



Hobsons Bay  
VET Cluster

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# VETiS Student Handbook 2019

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Created on: 17 July 2018





Wyndham 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:**

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

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# Contents

WHAT IS VET? .....	4
GENERAL VETIS PROGRAM INFORMATION .....	6
CERTIFICATE III IN ALLIED HEALTH ASSISTANCE (PARTIAL COMPLETION) .....	7
CERTIFICATE II IN APPLIED FASHION DESIGN & TECHNOLOGY .....	9
CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION [LIGHT].....	11
CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION [HEAVY] .....	13
CERTIFICATE III IN BEAUTY SERVICES.....	15
CERTIFICATE II IN BUILDING & CONSTRUCTION - CARPENTRY .....	18
CERTIFICATE II IN COMMUNITY SERVICES (PARTIAL CERT III) .....	20
CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE [EMMANUEL].....	22
CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES .....	26
CERTIFICATE II IN ENGINEERING STUDIES.....	28
CERTIFICATE II IN HORTICULTURE .....	30
CERTIFICATE II IN HOSPITALITY & KITCHEN OPERATIONS.....	32
CERTIFICATE III IN INFORMATION, DIGITAL MEDIA & TECHNOLOGY .....	34
CERTIFICATE III IN LABORATORY SKILLS .....	36
CERTIFICATE III IN LOGISTICS AND WAREHOUSING <b>NEW FOR 2019</b> .....	38
CERTIFICATE III IN MUSIC INDUSTRY (PERFORMANCE) .....	39
CERTIFICATE III IN MUSIC INDUSTRY (SOUND PRODUCTION).....	41
CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP) .....	42
CERTIFICATE III IN SCREEN AND MEDIA.....	44
CERTIFICATE III IN SPORT & RECREATION.....	46

## 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)

### Contribution to the VCAL

- Contributes to the satisfactory completion of the VCAL - Industry Specific Skills
- 90 hours of VET gains one VCAL credit. This usually represents one semester of classes.
- **Structured Workplace Learning (SWL):** Students undertake work with an employer that enables the student to demonstrate their acquired skills and knowledge in an industry setting. During the Structured Workplace Learning, a student will have specific tasks to undertake in order to demonstrate competence. Students will be regularly monitored and may be assessed on the job.

### 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 2018**

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

<b>HLT33015</b>	<b>Allied Health Assistance</b>
<b>CHC32015</b>	<b>Community Services</b>
<b>22209VIC</b>	<b>Engineering Studies</b>
<b>ICT30115</b>	<b>Info, Digital Media and Tech</b>
<b>SIT20416</b>	<b>Kitchen Operations (Hospitality)</b>
<b>MSL30116</b>	<b>Laboratory Skills</b>
<b>CUA30915</b>	<b>Music (Performance)</b>
<b>CUA30915</b>	<b>Music (Sound Production)</b>
<b>CUA31015</b>	<b>Screen and Media</b>
<b>SIS30115</b>	<b>Sport and Recreation</b>

**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 VET course they have chosen. There will be a cluster bus provided on a Wednesday and Thursday going to Bayside College, Emmanuel College, Laverton College, Point Cook Senior Secondary College and Williamstown High School (bus times will be provided at the start of 2018).

## 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 2017. 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, no contribution to the ATAR will be available.

#### 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	The VCAA Reference Group endorsed a <b>minimum of 80 hours</b> (two weeks) of structured workplace learning (SWL) over the duration of the VCE VET Health program.
<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
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>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	Wednesday 1:00pm – 4:30pm
DELIVERY SCHOOL	POINT COOK SENIOR SECONDARY COLLEGE

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSMWHS200	Work safely	50	N
MSS402051	Apply quality standards	30	N
MSTCL2010	Modify patterns to create basic styles	60	N
MSTCL2011	Draw and interpret a basic sketch	60	N
MSTFD2001	Design and produce a simple garment	100	N
MSTFD2005	Identify design process for fashion designs	50	N
MSTGN2003	Work in the TCF industry	40	N

**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
MSTGN2011	Identify fibres, fabric and textiles used in the TCF industry	50	N
MSTCL3007	Embellish garment by hand or machine	40	N
MSMENV272	Participate in environmentally sustainable work practices	20	N
MSTFD3003	Prepare a design concept for a simple garment	50	N
MSTFD2006	Use a sewing machine for fashion design	70	N
MSTTX1001	Produce a simple textile fabric or product	70	N

# 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	4687
RTO NAME	BOX HILL INSTITUTE
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment
SWL	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 1:15pm – 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
AURFA003	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	4687
RTO NAME	BOX HILL INSTITUTE
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment
SWL	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
AURFA004	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**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
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
AURTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40	N
AURTE008	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>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	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 pedicure 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 /22216VIC

# 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. Once indentured as an apprentice you will receive some credit into the certificate III in carpentry which reduces the off-the-job training requirement. 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 4-5 weeks of full day classes at the end of normal the Year 2 classes. 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 – Year 1 22216VIC – Year 2
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	10 days per year is recommended.
<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
VU2222031	Construct basic formwork for concrete	40	N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU20961	Levelling	8	N
VU20964	Workplace Documents & Plans	20	N
VU20973	Basic setting out	24	N
VU20974	Sub floor framing	36	N
VU20975	Wall framing	48	N
VU20976	Roof framing	40	N
VU20977	External Cladding	24	N

# 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	10 days per year recommended
<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
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)**

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

## CHC30113

# CERTIFICATE III in EARLY CHILDHOOD EDUCATION & CARE

### Program Description:

The Certificate III in Early Childhood Education & Care (formerly called Children’s Services) 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. Upon successful completion of the program, you are eligible for two unit 1-2 sequences and two unit 3-4 sequences. 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	Mandatory to complete 120 Hours of work placement for the duration of the course. 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>	<b>2019</b>
VCE UNITS	UNITS 3 & 4
DAY & TIME	Thursday 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

## CHC30113

# CERTIFICATE III in EARLY CHILDHOOD EDUCATION & CARE

### Program Description:

The Certificate III in Early Childhood Education & Care (formerly called Children's Services) prepares students to be competent in a range of skills, knowledge and attributes identified by the Children's Services sector. The course has specialist children services units to enable work in child care centres when completed.

CERTIFICATE CODE	CHC30113
CERTIFICATE NAME	Certificate III in Early Childhood Education & Care
TYPE	VES
RTO CODE	4179
RTO NAME	Wyndham Community & Education Centre
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment
SWL	120 hours
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 4:30pm
DELIVERY SCHOOL	WCEC – 20 Synnot St, Werribee
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 4:30pm
DELIVERY SCHOOL	WCEC – 20 Synnot St, Werribee

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCECE002	Ensure the health & safety of children	63	N
CHCECE009	Use an approved learning framework to guide practice	70	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
CHCPRT001	Identify and respond to children and young people at risk	40	N
CHCLEG001	Work legally and ethically	55	N
CHCECE012	Support children to connect with the world	40	N
BSBWOR301	Organise personal work priorities and development	30	N
HLTWHS001	Participate in workplace health and safety	20	N



**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
CHCECE003	Provide care for children	70	N
CHCECE004	Promote and provide healthy food and drinks	35	N
CHCECE005	Provide care for babies and toddlers	60	N
CHCECE007	Develop positive and respectful relationships with children	70	N
CHCECE006	Support behaviour of children and young people	30	N
CHCECE001	Develop cultural competence	70	N
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25	N
HLTAID004	Provide an emergency first aid response in an emergency and care setting	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.

# 22261VIC

## CERTIFICATE II in ELECTROTECHNOLOGY 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	22261VIC
CERTIFICATE NAME	Certificate II in Electrotechnology Studies (Pre-vocational)
TYPE	VFE
RTO CODE	3046
RTO NAME	RMIT
VCE CREDIT	Up to 3 units at Units 1 and 2 and a Unit 3&4 sequence.
ATAR	No scored assessment.
SWL	10 days per year recommended
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 8:00am – 3:00pm
DELIVERY SCHOOL	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 8:00am – 3:00pm
DELIVERY SCHOOL	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCOHS1001A	Work safely in the construction industry	6	N
HLTAID002	Provide basic emergency life support	12	N
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace	20	N
UEENEEE103A	Solve problems in ELV single path circuits	40	N
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40	N
UEENEEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230-volt supply	20	N
UEENEEE105A	Fix and secure electrotechnology equipment	20	N
UEENEEE130A	Provide solutions and report on routine electrotechnology problems	60	N
UEENEEE179A	Identify and select components, accessories and materials for energy sector work activities	20	N

**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
UEENEEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230-volt supply	20	N
UEENEEE142A	Produce products for carrying out energy sector work activities	80	N
UEENEEJ103A	Establish the basic operating conditions of vapor compression systems	60	N
UEENEEJ102A	Prepare and connect refrigeration tubing and fittings	40	N
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems	20	N
UEENEEE148A	Carry out routine work activities in an energy sector environment	40	N

## 22209VIC

# 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	22209VIC
CERTIFICATE NAME	Certificate II in Engineering Studies
TYPE	VES
RTO CODE	0306
RTO NAME	Kangan TAFE
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
SWL	10 days per year recommended
<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 - ALL DAY
DELIVERY SCHOOL	LAVERTON P-12 COLLEGE Trade Training Centre

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MEM13014A	Apply principles of occupational health & safety in the work environment	10	N
MEM16006A	Organise and communicate information	20	N
MEM16008A	Interact with computing technology	20	N
MEM18001C	Use hand tools	20	N
MEM18002B	Use power tools/hand held operations	20	N
VU20909	Develop an individual career plan for the engineering industry	20	N
VU20912	Perform basic machining processes	40	N
VU20913	Apply basic fabrication techniques	40	N

**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
MEM12024A	Perform computations	30	Y
MSAENV272B	Participate in environmentally sustainable work practices	30	Y
MSS402040A	Apply 5S procedures	40	Y
VU20903	Produce basic engineering components and products using fabrication or Machining	60	Y
VU20910	Produce basic engineering sketches and drawings	20	Y
VU20911	Handle engineering materials	20	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)
- Long Tradies Pants
- Gardening gloves and I provide the disposable nitrile gloves when handling other materials.
- Hat (summer months and when outside)
- Safety Googles (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>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 (Class code 'AF') <b>SIT20416</b> Certificate II in Kitchen Operations (Class code 'AB')
CERTIFICATE NAME	Certificate II in Hospitality & Certificate II in Kitchen Operations (Dual Program)
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	40 hours back of house - Fast food retail outlets are not acceptable.
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 12:30pm – 3:30pm
DELIVERY SCHOOL	LAVERTON P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	<b>Kitchen Stream:</b> Thursday 12:30pm – 3:30pm <b>Front of House Stream:</b> Wednesday 12:30pm – 3:30pm
DELIVERY SCHOOL	LAVERTON P-12 COLLEGE Trade Training Centre



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	SIT20316	SIT20416
BSBWOR203	Work effectively with others	15	AF	AB
SITHCCC001	Use food preparation equipment	25	AF	AB
SITHCCC002	Prepare and present simple dishes	25	AF	AB
SITHCCC005	Prepare dishes using basic methods of cookery	45		AB
SITHCCC005	Prepare dishes using basic methods of cookery	45		AF
SITHIND002	Source and use information on the hospitality industry	25	AF	AB
SITHIND003	Use hospitality skills effectively	0	AF & AB	
SITHKOP001	Clean kitchen premises and equipment	13	AF	AB
SITXCCS003	Interact with customers	20	AF & AB	
SITXCOM002	Show social and cultural sensitivity	20	AF	AB
SITXFSA001*	Use hygienic practices for food safety	15	AF & AB	AF & AB
SITXINV002	Maintain the quality of perishable items	10	AF	AB
SITXWHS001	Participate in safe work practices	12	AF	AB

\*Prerequisite SITXFSA001 Use hygienic practices for food safety

Entered as two separate certificates based on the area the student is focusing on. If the student is focusing on Hospitality, then put in UOC's with the class code 'AF'. If the student is focusing on Kitchen Operations, put in the UOC's with the class code 'AB'. This will ensure students get 2 full VCE credits.

## YEAR 2

### CERTIFICATE CODE: SIT20416 CERTIFICATE II IN KITCHEN OPERATIONS - Kitchen Stream

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHCCC006	Prepare appetisers and salads	25	Y
SITHCCC007	Prepare stocks, sauces and soups	35	Y
SITHCCC008	Prepare vegetables, fruit, eggs and farinaceous dishes	45	Y
SITHCCC011	Use cookery skills effectively	50	Y
SITHCCC012	Prepare poultry dishes	25	Y

## YEAR 2

### SIT20316 CERTIFICATE II IN HOSPITALITY - Front of House Stream

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHFAB004	Prepare and serve non-alcoholic beverages	20	Y
SITHFAB005	Prepare and serve espresso coffee	30	Y
SITHFAB007	Serve food and beverage	80	Y
SITHFAB016	Provide advice on food	40	Y
SITXFIN001	Process financial transactions	25	Y

# ICT30115

## CERTIFICATE III in INFORMATION, DIGITAL MEDIA & TECHNOLOGY

### 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 but VCAA requires only partial completion to obtain satisfactory VCE VET study score. These units are outlined below. The choice is with the students if they want to complete the full certificate by working on the additional units or follow the VCAA pathway which will only be entitled the student to a Statement of Attainment from the RTO.

### 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 software/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>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 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
BSBWHS304	Participate effectively in WHS communication and consultative processes	TBC	N
ICTSAA301	Run standard diagnostic tests	TBC	N
ICTSAS303	Care for computer hardware	TBC	N
ICTICT202	Work and communicate effectively in an ICT environment	40	N
ICTICT203	Operate Application Software Packages	60	N
ICTWEB201	Use social media tools for collaboration and engagement	TBC	N
ICTWEB303	Produce digital images for the web	TBC	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
ICTSAS305	Provide ICT advice to clients	40	Y
ICTSAS306	Maintain equipment and software	20	Y
ICTWEB301	Create a Simple Mark-up language document	20	Y
ICTWEB302	Build simple websites using commercial programs	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.

# MSL30116

## CERTIFICATE III in LABORATORY SKILLS

**Currently we are seeking Expression of Interest from students, depending on the numbers whether the course will run in 2019.**

### Program Description:

The VCE VET Laboratory Skills program is drawn from the MSL09 Laboratory Skills Training Package and provides students with a pathway to working in a wide range of enterprises and industry sectors such as process manufacturing, food and beverage processing, biotechnology, biomedical research, pathology testing, mining, chemical, forensic, environmental analysis and education.

Certificate III in Laboratory Skills provides students with the necessary knowledge and skills associated with the day-to-day operation of a laboratory and associated technical tasks such as sampling and testing. Units 1 and 2 include units such as recording and presenting data, planning and conducting laboratory/field work, maintaining the laboratory fit for purpose, with electives such as performing basic tests and assisting with fieldwork included. Units 3 and 4 offers scored assessment and incorporates units such as performing aseptic techniques, contributing to the achievement of quality objectives, preparing working solutions and performing microscopic examinations.

### Pathways / Career Opportunities:

Completion of Certificate III in Laboratory Skills may provide career opportunities in sectors such as biological testing, biotechnology, chemical testing, construction material testing, environmental monitoring, food testing, pathology testing and scientific glassblowing. With additional training and experience, potential occupations may include: environmental field assistant, laboratory assistant in primary industry and educational institutions.

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSMENV272	Participate in environmentally sustainable work practices	30	N
MSL913001	Communicate with other people	40	N
MSL913002	Plan and conduct laboratory/field work	40	N
MSL922001	Record and present data	40	N
MSL933001	Maintain the laboratory fit for purpose	30	N
MSL943002	Participate in laboratory/field workplace safety	40	N
MSL953001	Receive and prepare samples for testing	30	N
MSL973001	Perform basic tests	60	N

**\*Students must select two electives**

CERTIFICATE CODE	MSL30116
CERTIFICATE NAME	Certificate II in Laboratory Skills
TYPE	VES
RTO CODE	4687
RTO NAME	BOX HILL INSTITUTE
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
SWL	The VCAA strongly recommends a minimum of 80 hours of SWL over the duration of the VCE VET Laboratory Skills program
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:30pm – 5:00pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm – 5:00pm
DELIVERY SCHOOL	BAYSIDE P-12 COLLEGE

**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
MSL933002A	Contribute to the achievement of quality objectives	TBC	Y
MSL973004A	Perform aseptic techniques	TBC	Y
MS973002A	Prepare working solutions	TBC	Y
MAL973007A	Perform microscopic examination	TBC	Y
MS973003A	Prepare culture media	TBC	Y

# CODE – PROPOSED FOR 2019

## CERTIFICATE III in LOGISTICS AND WAREHOUSING

**Program Description:**

**Pathways / Career Opportunities:**

CERTIFICATE CODE	
CERTIFICATE NAME	Certificate III in Logistics and Warehousing
TYPE	VES
RTO CODE	
RTO NAME	
VCE CREDIT	
ATAR	
SWL	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	
DELIVERY SCHOOL	LAVERTON P-12 COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	
DELIVERY SCHOOL	LAVERTON P-12 COLLEGE

**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.

## CUA30915

# CERTIFICATE III in MUSIC INDUSTRY (PERFORMANCE)

### Program Description:

Certificate III in Music enables students to apply a broad range of knowledge and skills in varied work contexts in the music industry. Depending on the electives chosen, Units 1 and 2 include preparing for performances, writing song lyrics, developing ensemble skills and assisting with sound recordings. Units 3 and 4 offer scored assessment and include units such as developing improvisation skills, applying knowledge of genre to music making and performing music as part of a group or as a soloist.

### Pathways / Career Opportunities:

Completion of Certificate III prepares students for work in the music industry in areas such as performance, critical listening, music management and music promotions. With additional training and experience, potential employment opportunities may include professional musician, song writer, composer, arranger, copier, promoter, teacher, instrumentalist.

NOTE: Students must have knowledge, experience and training in playing an instrument or vocals.

CERTIFICATE CODE	CUA30915
CERTIFICATE NAME	Certificate III in Music Industry (Performance) (Release 1)
TYPE	VES
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	10 days per year is recommended
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm – 4:30pm
DELIVERY SCHOOL	CARRANBALLAC P-9 COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 4:30pm
DELIVERY SCHOOL	CARRANBALLAC P-9 COLLEGE

### 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
CUAMCP301	Compose simple songs or musical pieces	50	N
CUAMPF203	Develop ensemble skills for playing or singing music	40	N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUAMPF301	Develop technical skills in performance	20	Y
CUAMPF302	Prepare for performances	35	Y
CUAMPF305	Develop improvisation skills	35	Y
CUAMPF402	Develop and maintain stagecraft skills	70	Y
CUAMPF404	Perform music as part of a group	70	Y
CUAMPF406	Perform music as a soloist	70	Y
CUAMLT302	Apply knowledge of style and genre to music industry practice	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.



## CUA30915

# CERTIFICATE III in MUSIC INDUSTRY (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.

CERTIFICATE CODE	CUA30915
CERTIFICATE NAME	Certificate III in Music Industry (Sound Production) (Release 1)
TYPE	VES
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	Strongly recommended 80 hrs/2 weeks
<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.

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

CERTIFICATE CODE	22304VIC
CERTIFICATE NAME	Certificate II in Plumbing (Pre-apprenticeship)
TYPE	VFE
RTO CODE	3046
RTO NAME	RMIT
VCE CREDIT	Not available for VCE Credit
ATAR	No scored assessment.
SWL	SWL: 10 days per year recommended
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday 8:00am – 3:00pm
DELIVERY SCHOOL	EMMANUEL COLLEGE (NOTRE DAME CAMPUS) Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday 8:00am – 3:00pm
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**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
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

# 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	10 days per year is recommended
<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**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
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 administrating.

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	10 days per year is recommended
<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
SISXCCS001	Provide quality service	25	N
SISXEMR001	Respond to emergency situations	18	N
HLTWHS001	Participate in workplace health and safety	20	N
SISXCA1003	Conduct non-instructional sport, fitness and recreation sessions	20	N
ICTWEB201	Use social media tools for collaboration and engagement	20	N
SISSOF101	Develop and update officiating knowledge	15	N
SISXIND006	Conduct sport, fitness or recreation events	55	N

**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
SISSSCO101	Develop and update knowledge of coaching practices	30	Y
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	50	Y
SISXCAI006	Facilitate groups	25	Y
SISXCAI004	Plan and conduct programs	35	Y
SISSSPT303A	Conduct basic warm-up and cool-down programs	30	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.