



Hobsons Bay  
VET Cluster

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# VETiS Student Handbook 2021

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Version Date: 25 August 2020





Hobsons Bay VETiS 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:**

- Altona College
- Bayside P-12 College
- Emmanuel College
- Homestead Senior Secondary College
- Laverton P-12 College
- Point Cook Senior Secondary College
- Williamstown High School

**Please refer all your questions in the first instance to your home school VET Coordinator.**

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

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#### **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 VET in Schools 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.

For more information about how government schools handle student and parent information, please see:

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

If you have questions or wish to request access to the information, please contact your Home School's VET Coordinator.

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## WHAT IS VET?

Vocational Education and Training refers to senior school studies, which enable a secondary student to combine their VCE or VCAL studies with vocational training. VET is **usually** a two-year program combining general VCE / VCAL studies with accredited vocational education and training. It enables students to complete a nationally recognised vocational qualification (e.g. Certificate II in Community Services) and VCE/VCAL at the same time. It provides the opportunity to trial a career and helps students explore possible areas of interest which will lead to further study and better work choices.

VET allows students to go directly into employment or receive credit towards further TAFE study. VET matches student interest and career directions through the provision of strong pathways. Important industry specific skills and workplace skills are learnt through the VET program. Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.

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

### Contribution to the VCE and ATAR

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

- VET programs usually have a Unit 1 - 4 structure.
- Of the 16 units that make up the VCE, a number can be VET units.
- VET programs contribute directly to the ATAR with a study score derived from scored assessment OR as 10% increment as a 5<sup>th</sup> or 6<sup>th</sup> subject. **However, in some instances there is nil contribution towards ATAR when Units are at 1 and 2 level only.**
- For more information, you can access the Victorian Curriculum and Assessment Authority (VCAA) website. [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Please note not all courses can contribute to the credit of VCE unless units 1&2 and 3&4 in sequence are completed. Check with your VET Coordinator at the HOST School if credit towards VCE applies.**

For more information, you can download the **VCE and VCAL Administrative Handbook:**

<https://www.vcaa.vic.edu.au/Documents/handbook/2019/adhb19.pdf>

### Contribution to the VCAL

A VCAL student requires 10 credit points for a successful completion of a VCAL Certificate.

The formula is (1 credit point=90 hours): 90 hours of VET gains one VCAL credit. This usually represents one semester of classes. The teacher will add up all the hours for the four compulsory components of VCAL:

- Literacy and Numeracy Skills
- Work Related Skills
- Industry Specific Skills
- Personal Development Skills.

Example Total hours 900 divided by 90 = 10 credit points = equals successful completion

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

### VET Increases Students' Learning Potential

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

### VET Gives National Qualifications and Skills

- Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.
- VET qualifications articulate directly into further education and training at TAFE and may allow the student credits for higher certificates.
- VET provides access to a range of different technologies related to the workplace

### VET Prepares Students for The Workforce

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

### VETIS ASSESSMENT PLANS

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

HLT33015 Allied Health Assistance	CUA30915 Music (Performance)
CHC32015 Community Services	CUA30915 Music (Sound Production)
22470VIC Engineering Studies	CUA31015 Screen and Media
ICT30115 Info, Digital Media and Tech	SIS30115 Sport and Recreation
SIT20416 Kitchen Operations (Hospitality)	

**For details of the score assessment please see the Assessment Plan document.**

# GENERAL VETIS 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 Thursday are the agreed VET delivery time in the Hobsons Bay VET Cluster. There will be a cluster bus provided on these days. It travels to all the schools in Hobsons Bay Cluster (bus times will be provided at the start of 2020).

## Student Behaviour

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

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

## 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.

## 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 2020. Please be aware that there is no REFUND if you do not withdraw from the VET program before the withdrawal Census date, 28 February. 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.

# 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

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Health must undertake scored assessment for the purpose 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. Where a student elects not to receive a study score for VCE VET Health, increments for unscored VCE VET programs will be calculated using 10% of the lowest study score of the primary four.

### Contribution to VCAL

Contribution to VCAL is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCAL unit towards satisfactory completion of VCAL. This program will satisfy learning outcomes for the Industry Specific Skills and Work Related Skills strands of VCAL at the Foundation, Intermediate or Senior levels.

CERTIFICATE CODE	HLT33015
CERTIFICATE NAME	Certificate III in Allied Health Assistance (Partial Completion)
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	Recognition of one unit at Units 1 and 2 level, and a minimum of three units at Units 3 and 4 level.
ATAR	Scored assessment
Structured Work Placement	<b>Mandatory</b> The VCAA Reference Group endorsed a <b>minimum of 80 hours</b> (2 weeks) of structured workplace learning (SWL) over the duration of the VCE VET program. Students are required to do 40 hours placement in the 1st and 2nd years of the course.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:30 – 4:30pm
DELIVERY SCHOOL	THE GORDON TAFE Watton Street, Werribee
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30 – 4:30pm
DELIVERY SCHOOL	THE GORDON TAFE Watton Street, Werribee

**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCCOM005	Communicate and work in health or community services	30	N
HLTINF001	Comply with infection prevention and control policies and procedures	25	N
HLTWHS001	Participate in workplace health and safety	20	N
CHCCCS002	Assist with movement	25	N
BSBWOR301	Organise personal work priorities and development	30	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
<b>ELECTIVE UNIT</b>			
HLTHPS001	Take clinical measurements	50	Y



## 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.

CERTIFICATE CODE	MST20616
CERTIFICATE NAME	Certificate II in Applied Fashion Design & Technology
TYPE	VES
RTO CODE	4687
RTO NAME	BOX HILL INSTITUTE
VCE CREDIT	Up to 4 units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment
VCAL	Contributes to the Industry strand of VCAL
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 4:30pm
DELIVERY SCHOOL	POINT COOK SENIOR SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 4:30pm
DELIVERY SCHOOL	POINT COOK SENIOR SECONDARY COLLEGE

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSS402051	Apply Quality Standards	30	N
MSTCL2011	Draw and Interupt 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 a simple garment	40	N
MSTTX1001	Produce a Simple Garment	70	N
MSTFD2006	Use a sewing machine for design	80	N
MSMWHS200	Work safely	30	N

**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
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
MSTGN2006	Perform test or inspection to check product quality	20	N
MSTGN2014	Operate computer technology in TCF	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.

# AUR20716

## 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.

CERTIFICATE CODE	AUR20716
CERTIFICATE NAME	Certificate II in Automotive Vocational Preparation- LIGHT (Release 1)
TYPE	VES
RTO CODE	0260
RTO NAME	Chisholm Institute
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment
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).
VCAL	Contributes to the Industry strand of VCAL
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:15pm – 4:45pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:15pm – 4:45pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE Trade Training Centre

**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURASA002	Follow safe working practices in an automotive workshop	20	N
AURTTK002	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
AURETR003	Identify automotive electrical systems and components	25	N
AURLTA001	Identify automotive mechanical systems and components	25	N
AURAF004	Resolve routine problems in an automotive workplace	20	N
<b>ELECTIVE UNITS</b>			N
AURTTA027	Carry out basic vehicle servicing operations	40	N
AURETR015	Inspect, test and service batteries	10	N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURAF003	Communicate effectively in an automotive workplace	20	N
<b>ELECTIVE UNITS</b>			N
AURETK003	Operate electrical test equipment	40	N
AURETR006	Solder electrical wiring and circuits	20	N
AURETR048	Construct and test basic electronic circuits	40	N
AURTTE007	Dismantle and assemble single cylinder four stroke engines	40	N
AURTTE008	Dismantle and assemble multi cylinder four-stroke petrol engines	40	N
AURTTJ003	Remove and replace wheel and tyre assemblies	10	N

# AUR20716

## CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION [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.

This certificate will provide pathways to:

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

CERTIFICATE CODE	AUR20716
CERTIFICATE NAME	Certificate II in Automotive Vocational Preparation- HEAVY (Release 1)
TYPE	VES
RTO CODE	121314
RTO NAME	AIET
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment
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).
VCAL	Contributes to the Industry strand of VCAL
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm – 4:30pm
DELIVERY SCHOOL	POINT COOK SENIOR SECONDARY COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm - 4:30pm
DELIVERY SCHOOL	POINT COOK SENIOR SECONDARY COLLEGE Trade Training Centre

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	25	N
AURASA002	Follow safe working practices in an automotive workplace	20	N
AURTTA027	Carry out basic vehicle servicing operations	40	N
AURTTK002	Use and maintain tools and equipment in an automotive workplace	20	N
AURAF004	Resolve routine problems in an automotive workplace	20	N
AURETR003	Identify automotive electrical systems and components	25	N
AURETR015	Inspect, test and service batteries	10	N
AURLTA001	Identify automotive mechanical systems and components	25	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURETK003	Operate electrical test equipment	40	N
AURETR006	Solder electrical wiring and circuits	20	N
AURETR048	Construct and test basic electronic circuits	40	N
AURAF003	Communicate effectively in an automotive workplace	20	N
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40	N
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines	40	N

# SHB30115

## CERTIFICATE III IN BEAUTY SERVICES

### Program Description:

Certificate III in Beauty Services SHB30115 has been designed as a standard entry level qualification for the Beauty industry. It applies to those wishing to develop the skills and knowledge to begin a career in as a makeup artist. Likely functions within the Beauty industry for those who achieve this level of qualification include working within clearly defined contexts and under supervision. It involves communicating in the workplace, performing routine salon/store functions, demonstrating skin care products and designing and applying make-up in general and specialist situations.

CERTIFICATE CODE	SHB30115
CERTIFICATE NAME	Certificate III in Beauty Services
TYPE	VES
RTO CODE	121314
RTO NAME	AIET
VCE CREDIT	Minimum two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment.
VCAL	Contributes to the Industry strand of VCAL
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.
<b>YEAR 1</b>	
VCE UNITS	
DAY & TIME	<b>NOT RUNNING in 2021</b> <b>Replaced by Certificate II in Retail Cosmetics</b>
DELIVERY SCHOOL	
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm –4:30pm
DELIVERY SCHOOL	POINT COOK SENIOR SECONDARY COLLEGE

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBXWHS001	Apply safe hygiene, health and work practices	40	N
SHBBRES001	Research and apply beauty industry information	20	N
SHBXIND001	Comply with organisational requirements within a personal services environment	45	N
SHBBNLS001	Provide manicure and pedicare services	50	N
SHBBBOS001	Apply cosmetic tanning products	16	N
SHBXCCS002	Provide Salon service to clients	40	N
SHBBCCS001	Advise on beauty products and services	30	N
<b>ELECTIVE (IMP)</b>			
HLTAID003	Provide First Aid	18	N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBBFAS001	Provide lash and brow treatments	15	N
SHBBHRS001	Provide waxing services	85	N
SHBBMUP002	Design and apply make-up	45	N
SHBXCCS001	Conduct salon financial transactions	25	N
<b>ELECTIVE</b>			N
SHBBMUP001	Apply eyelash extensions	30	N
SIRRMER001	Produce visual merchandise display	35	N
SHBBMUP003	Design and apply make-up for photography	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.



## 22338VIC

# CERTIFICATE II IN BUILDING & CONSTRUCTION - 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.

**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. There is an extra \$200 fee for this part of the program. 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.

CERTIFICATE CODE	22338VIC
CERTIFICATE NAME	Certificate II in Building & Construction (Carpentry) Version 1
TYPE	VES
RTO CODE	0260
RTO NAME	Chisholm Institute
VCAL	Contributes to the Industry strand of VCAL
ATAR	No scored assessment
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 9:00am – 4:30pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 11:00am -5:00pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE Trade Training Centre

**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
HLTAID002	Provide basic emergency life support	12	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

## RII20715 (NEW FOR 2021) CERTIFICATE II IN CIVIL CONSTRUCTION

### Are you looking to gain an apprenticeship in the civil construction industry post school?

The Certificate II in Civil Construction is an excellent pathway to achieving employment in the Civil and Construction Industry post school. This course will prepare you with the core skills and knowledge to work in an operational role. While undertaking this course you will learn hands-on construction techniques, entry-level skills and the knowledge you need to work in the civil construction industry. These skills will set you up for entry in the construction industry. When you complete this course you may gain credit towards your VCE or VCAL.

### Skills include:

- Site activities such as manual excavation, reading plans and calculations
- Hands on activities creating the foundation work for building projects
- Understanding of the equipment, tools and materials used on site.

### Program Description:

This course will equip you with skills and knowledge to prepare work sites in a range of civil construction settings. This may include preparation work on new housing or industrial estates, to working on local roads and freeways. The course is designed to enhance your civil construction trades prospects and gives you an introduction to the industry specific trade skills and also the requirements of occupational health and safety procedures within the industry.

### Pathway:

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.

### Further study options:

Upon successful completion of this program you may receive credit towards the RII30815 Certificate III in Civil Construction Plant Operation and RII40715 Certificate IV in Civil Construction Supervision.

CERTIFICATE CODE	RII20715
CERTIFICATE NAME	Certificate II in Civil Construction
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	Three units at Unit 1 and 2 level and Unit 3 and 4 sequence
ATAR	Not scored assessment
Structured Work Placement	<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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm-4:30pm
DELIVERY SCHOOL	Point Cook Senior Secondary College
<b>YEAR 2</b>	
VCE UNITS	UNITS 3
DAY & TIME	<b>OFFERED IN 2022</b>
DELIVERY SCHOOL	Point Cook Senior Secondary College

**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
RIIBEF201D	Plan and organise work	20	N
RIICOM201D	Communicate in the workplace	20	N
RIIWHS201D	Work safely and follow WHS policies and procedures	20	N
RIICCM201D	Carry out measurements and calculations	20	N
RIICCM203D	Read and interpret plans and specifications	40	N
RIISAM203D	Use hand and power tools	80	N
RIIWHS205D	Control traffic with stop-slow bat	20	N
RIIWHS302D	Implement traffic management plan	20	N
<b>ELECTIVES</b>			
RIICCM208D	Carry out basic levelling	16	N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
RIICCM202D	Identify, locate and protect underground services	30	N
RIICCM207D	Spread and compact materials manually	12	N
RIISAM204D	Operate small plant and equipment	20	N
RIICCM205E	Carry out manual excavation	8	N
<b>ELECTIVES</b>			
RIICCM211D	Erect and dismantle temporary fencing and gates	40	N
RIIHAN211D	Conduct basic scaffolding operations	56	N
RIICCM206D	Support plant operations	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.

## CHC22015/CHC32015

# CERTIFICATE II IN COMMUNITY SERVICES (PARTIAL CERT III)

### 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.

CERTIFICATE CODE	Year 1: Cert II CHC22015 Year 2: Cert III CHC32015 Partial completion of Cert III in Community Services
CERTIFICATE NAME	Certificate II (Partial Cert III) in Community Services
TYPE	VES
RTO CODE	40548
RTO NAME	IVET Institute
VCE CREDIT	Three units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
VCAL	Contributes to the Industry strand of VCAL
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:15pm – 4:45pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Thursday 1:15pm – 4:45pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE

### YEAR 1

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
HLTAID003	Provide first aid	18	N
CHCCOM001	Provide first point of contact	35	N
FSKRDG10	Read and respond to routine workplace information	15	N
FSKLRG09	Use strategies to respond to routine workplace problems	15	N
CHCDIV001	Work with diverse people	40	N
FSKWTG09	Write routine workplace texts	15	N
CHCCOM005	Communicate and work in health or community services	30	N
FSKOCM07	Interact effectively with others at work	10	N

**YEAR 2** CERTIFICATE III (Partial Completion)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCCS016	Respond to client needs	60	Y
CHCCDE003	Work within a community development framework	65	Y
CHCCDE004	Implement participation and engagement strategies	85	Y

## CUA20113 – NEW FOR 2021 CERTIFICATE II IN DANCE

### 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. If you successfully complete this course you will receive a Certificate II in Dance CUA20113. VET Dance is available as a VCE subject OR as part of a VCAL program.

CERTIFICATE CODE	CUA20113
CERTIFICATE NAME	Certificate II in Dance
TYPE	VE1
RTO CODE	20949
RTO NAME	AUSDANCE
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment.
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:30pm – 4:30pm
DELIVERY SCHOOL	WILLIAMSTOWN HIGH SCHOOL
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	<b>OFFERED IN 2022</b>
DELIVERY SCHOOL	WILLIAMSTOWN HIGH SCHOOL

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWOR203	Work effectively with others		N
CUADAN201	Develop basic dance techniques		N
CUAWHS101	Follow safe dance practices		N
CUAWHS201	Develop a basic level of physical condition for dance performance		N
CUADAN203	Perform basic jazz dance technique		N
CUADAN205	Perform basic contemporary dance technique		N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUAPRF201	Prepare self for performances		Y
CUADAN202	Incorporate artistic expression into basic dance performances		Y
CUAIND201	Develop and apply creative arts industry knowledge		Y
CUAPRF304	Develop audition techniques		Y
CUADAN305	Increase depth of jazz dance technique		Y
CUADAN308	Increase depth of contemporary dance technique		Y



# CUA30715

## CERTIFICATE III IN DESIGN FUNDAMENTALS

### Program Description:

With a focus on the fundamental skills of design, the Certificate III in Design Fundamentals aims to teach practical competencies relevant to creative design across a range of industries. With an emphasis on graphic and digital design, students will learn and apply skills to improve planning, layout, creative design and 3D modelling. Applying various digital and technical design skills, students will be prepared to interpret, respond, create and present to a range of design briefs.

### Pathways / Career Opportunities:

A well developed understanding of design fundamentals can be readily applied in a wide range of contexts including:

- VCE Visual communication and Design
- Graphic Design
- Interior Design
- Architecture / Drafting
- Landscape Architecture
- Advertising
- Merchandising and Marketing

CERTIFICATE CODE	CUA30715
CERTIFICATE NAME	Certificate III in Design Fundamentals (Release 2)
TYPE	
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	
ATAR	
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of <b>Please add</b> hrs (weeks) of structured workplace learning over the duration of the VCE VET program
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm – 4:00pm
DELIVERY SCHOOL	ALTONA COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 4:00pm
DELIVERY SCHOOL	ALTONA COLLEGE

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBDES301	Explore the use of colour	40	
BSBWHS201	Contribute to health and safety of self and others	20	
BSBDES302	Explore and apply the creative design process to 2D forms	50	
BSBDES303	Explore and apply the creative design process to 3D forms	50	
<b>ELECTIVE UNITS</b>			
BSBDES202	Evaluate the nature of design in a specific industry context	30	
BSBDES305	Source and apply information on the history and theory of design	65	
BSBITU302	Create electronic presentations	20	

**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
BSBDES201	Follow a design process	40	
CUAACD301	Produce drawings to communicate ideas	80	
BSBDES304	Source and apply design industry knowledge	20	
<b>ELECTIVE UNITS</b>			
CUAPPR304	Participate in collaborative creative projects	50	
CUAIND304	Plan a career in the creative arts industry	35	
CUAACD304	Make scale models	50	

## CHC30113

# CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

### Program Description:

The Certificate III in Early Childhood Education & Care equips students with the skills and knowledge to enter the early childhood sector as a trained assistant. The program encompasses health, education and sociological aspects to prepare you for work in a range of environments. During the program you'll learn how to use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure, play and enabling them to achieve their developmental outcomes.

### Pathways / Career Opportunities:

This certificate will prepare students to work under direct supervision or autonomously depending on the setting. Occupational titles may include Child Care Assistant, Playgroup supervisor, Family day care worker, Child care worker, Mobile care assistant and Outside school hours care assistant. To extend careers in Early Childhood Education & Care it is recommended that students complete the Diploma of Early Childhood Education and Care course. Emmanuel College will assist you in gaining placement at an institution if interested.

CERTIFICATE CODE	CHC30113
CERTIFICATE NAME	Certificate III in Early Childhood Education & Care
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment. You may receive one ATAR increment (10% of the average scaled score of the primary four VCE studies undertaken), however this will depend on your final subject selections. NB: These credits must be confirmed with the VET Coordinator at your school
SWL	<b>Mandatory</b> The VCAA Reference Group endorsed a <b>minimum of 120 hours</b> (3 weeks) of structured workplace learning (SWL) over the duration of the VCE VET program. Students from Point Cook Senior College are required to complete work placements during School Holiday periods
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 9:00am – 4:00pm
DELIVERY SCHOOL	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 9:00am – 4:00pm
DELIVERY SCHOOL	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre

## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCECE002	Ensure the health and safety of children	63	N
CHCECE003	Provide care for children	70	N
CHCECE004	Promote and provide healthy food and drinks	35	N
CHCECE009	Use an approved learning framework to guide practice	70	N
CHCLEG001	Work Legally and Ethically	55	N
HLTWHS001	Participate in workplace health and safety	20	N
HLTFAID004	Provide an emergency first aid response in an education and care setting	20	N
CHCECE005	Provide care for babies and toddlers	60	N
CHCECE007	Develop positive and respectful relationships with children	70	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25	N
CHCECE001	Develop cultural competence	70	N
CHCPRT001	Identify and respond to children and young people at risk	40	N
CHCECE010	Support the holistic development of children in early childhood	70	N
CHCECE011	Provide experiences to support children's play and learning	40	N
CHCECE013	Use information about children to inform practice	40	N
<b>ELECTIVE UNITS</b>			N
CHCECE012	Support children to connect with their world	40	N
BSBINN301	Promote innovation in a team environment	40	N
CHCECE006	Support behaviour of children and young people	30	N

# 22499VIC

## CERTIFICATE II IN ELECTRO TECHNOLOGY STUDIES (PRE-VOCATIONAL)

**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.

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

CERTIFICATE CODE	22499VIC
CERTIFICATE NAME	Certificate II in Electrotechnology Studies (Pre-vocational)
TYPE	VFE
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	Up to 3 units at Units 1 and 2 and a Unit 3&4 sequence.
ATAR	No scored assessment.
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm – 5:00pm
DELIVERY SCHOOL	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 5:00pm
DELIVERY SCHOOL	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre

## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCWHS1001	Prepare to work safely in the construction industry	6	N
HLTAID003	Provide basic emergency life support	18	N
UEENEEE101A*	Apply OH&S regulations, codes and practices in the workplace	20	N
UEENEEE102A*	Fabricate, assemble and dismantle utilities industry components	40	N
UEENEEE105A*	Fix and secure electrotechnology equipment	20	N
VU22670	Provide an overview of the electro tech industry	30	N
VU22333	Perform intermediate engineering computations	40	N
<b>Electrical Stream Electives:</b>			
UEENEEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230volt supply	20	N
UEENEEP026A	Conduct in-service safety testing of electrical cord connected equipment and cord assemblies	20	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
HLTAID003	Provide First Aid	18	N
VU22671	Use test equipment in the Electro technology industry	20	N
VU21544	Install a sustainable extra low voltage energy power system	30	N
UEENEE102A	Fabricate, Assemble and dismantle utilities industry	40	N
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30	N
VU22670	Provide and overview of the Electro tech industry	30	N
VU22333	Perform intermediate engineering (GAP training)	40	N
VU22672	Carry out basic electro technology project	40	N
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems	20	N
<b>ELECTRICAL STREAM</b>			
UEENEEP026A	Conduct in-service safety of elect cord connected equipment	20	N

## 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, draftsman, mechanical fitter. This qualification also provides a pathway for students considering para professional careers in the engineering industry such as a Mechanical Engineer.

CERTIFICATE CODE	22470VIC
CERTIFICATE NAME	Certificate II in Engineering Studies
TYPE	VES
RTO CODE	3784
RTO NAME	EDUCATIONAL LIVING
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 9:00am – 3:00pm
DELIVERY SCHOOL	LAVERTON P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 9:00am – 3:00pm
DELIVERY SCHOOL	LAVERTON P-12 COLLEGE Trade Training Centre

### 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**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
MEMPE006A	Undertake a basic engineering project	80	Y
VU22333	Perform intermediate engineering computations	40	Y
VU22334	Produce basic engineering components and products using fabrication and machining operations	60	Y





## AHC20416

### 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. 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).

CERTIFICATE CODE	AHC20416
CERTIFICATE NAME	Certificate II in Horticulture
TYPE	VES
RTO CODE	21316
RTO NAME	ACAH
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment.
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 9.30am – 2.30pm
DELIVERY SCHOOL	Werribee Park/25 Whites Rd, Werribee South
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 9.30am – 2.30pm
DELIVERY SCHOOL	Werribee Park/25 Whites Rd, Werribee South

#### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS201	Participate in work health and safety processes	30	N
AHCWRK209	Participate in environmentally sustainable work practices	25	N
AHCCHM201	Apply chemicals under supervision	30	N
AHCIRG217	Assist with pressurised irrigation operations	25	N
AHCMOM203	Operate basic machinery & equipment	33	N
AHCPGD201	Plant trees and shrubs	30	N
AHCPGD206	Conduct visual inspection of park facilities	25	N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCPMG201	Treat weeds	25	N
AHPCPM201	Recognise plants	28	N
AHCSOL202	Assist with soil or growing media sampling and testing	25	N
AHCPMG202	Treat plant pest, diseases and disorders	25	N
MEM18001C	Use hand tools	25	N
AHCNSY203	Undertake propagation activities	25	N
AHCWRK204	Work effectively in the industry	25	N
AHCPGD203	Prune shrubs and small trees	20	N

# SIT20316 CERTIFICATE II IN HOSPITALITY & SIT20416 CERTIFICATE II IN KITCHEN OPERATIONS (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.

CERTIFICATE CODE	<b>SIT20316</b> Certificate II in Hospitality <b>SIT20416</b> Certificate II in Kitchen Operations
CERTIFICATE NAME	Certificate II in Hospitality & Certificate II in Kitchen Operations (Dual Program)
TYPE	VES
RTO CODE	121314
RTO NAME	AIET
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
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 - Fast food retail outlets are not acceptable.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 9:00am – 3:00pm
DELIVERY SCHOOL	LAVERTON P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 9:00am – 3:00pm
DELIVERY SCHOOL	LAVERTON P-12 COLLEGE Trade Training Centre

## YEAR 1

MODULE CODE	Module Name	HOURS	Scored Assessment

**YEAR 2**

MODULE CODE	Module Name	HOURS	Scored Assessment

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.

# ICT30118

## CERTIFICATE III IN INFORMATION, DIGITAL MEDIA & TECHNOLOGY (PARTIAL COMPLETION)

### Program Description:

This course will equip the student 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 ICT support and computer networking. The course incorporates theoretical, practical and hands-on training in areas such as PC hardware and software maintenance; server administration; client operating systems; and workplace skills. The students will be enrolled in enough units over the two years to obtain the full certificate to partial certificate. Students need to also complete a two-year traineeship to gain the full certificate. There are no extra units for students to complete – to get the full certificate, they MUST complete the two-year traineeship. These units are outlined below. Through this course, students will gain a partial certificate. To gain a full certificate students will need to undertake a 2-year traineeship in an IT field. VCAA requires only partial completion to obtain a VCE VET study score.

### 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, helpdesk officer.

CERTIFICATE CODE	ICT30115
CERTIFICATE NAME	Certificate III in Information, Digital Media & Technology
TYPE	VES
RTO CODE	40548
RTO NAME	IVET Institute
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:15pm – 4:45pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:15pm – 4:45pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWH304	Participate effectively in WHS communication and consultative processes	30	N
ICTSAS308	Run standard diagnostic tests	20	N
ICTSAS303	Care for computer hardware	20	N
ICTICT202	Work and communicate effectively in an ICT environment	40	N
BSBSUS401	Implement and monitor enviro sustainable practices	40	N
ICTGAM301	Apply simple modelling techniques		N
ICTICT203	Operate Application Software Packages	60	N
ICTWEB201	Use social media tools for collaboration and engagement	20	N
ICTWEB303	Produce digital images for the web	30	N

**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
ICTICT301	Create user documentation	20	Y
ICTICT302	Install and optimise operating system software	20	Y
ICTSAS307	Install, configure and secure a small office or home office network	50	Y
ICTNWK304	Administer network peripherals	40	Y
ICTSAS305	Provide ICT advice to clients	40	Y
ICTSAS306	Maintain equipment and software	20	Y
BSBBEBU401	Review and maintain a website	20	N
ICTWEB302	Build simple websites using commercial programs	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.

## CUA30915

# CERTIFICATE III IN MUSIC INDUSTRY (SOUND PRODUCTION)

Students wishing to complete a Certificate III in Music Performance must enrol in Year 1 Music Industry Sound Production in 2021. The Music Performance stream will be offered in Year 2 (2022). There are 4 UOC's that are the same in both streams for Year 1.

### 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.

CERTIFICATE CODE	CUA30915
CERTIFICATE NAME	Certificate III in Music Industry (Sound Production) (Release 1)
TYPE	VE1
RTO CODE	41549
RTO NAME	COSAMP
VCE CREDIT	Up to three units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:30pm – 4:30pm
DELIVERY SCHOOL	WILLIAMSTOWN HIGH SCHOOL
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30 pm – 4:30pm
DELIVERY SCHOOL	WILLIAMSTOWN HIGH SCHOOL

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWHS201	Contribute to health and safety of self and others	20	N
CUACMP301	Implement copyright arrangements	20	N
CUAIND303	Work effectively in the music industry	35	N
CUAMLT302	Apply knowledge of style and genre to music industry practice	40	N
CUASOU202	Perform basic sound editing	30	N
CUASOU201	Develop basic audio skills and knowledge	40	N



**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASOU306	Operate sound reinforcement systems	40	Y
CUASOU307	Record and mix a basic music demo	40	Y
CUASOU308	Install and disassemble audio equipment	40	Y
CUASOU311	Mix music in a studio environment	60	Y
CUASOU402	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.

## 22304VIC

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

#### 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.

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

CERTIFICATE CODE	22304VIC
CERTIFICATE NAME	Certificate II in Plumbing (Pre-apprenticeship)
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	
ATAR	No scored assessment.
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 8:00am-12:00pm
DELIVERY SCHOOL	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 8:00am-12:00pm
DELIVERY SCHOOL	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre

#### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
HLTAID002	Provide basic emergency life support	12	N
CPCCOHS1001A	Work safely in the construction industry	6	N
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20	N
VU21797	Use basic plumbing hand tools	50	N
VU21798	Use basic power tools	20	N
VU21793	Perform basic oxy-acetylene welding and cutting	20	N
VU21799	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30	N
VU21789	Apply basic sheet metal practices	50	N
VU21791	Fabricate simple plumbing pipe systems	30	N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCPCM2039A	Carry out interactive workplace communication	10	N
BSBWRT301	Write simple documents	30	N
VU21794	Prepare to work in the plumbing industry	20	N
CPCCCM1015A	Carry out measurements and calculations	20	N
VU21795	Use and apply basic levelling equipment for plumbing	8	N
CPCCCM2001A	Read and interpret plans and specifications	36	N
CUVACD303A	Produce technical drawings	50	N
VU21796	Use basic electric welding equipment and techniques	20	N
VU21790	Cut and penetrate building materials and structures	30	N
VU21792	Identify career pathways in the plumbing industry	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.

# SHB20116

## CERTIFICATE II IN RETAIL COSMETICS (NEW FOR 2021)

### 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.

### Career pathway:

- Make up artist
- Beauty salon assistant
- 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.

CERTIFICATE CODE	SHB20116
CERTIFICATE NAME	Certificate II in Retail Cosmetics
TYPE	VES
RTO CODE	121314
RTO NAME	AIET
VCE CREDIT	Minimum two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment.
VCAL	Contributes to the Industry strand of VCAL
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm – 4:30pm
DELIVERY SCHOOL	POINT COOK SENIOR SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	<b>OFFERED IN 2022</b>
DELIVERY SCHOOL	POINT COOK SENIOR SECONDARY COLLEGE

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBBFAS001	Provide lash and brow treatments		N
SHBBCCS001	Advise on beauty products and services		N
SHBXCCS001	Conduct salon financial transactions		N
BSBWHS201	Contribute to health and safety of self and others		N
SIRXIND003	Organise personal work requirements		N
BSBSUS201	Participate in environmentally sustainable work practices		N
SIRRINV001	Receive and handle retail stock		N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBBMUP002	Design and apply make-up		N
SHBBMUP003	Design and apply make-up for photography		N
SIRRMER001	Produce visual merchandise displays		N
SHBXCCS004	Recommend products and services		N
SHBXIND002	Communicate as part of a salon team		N
SIRXSLS001	Sell to the retail customer		N
SHBBRES001	Research and apply beauty industry information		N
SHBXIND001	Comply with organisational requirements within a personal services environment		N

# CUA31015

## CERTIFICATE III IN SCREEN AND MEDIA

### 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, illustration and logo design.
- 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 incorporates units such as 2D digital animations, writing content for a range of media, authoring interactive sequences and creating visual design components. This is where the students get to work for real and fictional clients and put all their creative thinking and software skills to use.

### 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.

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBCRT301	Develop and extend critical creative thinking skills	40	N
BSBWHS201	Contribute to health and safety of self and others	20	N
CUAIND301	Work effectively in the creative arts industry	50	N
ICTWEB303	Prepare digital images for the web	30	N
CUAACD201	Develop drawing skills to communicate ideas	60	N
CUADIG201	Maintain interactive content	30	N

CERTIFICATE CODE	CUA31015
CERTIFICATE NAME	Certificate III in SCREEN AND MEDIA
TYPE	VES
RTO CODE	21732
RTO NAME	IMVC
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment.
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:15pm – 4:45pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:15pm – 4:45pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE

**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
BSBDES302	Explore and apply the creative design process to 2D forms	50	Y
CUAANM301	Create 2D digital animations	35	Y
CUADIG302	Author interactive sequences	40	Y
CUADIG304	Create visual design components	30	Y
CUAWRT301	Write content for a range of media	40	Y

# 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.

### 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 administering.

CERTIFICATE CODE	SIS30115
CERTIFICATE NAME	Certificate III in Sport & Recreation
TYPE	VES
RTO CODE	40548
RTO NAME	IVET Institute
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
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.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:15pm – 4:45pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:15 – 4:45pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWOR301	Organise personal work priorities and development	30	N
HLTAID003	Provide first aid	18	N
HLTWHS001	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 conditioning for sport	20	N
SISSPAR004	Book athlete travel and accommodation	20	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

VET COURSE	Source
<b>ALLIED HEALTH ASSISTANCE (Health)</b> <a href="https://vimeo.com/350641339">https://vimeo.com/350641339</a>	GET VET- VCAA
<b>ANIMAL STUDIES</b> <a href="https://vimeo.com/404799601">https://vimeo.com/404799601</a>	GET VET- VCAA
<b>APPLIED FASHION DESIGN &amp; TECHNOLOGY</b> <a href="https://vimeo.com/389137209">https://vimeo.com/389137209</a>	GET VET- VCAA
<b>AUTOMOTIVE</b> <a href="https://vimeo.com/379135716">https://vimeo.com/379135716</a>	GET VET- VCAA
<b>BEAUTY SERVICES</b> <a href="https://vimeo.com/364919650">https://vimeo.com/364919650</a>	GET VET- VCAA
<b>BUILDING &amp; CONSTRUCTION</b> <a href="https://vimeo.com/364919056">https://vimeo.com/364919056</a>	GET VET- VCAA
<b>BUSINESS</b> <a href="https://vimeo.com/389886598">https://vimeo.com/389886598</a>	GET VET- VCAA
<b>CIVIL CONSTRUCTION</b>	
<b>COMMUNITY SERVICES</b> <a href="https://vimeo.com/389886653">https://vimeo.com/389886653</a>	GET VET- VCAA
<b>DANCE</b> <a href="https://vimeo.com/389137090">https://vimeo.com/389137090</a>	GET VET- VCAA
<b>DESIGN FUNDAMENTALS</b>	
<b>EARLY CHILDHOOD EDUCATION &amp; CARE</b>	
<b>ELECTRICAL INDUSTRY</b> <a href="https://vimeo.com/364919319">https://vimeo.com/364919319</a>	Emmanuel College (GET VET VCAA)
<b>ENGINEERING STUDIES</b> <a href="https://youtu.be/V6XN2B_Nmu8">https://youtu.be/V6XN2B_Nmu8</a>	Educational Living
<p>The presentation filmed at MacKillop College outlines the course facilitated by Educational Living at Laverton P-12 College.</p>	
<b>FURNITURE MAKING</b> <a href="https://vimeo.com/404799456">https://vimeo.com/404799456</a>	GET VET- VCAA
<b>HORTICULTURE</b> <a href="https://vimeo.com/427983896">https://vimeo.com/427983896</a>	GET VET - VCAA

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<b>HOSPITALITY &amp; KITCHEN OPERATIONS</b> <a href="https://vimeo.com/350641551">https://vimeo.com/350641551</a>	GET VET – VCAA
<b>INFORMATION, DIGITAL MEDIA &amp; TECHNOLOGY</b> <a href="https://vimeo.com/395066788">https://vimeo.com/395066788</a>	GET VET- VCAA
<b>MUSIC INDUSTRY SOUND PRODUCTION</b> <a href="https://youtu.be/p_lkNhYb_gM">https://youtu.be/p_lkNhYb_gM</a>	Williamstown High School
<b>PLUMBING</b> <a href="https://vimeo.com/403082120">https://vimeo.com/403082120</a>	Emmanuel College (GET VET VCAA)
<b>RETAIL COSMETICS</b>	
<b>SCREEN AND MEDIA</b> <a href="https://vimeo.com/378454730">https://vimeo.com/378454730</a>	GET VET - VCAA
<b>SPORT &amp; RECREATION</b> <a href="https://vimeo.com/359412894">https://vimeo.com/359412894</a>	GET VET - VCAA

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