CODE	3784
RTO NAME	Educational Living
ATAR	Scored Assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	 <a href="#">22470VIC Certificate II in Engineering Studies workplace learning record booklet</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Engineering Studies</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday - <b>Full day delivery</b> 9:00am – 4:00pm
HOST SCHOOL - LOCATION	LAVERTON P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Thursday - <b>Full day delivery</b> 9:00am – 4:00pm
HOST SCHOOL - LOCATION	LAVERTON P-12 COLLEGE Trade Training Centre



## UNITS OF COMPETENCY

### YEAR 1

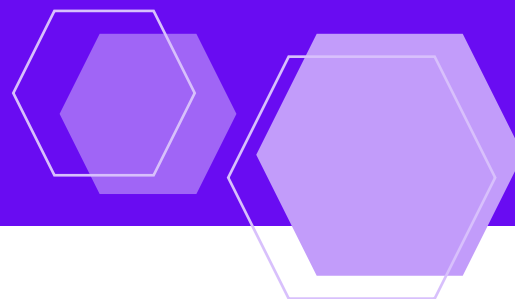
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MEM13014A	Apply principles of Occupational Health and Safety in work environment	10	N
MEM18001C	Use hand tools	20	N
MEM18002B	Use power tools / hand held operation	20	N
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries	30	N
VU22330	Select and interpret drawing and prepare three dimensional (3D) sketches and drawings	20	N
VU22331	Perform basic machining processes	40	N
VU22332	Apply basic fabrication techniques	40	N
VU22335	Perform metal machining operations	60	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MEMPE006A	Undertake a basic engineering project	80	Y
VU22333	Perform intermediate engineering computations (F / M / T)	40	Y
VU22334	Produce basic engineering components and products using fabrication and machining operations (F / M)	60	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: HC20416

# CERTIFICATE II IN HORTICULTURE

### Program Description:

Certificate II is regarded as an entry level course. Graduates will have skills and knowledge to become a valued and productive employee within the Amenity Horticulture Industry. Graduates assist with planting and maintaining lawns, shrubs and garden beds in public or private gardens and parks. Upon successful completion of the Certificate II in Horticulture students may choose to complete an apprenticeship or traineeship in Horticulture, Parks and Gardens or Landscape Construction.


### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

### The attire required for students are:

- Closed (safety) non-leather footwear - possible
- Long sleeve – high visibility shirt (preferably not yellow, and bees and bugs get attracted to it), and helmets for side-by-side driving
- Long Tradies Pants
- Disposable Coveralls will be provided
- Gardening gloves and will provide disposable nitrile gloves when handling other materials.
- Hat (summer months and when outside)
- Safety Goggles (it will be provided)
- Thermals (during winter).

COURSE CODE	AHC20416
CERTIFICATE NAME	Certificate II in Horticulture
ENROLMENT TYPE	VE1
RTO CODE	21316
RTO NAME	ACAH
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program

SWL LOGBOOK  [AHC20416 Certificate II in Horticulture workplace learning record booklet](#)

VET CAREER VIDEO [Click here to watch: VET Horticulture - GET VET \(VCAA\)](#)

### LOCATION AND TIMES

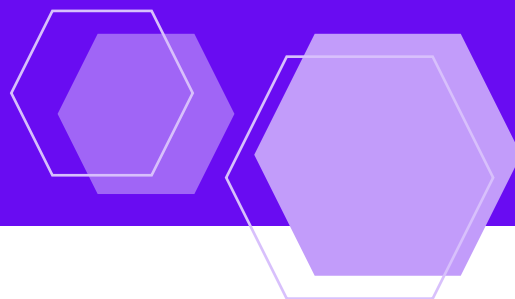
#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - <b>Full day delivery</b> 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday - <b>Full day delivery</b> 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South





## UNITS OF COMPETENCY

### YEAR 1 - ALL STUDENTS IN YEAR 1 & 2 ARE STUDYING THE SAME YEAR 1 UNITS IN 2024

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS202	Participate in work health and safety processes	20	N
AHCWRK211	Participate in environmentally sustainable work practices	20	N
AHCCHM201	Apply chemicals under supervision	30	N
AHCIRG221	Assist with pressurised irrigation operations	40	N
AHCMOM203	Operate basic machinery & equipment	20	N
AHCPGD207	Plant trees and shrubs	20	N
MEM18001	Use hand tools	20	N
AHCPGD212	Conduct visual inspection of park facilities	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: SIT20322 & SIT20421

# CERTIFICATE II IN HOSPITALITY & CERTIFICATE II IN COOKERY [DUAL PROGRAM]

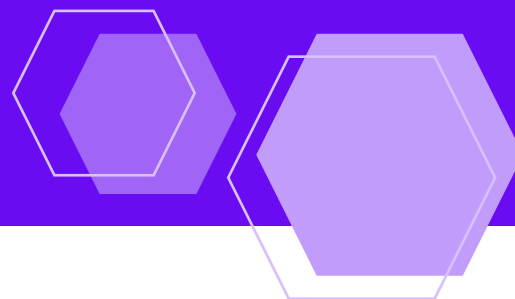
### Program Description:

This qualification provides the practical skills and knowledge to be competent in a range of activities and functions in hospitality venues where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs cafes and coffee shops. Year 1 covers modules in both Front of House and Kitchen streams. Year 2/Units 3 and 4 offer scored assessment and incorporate units from the Kitchen stream OR Front of House Stream.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SIT20322 Certificate II in Hospitality SIT20421 Certificate II in Cookery
CERTIFICATE NAME	Certificate II in Hospitality Certificate II in Cookery
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program. (40 hours each YEAR -back of house - <i>Fast food retail outlets are not acceptable</i> )
SWL LOGBOOK	<a href="#">A workplace learning record booklet is currently under development</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Hospitality- GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 9:00am – 3:00pm
HOST SCHOOL - LOCATION	LAVERTON P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 9:00am – 3:00pm
HOST SCHOOL - LOCATION	LAVERTON P-12 COLLEGE Trade Training Centre



## UNITS OF COMPETENCY

### YEAR 1 - SIT20322 CERTIFICATE II IN HOSPITALITY (FULL COMPLETION IN YEAR 1) 6 CORE 6 ELECTIVES

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBTWK201	Work effectively with others	40	N
SITHCCC024	Prepare and present simple dishes*	25	N
SITHCCC025	Prepare and Present Sandwiches	10	N
SITFAB0025	Prepare & Serve Espresso Coffee	30	N
SITHIND006	Source and use information on the hospitality industry	25	N
SITHIND007	Use Hospitality skills effectively	0	N
SITHKOP009	Clean kitchen premises and equipment*	13	N
SITXCCS011	Interact with customers	20	N
SITXCOM007	Show social and cultural sensitivity	20	N
SITXFSA005	Use hygienic practices for food safety	15	N
SITXINV006	Receive, store and maintain stock	20	N
SITXWHS005	Participate in safe work practices	12	N

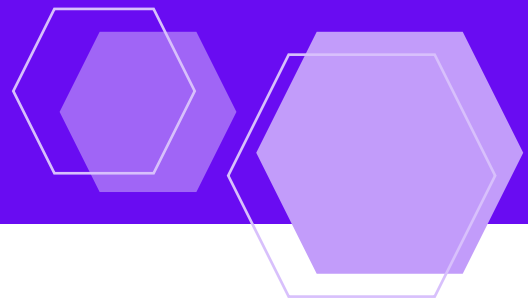
### YEAR 1 - SIT20421 CERTIFICATE II IN COOKERY (PARTIAL COMPLETION IN YEAR 1) 7 CORE 6 ELECTIVES

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHCCC024	Prepare and present simple dishes*	25	N
SITHCCC025	Prepare and Present Sandwiches	10	N
SITHKOP009	Clean kitchen premises and equipment*	13	N
SITXCCS011	Interact with customers	20	N
SITXCOM007	Show social and cultural sensitivity	20	N
SITXFSA005	Use hygienic practices for food safety	15	N
SITXINV006	Receive, store and maintain stock	20	N
SITXWHS005	Participate in safe work practices	12	N

### YEAR 2 - SIT20421 CERTIFICATE II IN COOKERY (FULL COMPLETION IN YEAR 2)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHCCC023	Use food preparation equipment*	25	Y
SITHCCC027	Prepare dishes using basic methods cookery	45	Y
SITHCCC028	Prepare Appetisers and Salads	25	Y
SITHCCC029	Prepare stock, sauce and soups	35	Y
SITCCC034	Work effectively in a commercial Kitchen	60	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.



## COURSE CODE: ICT30120

# CERTIFICATE III IN INFORMATION AND COMMUNICATIONS TECHNOLOGY

### Program Description:


This two-year course will equip students with comprehensive skills and knowledge to enter the information and communications technology (ICT) field. The course provides the introductory skills and knowledge with an emphasis on using digital software and understanding PC hardware and network maintenance. In the first year of the course, students learn how to make 2D animations, a website and learn basic programming skills. In the second year, students learn about networking hardware and software, system administration and how to give advice to clients. Upon successful completion of all units, students will obtain the full certificate. To obtain a VCE Unit 3&4 study score, students will have to complete all core units in both years of the course.

### Pathways / Career Opportunities:

Areas of employment may include working in personal computer support or network systems administration. With additional training and experience future employment opportunities may include front end developer, hardware developer, systems analyst, website developer, animator, helpdesk officer.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	ICT30120
CERTIFICATE NAME	Certificate III in Information and Communications Technology
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	 <a href="#">ICT30120 Certificate III in Information Technology workplace learning record booklet.</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Information Technology- GET VET (VCAA)</a>

### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:30pm – 5:00pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm – 5:00pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBXTW301	Work in a team	40	N
BSBXCS303	Securely manage personally identifiable information and workplace information	40	N
BSBCRT301	Develop and extend critical and creative thinking skills	40	N
ICTPRG302	Apply introductory programming techniques	40	N
CUAANM301	Create 2D Digital Animation	35	N
ICTICT215	Operate digital media technology packages	40	N
ICTWEB304	Build simple web pages	40	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	50	Y
ICTSAS305	Provide ICT advice to clients	40	Y
ICTSAS312	Provide Basic System Administration	20	Y
ICTSAS309	Maintain and repair ICT equipment and software	20	Y
ICTSAS310	Install, configure and secure a small office or home network	50	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: CUA30920

### CERTIFICATE III IN MUSIC (PERFORMANCE)

#### Program Description:

This course focuses on exploring genre, building stagecraft, writing original compositions and performing live. Units 1 and 2 of the program include core units such as creating a music demo, composing simple songs or musical pieces, implementing copyright arrangements, planning a career and working effectively in the music industry. Units 3 and 4 offer scored assessment and include units such as preparing for music performances, developing and performing improvisation, and performing music as part of a group.

#### Pathways / Career Opportunities:

Completion of the Certificate III prepares students for work in the music industry in areas such as a working session musician, a songwriter, producer or band member. With additional training and experience, potential employment opportunities may include music arranger, composer, music director, music tutor and music therapist.

#### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CUA30920
CERTIFICATE NAME	Certificate III in Music (Performance)
ENROLMENT TYPE	VE1
RTO CODE	41549
RTO NAME	COSAMP
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	<a href="#">A workplace learning record booklet is currently under development</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Music</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:30pm-4:30pm
HOST SCHOOL - LOCATION	WILLIAMSTOWN HIGH SCHOOL
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm-4:30pm
HOST SCHOOL - LOCATION	WILLIAMSTOWN HIGH SCHOOL





## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUACMP311	Implement copyright arrangements	20	N
CUAIND313	Work effectively in the music industry	35	N
CUAIND314	Plan a career in the creative arts industry	35	N
CUAMCP311	Create simple musical compositions	35	N
CUAMPF213	Perform simple repertoire in ensembles	45	N
CUAMPF314	Make music demos	40	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUAMPF311	Develop technical skills for musical performances	20	Y
CUAMPF312	Prepare for musical performances	35	Y
CUAMPF315	Develop and perform musical improvisation	35	Y
CUAMPF412	Develop and apply stagecraft skills	70	Y
CUAMPF414	Perform music as part of a group <b>OR</b>	70	Y
CUAMPF416	Perform music as a soloist	70	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: CUA30920

# CERTIFICATE III IN MUSIC (SOUND PRODUCTION)

### Program Description:

Certificate III in Music Industry (Sound Production) provides students with the practical skills and knowledge to record, mix and edit sound sources. Units 1 and 2 of the program include core units such as implementing copyright arrangements, performing basic sound editing and developing music industry knowledge. Students will be given the opportunity to specialise in areas such as event staging, support and recording. Units 3 and 4 offer scored assessment and include units such as recording and mixing a basic music demo, providing sound reinforcement and setting up and disassembling audio equipment.

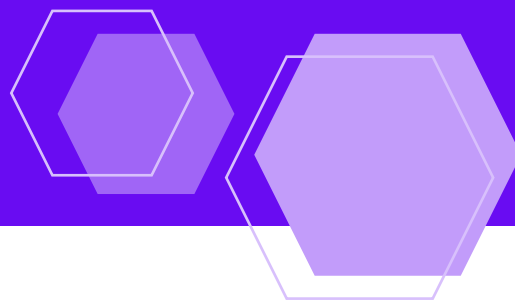
### Pathways / Career Opportunities:

Completion of the Certificate III 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 and can be applied to workplaces such as stage productions, radio and medium to large recording studios. With additional training and experience, potential employment opportunities may include sound technician, tour crew member, studio engineer, theatre/television audio technician.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CUA30920
CERTIFICATE NAME	Certificate III in Music (Sound Production)
ENROLMENT TYPE	VE1
RTO CODE	41549
RTO NAME	COSAMP
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	<a href="#">A workplace learning record booklet is currently under development</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Music</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:30pm – 4:30pm
HOST SCHOOL - LOCATION	WILLIAMSTOWN HIGH SCHOOL
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30 pm – 4:30pm
HOST SCHOOL - LOCATION	WILLIAMSTOWN HIGH SCHOOL



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUACMP311	Implement copyright arrangements	20	N
CUAIND313	Work effectively in the music industry	35	N
CUAIND314	Plan a career in the creative arts industry	35	N
CUASOU211	Develop basic audio skills and knowledge	40	N
CUASOU212	Perform basic sound editing	30	N
CUASOU213	Assist with sound recordings	35	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASOU306	Operate sound reinforcement systems	40	Y
CUASOU317	Record and mix a basic music demo	40	Y
CUASOU308	Install and disassemble audio equipment	40	Y
CUASOU321	Mix music in a studio environment	60	Y
CUASOU412	Manage audio input sources	30	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22569VIC

# CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP) (PARTIAL COMPLETION)

### Program Description:

This course will prepare graduates with the skills and knowledge for entry level into an apprenticeship (Certificate III) within the plumbing industry. The learner will be introduced to basic skills and knowledge that underpin the Certificate III in Plumbing. Taught skills include maintain safe workplace, use of industry tools, equipment and materials. This certificate can lead students towards an environmentally friendly professional pathway with students taught principles of sustainability as well as methods and strategies to identify employment opportunities in the plumbing industry.


### Pathways / Career Opportunities:

On successful completion of the Certificate II in Plumbing (Pre-apprenticeship) you will have attained a prerequisite pathway into a Certificate III apprenticeship or registration level. After completion at the registration level you can continue with further study and complete the Certificate IV or licensing level and progress into running your own business. This course is also an alternative pathway available to students in to a plumbing retail environment.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**In regards to safety, all students MUST wear safety boots and bring safety glasses to all classes.**

COURSE CODE	22569VIC
CERTIFICATE NAME	Certificate II in Plumbing (Pre-apprenticeship) (Partial Completion)
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
ATAR	No scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	 <a href="#">22569VIC Certificate II in Plumbing (Pre-apprenticeship) workplace learning record booklet.</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Plumbing - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday AM: 8:00am – 12:00pm PM: 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday AM: 8:00am – 12:00pm PM: 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCCM1015	Carry out measurements and calculations	20	N
CPCCCM2001	Read and interpret plans and specifications	36	N
CPCCWHS1001	Prepare to work safely in the construction industry	6	N
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	N
VU23054	Use basic plumbing hand tools	50	N
HLTAID010	Provide basic emergency life support	12	N
CPCPCM2039A	Carry out interactive workplace communication	10	N
VU23051	Prepare to work in the plumbing industry	20	N
VU23052	Use and apply basic levelling equipment for plumbing	8	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23049	Identify career pathways in the plumbing industry	30	N
BSBWRT311	Write simple documents	30	N
VU23053	Use basic electric welding equipment and techniques	20	N
VU23052	Use and apply basic levelling equipment for plumbing	8	N
VU23054	Use basic plumbing hand tools	50	N
VU23055	Use basic power tools	20	N
VU23047	Cut and penetrate building materials and structures	30	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: SHB20121

# CERTIFICATE II IN RETAIL COSMETICS

### Program Description:

Certificate II in Retail Cosmetics SHB20116 has been designed as a standard entry level qualification for the Beauty industry. The nationally accredited Certificate II in Retail Cosmetics gives you a strong foundation that combines your love of make-up and flair for customer experience.

This course engages in multiple parts of the beauty industry; practical components include units like: Make up design, lash and brow services, visual merchandising and many others that touch upon facials services and nail polish application. The students will be able to touch the day-to-day operations of working in a beauty salon or makeup counter, specialist makeup store (like Sephora), or Department store (like Myer or David Jones).

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.


### Pathways / Career Opportunities:

Career pathway: Make-up artist, Beauty salon assistant and Retail cosmetics assistant.

Learning pathway: Upon successful completion of this program you may receive credit towards the SHB40115 Certificate IV in Beauty Therapy and SHB50115 Diploma of Beauty Therapy.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SHB20121
CERTIFICATE NAME	Certificate II in Retail Cosmetics
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
ATAR	No scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 40 hrs (1 week) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	 <a href="#">SHB20116 Certificate II in Retail Cosmetics workplace learning record booklet</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Hair and Beauty - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	POINT COOK SENIOR SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	POINT COOK SENIOR SECONDARY COLLEGE





## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBBCCS004	Demonstrate retail skin care products	25	N
SHBBCCS005	Advise on beauty products and services	30	
SHBXIND003	Comply with organisational requirements within a personal services environment	45	N
SHBXIND005	Communicate as part of a salon team	30	N
SIRXIND003	Organise personal work requirements	30	N
ELECTIVE UNITS			
SHBBINF002	Maintain infection control standards	75	N
SHBBRES003	Research and apply beauty industry information	20	N
SIRXSLS001	Sell to the retail customer	20	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWHS201	Contribute to health and safety of self and others	20	N
SHBXCCS001	Conduct salon financial transactions	25	N
BSBSUS201	Participate in environmentally sustainable work practices	20	N
SHBBMUP002	Design and apply make-up	45	N
SHBBMUP003	Design and apply make-up for photography	30	N
SIRRINV001	Receive and handle retail stock	35	N
SIRRMER001	Produce visual merchandise displays	35	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: CUA31020

# CERTIFICATE III IN SCREEN AND MEDIA

**This is also known as the VCE subject Creative Digital Media (CDM)**

### Program Description:

Units 1 and 2 students learn the key skills to produce digital works and explore a range of Adobe CC software. They use;

- Photoshop to prepare images for the web and advertising.
- Illustrator to explore digital drawing techniques, and illustration.
- Animate to create animations based on a brief.
- Dreamweaver to update and maintain websites.

Units 3 and 4 offers a scored VCE assessment contributing to an ATAR, as well as a VET Certificate. It includes assessments that cover 2D animations, writing content for media, web design and digital graphic design. This is where the students get to work for real and fictional clients and put all their creative thinking and software skills to use.

### VCE Exam

If taken as a VCE subject you will sit an exam at the end of year 12. This exam is predominately practical and sat on a computer. It includes approximately 20 multiple choice questions, 13 short answer question. The practical component requires you to fix a broken website, create a simple animation and write or edit content for the website. Finally placing the content and the animation on the website.


### Pathways / Career Opportunities:

The skills learnt during this program can be used in almost any career and are sort out by employers. Whether it be making your own business cards, creating and updating your employer's website, taking photos to advertise a business or making menus for your family's restaurant. With additional training and experience, potential employment opportunities may include: graphic designer, web designer, games designer, animator, Illustrator or digital artist.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CUA31020
CERTIFICATE NAME	Certificate III in Screen and Media
ENROLMENT TYPE	VE1
RTO CODE	21732
RTO NAME	IMVC
ATAR	Scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended for VM students</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program

SWL LOGBOOK	 <a href="#">CUA31020 Certificate III in Screen and Media workplace learning record booklet</a> .
VET CAREER VIDEO	<a href="#">Click here to watch: VET Screen and Media</a>

LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:30pm – 5:00pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm – 5:00pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE



## UNITS OF COMPETENCY

### YEAR 1

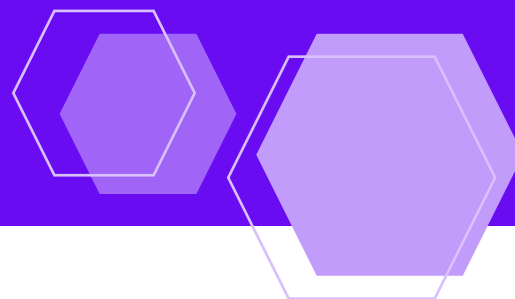
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBCRT311	Apply critical thinking skills in a team environment	40	N
CUAWHS312	Apply work health and safety practices	30	N
CUAIND311	Work effectively in creative arts indus	50	N
CUAACD201	Dev. drawing skills to communicate ideas	60	N
CUASOU304	Prepare audio assets	30	N
CUADIG211	Maintain interactive content	30	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUAANM301	Create 2D digital animations	35	Y
CUADES302	Explore/apply creative design 2D forms	60	Y
CUADIG312	Author interactive sequences	40	Y
CUADIG304	Create visual design components	30	Y
CUAWRT301	Write content for a range of media	40	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: SIS30115

# CERTIFICATE III IN SPORT & RECREATION

### Program Description:

Certificate III in Sport and Recreation provides students with the skills and knowledge to work in the Sport and Recreation industry. In Units 1 and 2, students can choose from a range of electives to create a program of their choice, including teaching the fundamental skills of athletics, basketball, gymnastics or squash and implementing sports injury prevention. Units 3 and 4 offers scored assessment and includes core units such as conduct basic warm-up and cool-down programs, plan and conduct sport and recreation sessions and undertake a risk analysis of activities. Students also undertake electives drawn from the Aquatics, Fitness, Sport and Outdoor Recreation streams.

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study. Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au)


Where a student elects not to receive a study score for VCE VET Sport and Recreation, no contribution to the ATAR will be available.

### Pathways / Career Opportunities:

Completion of Certificate III in Sport and Recreation may lead to job outcomes including facilitating sport and recreation programs, maintaining grounds and facilities and working in the service industry in locations such as recreation and fitness centres, outdoor sporting grounds or aquatic centres. With additional training and experience, potential job outcomes may include coaching, teaching and sports administrating.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SIS30115
CERTIFICATE NAME	Certificate III in Sport & Recreation
ENROLMENT TYPE	VES
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	 <a href="#">SIS30115 Certificate III in Sport and Recreation workplace learning record booklet</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Sport and Recreation- GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:30pm – 5:00pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm – 5:00pm
HOST SCHOOL - LOCATION	BAYSIDE P-12 COLLEGE



## UNITS OF COMPETENCY

### YEAR 1

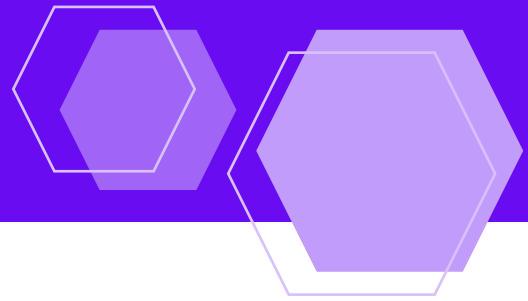
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWOR301	Organise personal work priorities and development	30	N
HLTAID011	Provide first aid	18	N
HLTWH001	Participate in workplace health and safety	20	N
ICTWEB201	Use social media tools for collaboration and engagement	20	N
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	20	N
SISXCCS001	Provide quality service	25	N
SISXEMR001	Respond to emergency situations	18	N
SISXIND006	Conduct sport, fitness and recreation events	55	N
SISSPAR009	Participate in condition for sport	30	N
SISXCAI001	Provide Equipment for activities	10	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	50	Y
SISSSC0001	Conduct sport coaching at FND level	50	Y
SISXCAI004	Plan and conduct programs	35	Y
SISXCAI006	Facilitate groups	25	Y
SISXRES002	Educate user groups	25	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## VET CAREER VIDEOS

Visit the Get VET website [[vcaa.vic.edu.au/getvet](https://vcaa.vic.edu.au/getvet)] for more videos, success stories and resources.

**GET VET Agriculture, Horticulture, Conservation and Land Management**  
<https://vimeo.com/427983896>



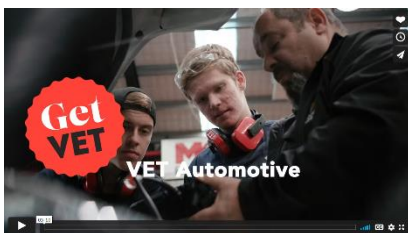
**GET VET Animal Studies**  
<https://vimeo.com/404799601>



**VET Applied Fashion Design and Technology**  
**Point Cook Senior SC**  
<https://www.youtube.com/watch?v=iR0ziFhOxzE>



**GET VET Automotive**  
<https://vimeo.com/379135716>



**VET Building and Construction**  
**Bayside P-12 College**  
<https://www.youtube.com/watch?v=SmEgZH1Uigl>



**VET Business**  
**Homestead Senior Secondary College**  
<https://www.youtube.com/watch?v=cOs7dRPJhMY>



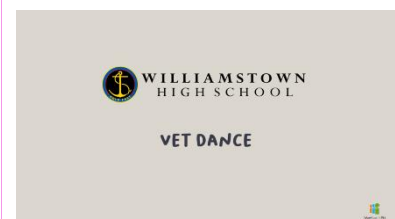
**GET VET Creative and Digital Media**  
<https://vimeo.com/378454730>



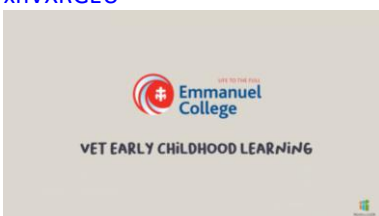
**VET Community Services**  
<https://vimeo.com/389886653>



**VET Dance**  
**Williamstown High School**  
<https://www.youtube.com/watch?v=PS6Gua3voXQ>



**VET Early Childhood Education**  
**Emmanuel College**  
<https://www.youtube.com/watch?v=9bDxnVXRGEU>



**GET VET Electrical Industry**  
**Emmanuel College**  
<https://vimeo.com/364919319>



**VET Engineering**  
**Laverton P-12 College**  
<https://www.youtube.com/watch?v=LSLAHntpNso&feature=youtu.be>







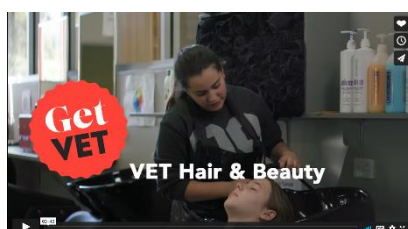
### GET VET Furnishing

<https://vimeo.com/404799456>



### GET VET Hair and Beauty

<https://vimeo.com/364919650>



### GET VET Health

<https://vimeo.com/350641339>



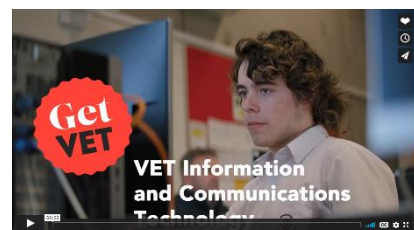
### GET VET Hospitality

<https://vimeo.com/350641551>



### GET VET Information Technology

<https://vimeo.com/395066788>



### VET Music (Performance and Sound) Williamstown High School

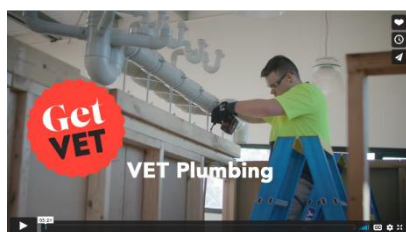
<https://www.youtube.com/watch?v=c4X7UsnpiEE> (video 1)

[https://youtu.be/p\\_lkNhYb\\_gM](https://youtu.be/p_lkNhYb_gM) (video 2)



### GET VET Plumbing Emmanuel College

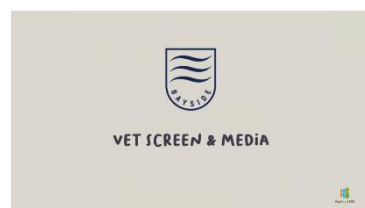
<https://vimeo.com/403082120>



### VET Screen and Media Bayside P-12 College

<https://www.youtube.com/watch?v=Vy7kF-IPv4k> (video 1)

<https://www.youtube.com/watch?v=JNFEdqa74Nw> (video 2)



### GET VET Sport and Recreation

<https://vimeo.com/359412894>

