2013 VET Handbook

Inner Melbourne
& Eastern Network
VET Clusters
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What Is VET in Schools (VETiS)?

VET in Schools refers to Vocational Education and Training (VET) courses undertaken as part of school studies.

FEATURES OF VET
- It is a two year program combining senior school studies and accredited vocational education and training
- Enables students to complete a nationally recognised vocational qualification (e.g. Certificate II in Hospitality) and a senior school certificate (VCE/VCAL) at the same time
- Allows a student to go directly into employment or receive credit towards further vocational training
- Focuses on students developing industry specific and workplace skills
- It is a vocationally oriented school program designed to meet the needs of industry

HOW DOES VET WORK?
A VET in Schools program is usually made up of:

VET Units of Competency:
Delivered by a registered training organisation (e.g. TAFE), the students’ school or another school close by.

Structured Workplace Learning:
This involves an employer accepting a student on a one day a week basis or a one-week block.

Structured workplace learning enables the student to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will have specific tasks to undertake in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

CONTRIBUTION TO THE VCE
With the exception of English there is no limit on the VET programs that may contribute to satisfactory completion of the VCE.

VET may be fully incorporated into the VCE as VCE VET or Block Credit Programs. VCE VET Programs
- Are fully recognized within the Units 1 – 4 structure of the VCE;
- Have equal status with other VCE studies;
- May offer scored assessment and provide a study score (selected programs only);
- All three sequences other than English, can be approved VCE VET Unit 3 & 4 sequences, with study scores;
- Scored VCE VET programs contribute directly to the ATAR in the Primary 4 or as a 5th or 6th study increment.

Block Credit VET Programs
Students who undertake VET programs not included in the suite of approved VCE VET programs may be eligible for credit towards their VCE. VTAC may award students who receive a Units 3 & 4 sequence through Block Credit recognition a 10% increment towards their ATAR.

VET INCREASES STUDENTS’ LEARNING POTENTIAL
- Broadens VCE/VCAL options;
- Develops students’ capacity to make decisions and solve problems;
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment;
- Fosters positive feedback by enabling students to demonstrate specific skills and competency;
- Matches student interests 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 or Statement of Attainment;
- VET qualifications may articulate directly into further education and training at TAFE through documented pathway agreements;
- VET provides access to a range of different technologies related to the type and place of work.

VET PREPARES STUDENTS FOR THE WORKFORCE
- Multiplies 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 a student to develop strong links with industry and local community employers, i.e. students may be offered part-time/casual work;
- Improves employment prospects;
- Helps students gain knowledge of employers’ expectations and real working conditions;
- Develops students’ capacity for cooperation, teamwork and leadership skills development;
- Assists in transition from school to work.
How To Use This Handbook

This handbook outlines an extensive selection of VET programs available to students at member schools for 2013 as brokered by the Inner Melbourne (IMVC) and Eastern Network (ENVC) VET Clusters.

Read the requirements of your selected program carefully.

Please note the printed arrangements regarding times, venues and course outlines are subject to change and will be confirmed at the orientation evenings scheduled for Term 4, 2012. All successful applicants to programs will be notified of changes prior to course commencement, via their school’s VET Coordinator.

THERE ARE FOUR STEPS IN MAKING AN APPLICATION FOR A 2013 VET PROGRAM

STEP 1
Read the handbook and course requirements carefully, select your program and complete the Enrolment form at the end of this handbook. Submit this application to your VET Coordinator by the due date printed on the enrolment form.

STEP 2
Online Enrolment: Go to www.imvc.com.au, click on VOCATIONAL EDUCATION PROGRAMS, select VET PROGRAMS. You will be redirected to the IMVC and ENVC VET Portal where you can submit an enrolment online.

Students who do not complete Steps 1 & 2 will not be eligible for enrolment in a 2013 VET Program.

STEP 3
Attend the compulsory Orientation Evening in Term 4 (for prospective first year (Unit 1 & 2) students only).

Details of the venue date and time will be on each course page and summarised on the last page of this handbook.

The Orientation Evenings are compulsory for prospective first year (Unit 1 & 2) students – students (and parents/guardians) who do not attend may not be considered for a 2013 VET Program.

STEP 4
There are costs associated with each program. Applicants should contact their VET Coordinators for an estimate of costs.

VET COURSE REQUIREMENTS

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

1 ABSENCES
Students are permitted two absences a Semester or four for the year. An additional two approved absences will be allowed for school camps, excursions etc. Where possible, students need to notify their VET coordinators, trainers and/or workplace in advance.

2 PUNCTUALITY
All students are expected to arrive on time to class. Students who arrive more than 10 minutes after the class has started, and without an adequate reason will not be allowed entry and will be marked absent.

3 WORK REQUIREMENTS
All tasks as assigned by the trainer/employer are to be completed by the due date. Students who fail to meet deadlines will be given a warning and a second submission date will be negotiated.

Students who fail to complete set tasks, by the end of the term that the tasks were set, may face withdrawal from the program.

4 ORIENTATION EVENING
All IMVC and ENVC first year (Unit 1 & 2) VET programs will hold an Orientation Evening early in Term 4. Students will receive a full course outline, have an opportunity to meet and speak with trainers and be given a Student Commitment Form. The form must be completed on the evening and returned to Cluster personnel to ensure that their application for an IMVC program is processed.

5 STUDENT COMMITMENT FORMS
This form is part of the enrolment process and outlines all student responsibilities in regards to work requirements, student behaviour and course expectations. Failure to complete and submit this form will jeopardise a student’s application for a program.

6 PROGRAM COSTS
All VET programs offered through the IMVC and ENVC attract costs. Through the clustering arrangement these costs are kept to a minimum where possible. Program costs will vary according to the purchase of training hours, the materials required by students to complete the program, uniforms, trade materials, books and equipment required. It should be noted that a student’s school determines costs and payment of costs.

Please note: Once students have commenced the course, program costs cannot be refunded.
Structured Workplace Learning is a key feature of VET programs. All students are encouraged to complete a minimum of one week (40 hours) work placement in a related industry. Some students with a compulsory structured work placements (e.g., Hospitality) will be offered assistance, through the Cluster, to source a suitable placement. It is the responsibility of the student however, to ensure that all paperwork associated with structured work placements are completed and returned in a timely fashion. Students will need to meet the work placement requirements of the course to the best of their abilities.

All students undertaking an IMVC/ENVC VET program will receive official written progress reports. These reports are issued by the respective training providers for each program, and supplied to the student’s school. These reports will include information on completed competencies, student learning, attendance, behaviour and general comments. Parents will receive a copy of these reports in Terms 1, 2 and 4. Completed Certificates will be sent directly to the students’ schools at the completion of the course. Schools will forward these Certificates to students. It should be noted that completed Certificates might not be sent until the following year, in accordance with graduation processes from the various TAFE and Training Institutions.

Students completing a VET program will receive notification of their final results through the Victorian Registration & Qualifications Authority – VRQA. VET programs with a study score or increment at Year 12 will have their results appear as part of their VCAA Study Scores. ATAR contributions are calculated at the Year 12 level only by VTAC and are made available to students by VTAC through the normal channels.

Currently, there are approximately 1300 students undertaking VET programs through the IMVC and ENVC. To ensure the success, continuity and availability of VET programs to all Cluster students, it is imperative that students abide by the trainer's rules and the rules of the Host School whenever they are on site. This includes meeting Occupational Health and Safety requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard.

Where necessary, students may be required to attend ‘catch up’ classes after school, during the school holidays or on the weekend. The student and/or parent will be required to cover additional costs related to these classes should they be applied.

Second year students who are absent from class on a day when an assessed task is held, should:

(i) Contact their VET Coordinator at school and their VET Classroom Teacher by 9.00am.

(ii) Provide a detailed parental note immediately upon return to school. A copy should be given to the VET Coordinator by 9.00am and a copy should be faxed to the VET Classroom teacher.

The VET Classroom teacher in conjunction with the student’s VET Coordinator will determine whether the absence is excused and whether rescheduling the missed task will be granted. Students who fail to report to their VET Coordinators on their first day back at school by 9.00am, will not have their assessment task rescheduled.

IMVC and ENVC VET programs are successful because students are able to access programs offered by member schools. It should be noted by students and parents that failure to abide by the above course requirements may result in a student being withdrawn from a program at full cost to parents.

Please note: all course details and delivery arrangements contained in this booklet are subject to change. All final course and delivery arrangements will be confirmed at the orientation evenings. All courses require minimum student numbers to proceed. For further information on VET programs, please refer to the Victorian Curriculum and Assessment Authority website: www.vcaa.vic.edu.au/vet

Students may be eligible for credit towards the VCE if they have completed or are completing training in a nationally recognised VET qualification that is not included in the suite of approved VCE VET programs. Credit towards the VCE may be available for full or partial completion of a nationally recognised qualification at the Australian Qualification Framework Level II and above. This credit is referred to as Block Credit Recognition. To be eligible for Block Credit Recognition, the student must be enrolled in the VCE.
The Inner Melbourne VET Cluster (IMVC) is a unique partnership of 50 member schools located in the Inner Melbourne region. The partnership is cross sectoral that is, representatives from State, Catholic and Independent schools have formed a collegial association to extend the vocational training needs of students in the post compulsory years.

The IMVC was established as a partnership program in 1998 and currently works with schools across five city council areas to facilitate VET in Schools programs and provide structured workplace learning opportunities using the Cluster’s distinctive Host School Model. Students accessing IMVC VET in Schools programs come from the City of Boroondara, the City of Melbourne, the City of Port Phillip, the City of Stonnington and the City of Yarra.

IMVC’s unique Host School Models allows schools with limited senior secondary curriculum offerings an opportunity to provide an extensive vocational program without significant changes to internal structures or cultural philosophy.

The IMVC has worked towards building the connection between academic learning and vocational training in schools within the Inner Melbourne region. It has raised the profile of VET in Schools by providing a central service to the quality management of programs. Its reputation as a best practice model has been recognised by state and national government and industry authorities.

IN 2012 MEMBERSHIP OF THE IMVC INCLUDED:

- Academy of Mary Immaculate
- Alexander College
- Bialik College
- Brunswick Secondary College
- Carey Baptist Grammar School
- Camberwell Grammar School
- Camberwell High School
- Canterbury Girls’ Secondary College
- Centre for Adult Education
- Christian Brothers College
- Collingwood College
- De La Salle College
- Elwood College
- Epping Secondary College
- Fitzroy High School
- Genazzano FCJ
- Glen Eira College
- Hawthorn Secondary College
- Kew High School
- King David School
- Korowa Anglican Girls’ School
- Loreto Mandeville Hall
- Lynall Hall Community School
- Melbourne Girls’ College
- Melbourne Grammar School
- Melbourne High
- Presentation College
- Preshil
- Princess Hill Secondary College
- Sacre Coeur
- Sandringham College
- Scotch College
- Shelford Girls’ Grammar
- Siena College
- Simonds Catholic College
- St Aloysius College
- St Catherine’s School
- St Kevin’s College
- St Michael’s Grammar
- Strathcona Baptist Girls’ Grammar School
- Swinburne Senior Secondary College
- Sydney Road Community School
- The MacRobertson Girls’ High School
- University High School
- Victorian College for the Deaf
- Wesley College
- Xavier College
- Yeshivah College
Who is the Eastern Network VET Cluster (ENVC)?

The establishment of the Eastern Network VET Cluster (ENVC) aims to ensure that students who elect to complete their secondary schooling are provided access to a range of vocational education programs, thereby providing them with opportunities to maximize future employment and career pathways.

The ENVC is cross sectoral, with representation from State, Catholic and Independent schools, TAFEs and Adult Community and Further Education (ACFE) providers. Assisting the ENVC to achieve its strategic goals is the Inner Melbourne VET Cluster (IMVC) and the Gateway Local Learning and Employment Network.

Cluster outcomes include:

- Long-term sustainable partnerships between schools, training providers, community agencies and industry in the effective delivery of VET;
- Access for students to a range of quality VET programs;
- Alignment between regional VET provision and statewide training priorities (skill priorities) at both state and local level; and
- Improved pathway outcomes to post-school VET destinations and employment.

Programs outlined in this Handbook are accessible by all education providers in the Cities of Monash, Whitehorse and Manningham.

IN 2012 MEMBERSHIP OF THE ENVC INCLUDED:

- Ashwood College
- Berengarra School
- Blackburn High School
- Box Hill High School
- Box Hill Senior Secondary College
- Doncaster Secondary College
- Donvale Christian College
- East Doncaster Secondary College
- Emmaus College
- Forest Hill College
- Glen Waverley Secondary College
- Highvale Secondary College
- Kingswood College
- Koonung Secondary College
- Mount Scopus Memorial College
- Mount Waverley Secondary College
- Oakleigh Grammar
- Our Lady Of Sion
- Templestowe College
- Upwey High School
- Vermont Secondary College
- Warrandyte High School
- Wesley College – Glen Waverley
- Wheelers Hill Secondary College
The Workplace Learning Coordinator Program

What is the Workplace Learning Coordinator Program?
The Workplace Learning Coordinator Program is a joint initiative of the Australian and State and Territory Governments. The program identifies, facilitates and coordinates industry specific learning opportunities for young people. It also connects industry and schools to provide the opportunity for students to experience quality workplace learning.

What does the Workplace Learning Coordinator Program do?
- Provides an important link between industry and young people;
- Facilitates workplace learning opportunities;
- Enables young people to gain the skills and experience to support the training they are undertaking as part of their secondary school education;
- Promotes quality work education in local skills shortage areas and supports industry in meeting their skill development needs; and
- Enhances student engagement, wellbeing and supports successful transitions and pathways.

What is structured work placement?
Structured workplace learning is on-the-job training during which a student is expected to master a set of skills or competencies, related to a course accredited by the Victorian Registration and Qualifications Authority (VRQA). They will be regularly monitored and may be assessed on the job. Students who do structured workplace learning may be undertaking the VCE, VCAL or VET in Schools.

Benefits of structured work placements for students
The Workplace Learning Coordinator Program recognises the important role played by applied and workplace learning in achieving young people’s improved engagement in education and training, and more successful transitions beyond school. Benefits of structured work placements include:
- Exposure to the ‘real’ world of work
- A greater understanding of workplace environments, behaviour and expectations
- The chance to put into practice the skills and knowledge you have acquired in your studies
- Improved communication skills – through interaction with adults in a variety of workplace situations
- An opportunity to develop contacts with potential employers
- Assistance in career planning through contact with industry and employers
- An opportunity to test future career-choices

Structured Work Placement Assistance
Assistance with sourcing work placements is available through the IMVC. A comprehensive list of employers offering work placements is advertised on the IMVC website. Visit www.imvc.com.au and select the Workplace Vacancies icon. Young people requiring placement assistance should regularly check and register their interest online. They should pay particular attention to job descriptions, placement dates, work locations and any special requirements.
School Based Apprenticeship and Traineeship (SBAT)

What is a School Based Apprenticeship and Traineeship?
School-based apprenticeships and traineeships (SBATs) enable students over 15 years of age to work as paid, part-time trainees or apprentices in a business whilst still completing their secondary school education.

What are the requirements of a SBAT?
To participate in a SBAT, a student must be:
- 15 years of age or over
- A permanent resident of Australia
- Enrolled in Year 10, VCE or VCAL
- Able to commit to and attend at least 13 hours of employment and training per week.

At least 7 of these 13 hours would consist of employment, whilst the other 6 hours would consist of training undertaken with a Registered Training Organisation (RTO). The student’s employment hours should be undertaken during the school week, whilst the training hours can be averaged over three periods of four months per year. This means that a student could either undertake their training one day a week during school hours or alternatively they may attend training for a block of time at regular intervals over the year.

School Based Apprenticeship Programs facilitated by the IMVC
As part of the Workplace Learning Coordinators Program, the IMVC can facilitate individual student enrolments in a variety of SBATs including Engineering, Childcare, Allied Health, Community Services, Plumbing and Horticulture. Industry programs currently available for 2013 include:

i. Certificate II in Automotive
Accelerate your Future - Victorian Automobile Chamber of Commerce (VACC)
VACC currently employs over 400 apprentices and trainees working within the retail automotive sector across Victoria and Tasmania. Since the beginning of the VACC Auto Apprenticeships program over 700 people have qualified through the scheme.

VACC Auto Apprenticeships employs apprentices and trainees and then places them with suitable employers (host employers) for their on-the-job training.

A VACC SBAT will allow you to:
- Obtain a Certificate II in Automotive
- Get paid employment
- Continue studying for your VCE or VCAL
- Receive credits towards your ATAR
- Receive possible credits to a Full Time Apprenticeship
- Participate without any charge for additional course training fees

ii. Certificate II in Transport and Distribution
Reece – Take the Plunge Program
Reece is Australia’s leading supplier of bathroom and plumbing products with over 400 stores across the country. They also cater for more specialised industries through their Irrigation, hvac-r and Civil businesses as well as Onsite, which services commercial plumbers and volume home builders.

A REECE SBAT will allow you to:
- Obtain a Certificate II in Transport & Distribution
- Get paid employment at above award rates
- Continue studying for your VCE or VCAL
- Receive credits towards your ATAR
- The possibility of Full time employment with Reece when you successfully complete.

iii. Certificate III in Information Technology
Interactive Entertainment Preparation Program (IEPP) - Games Design
IEPP is offering a range of SBATs in Information Technology, Concept Design, Design Art, 3D Modelling, Texture Art and Animation.

An IEPP SBAT will allow you to:
- Complete Certificate III in Information Technology, Specialising in Games Design
- Gain credits towards your VCE or VCAL
- Gain on-the-job experience
- Be paid

Interested in receiving more information or applying for a SBAT? Contact the IMVC on 9686 2354 or email reception@imvc.com.au
2013
VET in Schools Programs
COURSE AIMS

This course aims to develop students’ knowledge of the variety of careers available in the industry – as well as to develop their acting and technical competence. It provides the fundamental information for entry into the Film, TV and related industries.

CLUSTER PROVIDERS

The Australian College of Dramatic Arts Classes will be delivered at University High and Mount Alexander College.

DAY & TIME

Year 1: Wednesdays 1.45pm – 5.45pm
University High
Year 1: Wednesdays 1.45pm – 5.45pm
Mount Alexander College
Year 2: TBC

NUMBER OF STUDENT PLACES

25 places per class are available in this program.

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required, but recommended.

YEAR 1 PROGRAM CONTENT

Competencies covered in the first year include:

Focus on providing an overview of the Film and TV industry, governing bodies, film and TV careers and skills, types of auditions, audition preparation, script knowledge and development, skills and abilities for acting in front of camera.

YEAR 2 PROGRAM CONTENT

Competencies covered in the second year include:

Rehearsing or performing scripts, performance in front of camera and live audiences, screen tests, rehearsing and filming scenes and styles, protocols, and knowledge of the film and TV industry, camera techniques and filming styles.

PATHWAYS

Diploma of Arts – Acting
Advanced Diploma of Arts
Degree in Arts

POSSIBLE FUTURE CAREER OPPORTUNITIES

• Actor
• Technical Crew Member
• Lighting and Sound Technician
• Stage Manager
• Writer
• Make - Up Artist
• Drama Teacher
• Director
• Producer
• Casting Consultant
• Agent

More information on the content of this program will be given at the compulsory orientation evening.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This course aims to:

• Offer students a “taster” of a variety of allied health professions including physiotherapy, occupational therapy, dietetics/nutrition, speech pathology etc.

• Engage young people in the diverse options available in community health and in hospital environments.

• Secure a nationally accredited qualification in an area of high demand - Allied Health Assistance is an emerging and growing career option in both public and private practice.

CLUSTER PROVIDERS
RMIT
Kangan Institute
Box Hill Institute

DAY & TIME
RMIT - City Campus
Year 1: Wednesdays 1.00pm – 5.00pm

Kangan Institute - Moonee Ponds Campus
Year 2: Wednesdays 1.30pm – 4.30pm

Box Hill Institute - Elgar Road Campus
Year 1: Wednesdays 1.30pm – 4.30pm
Year 2: Wednesdays 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the VCE VET Health Program will be eligible for recognition of up to two Units 3 and 4 sequences.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 and 4 sequence for this program will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
80 hours of work placement is required (40 hours per year).

YEAR 1 PROGRAM CONTENT
At the end of Year 1 students will be able to identify:

• What allied health is and how Allied Health Assistants contribute to good health;

• How to safely assist patients to move and be mobile;

• How to provide basic emergency life support and contribute to an Allied Health Assistant program;

• How to better understand mental health issues in the community.

YEAR 2 PROGRAM CONTENT
At the end of Year 2 students will be able to identify:

• Standard medical terminology;

• What constitutes a healthy body system;

• Key features of a health/hospital work environment;

• What is needed to be an effective worker in the sector.

PATHWAYS
Allied Health Assistants provide support to health professionals including physiotherapists, occupational therapists and speech pathologists. They focus on rehabilitation and promoting optimal health. Other roles include helping to implement general care, assisting with patients in recreational and leisure activities and supporting the training of disabled persons in self-care and daily living activities.

Certificate IV in Allied Health Assistance
Diploma of Nursing
Advanced Diploma of Nursing
Bachelor of Nursing

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Therapy Assistant
• Physiotherapy Assistant
• Occupational Assistant
• Podiatry Assistant

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
The Certificate II in Animal Studies is a general pre-vocational qualification aimed for inclusion as a school program (VCE or VCAL) or as an entry point into the industry. This course is designed to provide an understanding of the basic skills and knowledge to become an animal carer while studying at a secondary school level. It will also assist in making an informed decision as to whether or not you would like to pursue a career within the animal industry.

CLUSTER PROVIDERS
Box Hill Institute
Centre for Adult Education (CAE)

DAY & TIME
Box Hill Institute - Elgar Rd Campus
Units 1 & 2 Wednesdays 1.30pm – 5.00pm
CAE - Flinders Lane
Units 1 & 2 Mondays 1.30pm – 5.00pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the VCE VET Animal Studies Program will be eligible for four units credit towards their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 and 4 sequence for ACM20110 Certificate II in Animal Studies will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
80 hours of work placement is required.

ADDITIONAL REQUIREMENTS / INFORMATION
Additional one day training blocks are scheduled at Box Hill Institute. Dates to be provided at Orientation Session in Term 4.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
At the end of Units 1 & 2 students will be able to identify:
Terminology, culture and working conditions of an animal care workplace; complete animal care hygiene routines; feed and water animals; and assist in the health care of animals.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
At the end of Units 3 & 4 students will be able to:
Provide basic care and first aid to animals; information on companion animals; learn about products and services for animals; and carry out general administrative duties.

PATHWAYS
Certificate III Captive
Certificate III Equine
Cert IV Companion
Cert IV VET Nursing
Diploma Animal Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Veterinary Nurse
• Pet Grooming
• Shelter Worker
• Kennel/Cattery Attendant
• Animal Attendant
• Pet Shop Worker
• Community Animal Care or Farm Worker

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
LMT21707 CERTIFICATE II IN APPLIED FASHION DESIGN & TECHNOLOGY and selected units from LMT31407 Certificate III

COURSE AIMS
This program aims to provide students with the basic design and development skills, and knowledge to prepare them for work in the fashion industry with particular emphasis on:
• Sewing techniques
• Pattern making modification

This is a hands-on qualification that allows for some creative expression to develop and be displayed in the practical projects undertaken.

CLUSTER PROVIDERS
Siena College
Collingwood College
Kangan Institute

DAY & TIME
Siena College
Units 1 & 2 Wednesdays 1.00pm – 3.30pm
Units 1 & 2 Wednesdays 3.30pm – 6.00pm
Units 3 & 4 Tuesdays 3.30pm – 6.30pm

Collingwood College
Units 1 & 2 Wednesdays 1.00pm – 5.00pm
Units 3 & 4 Wednesdays 1.30pm – 5.00pm

Kangan Institute - Richmond Campus
Units 1 & 2 Wednesdays 9.00am – 1.00pm
Units 3 & 4 Wednesdays 1.45pm - 5.45pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the VCE VET Applied Fashion Design and Technology program will be eligible for up to six units of credit towards their VCE: four units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 and 4 sequence for the VCE VET Applied Fashion Design and Technology program will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
80 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Siena College: Students will be required to attend a five day industrial Machining block during one week of a school holiday period. Dates TBC.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
• Identifying design processes for fashion designs;
• Designing and producing a simple garment;
• Modifying patterns to create basic styles.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
• Identifying fibres and fabrics;
• Embellishing garment by hand or machine;
• Preparing and producing a sewn garment.

PATHWAYS
Certificate IV in Clothing Production
Diploma of Textiles, Clothing and Footwear
Bachelor of Fashion Design/Merchandising

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Fashion Designer
• Interior Designer
• Costume Designer
• Dressmaker
• Tailor
• Industrial Textiles Fabricator
• Patternmaker
• Clothing Production Manager
• Textile Technician
• Interior Decorator
• Milliner

More information on the content of this program will be given at the compulsory orientation evening.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIDS
This program provides students with the knowledge and skills to enhance their employment prospects in the automotive or automotive related industries. Students can choose electives such as industry research, applying safe working practices, using and maintaining measuring equipment, operating electrical testing equipment, electronics, vehicle body, vehicle engine reconditioning and maintenance.

CLUSTER PROVIDERS
Kangan Institute
Box Hill Institute

DAY & TIME
Kangan Institute - Docklands
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Wednesdays 1.45pm – 5.45pm

Box Hill Institute - Elgar Road Campus
Units 1 & 2 Wednesdays 1.30pm – 6.00pm
Units 3 & 4 Wednesdays 1.30pm – 6.00pm

NUMBER OF STUDENT PLACES
15 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete 22015VIC Certificate II in Automotive Studies (pre-vocational) will be eligible for four units towards their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 and 4 sequence for 22015VIC Certificate II in Automotive Studies (pre-vocational) will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
80 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to wear safety gear, including long-sleeved overalls and leather upper boots.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
• Apply safe work practices
• Carry out industry research
• Participate in basic servicing
• Use and maintain tools and equipment
• Operate electrical test equipment
• Remove and replace tyres and wheels
• Remove and replace cylinder heads

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
• Dismantle and assemble a fuel pump
• Dismantle and assemble a carburetor
• Dismantle and assemble a 4 stroke multi cylinder engine
• Remove and replace a radiator
• Remove and replace a clutch assembly
• Remove and replace suspension, front tyre springs
• Operate electrical test equipment
• Recharge batteries

PATHWAYS
This program provides a pathway for students into the automotive industry through a traineeship or apprenticeship.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Mechanic
• Spare Parts Manager
• Automotive Engineer

More information on the content of this program will be given at the compulsory orientation evening.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
VCE VET Automotive provides students with the knowledge and skills to enhance their employment prospects in the automotive or automotive related industries. The program has an automotive electrical and electronics focus and covers industry research, applying safe working practices, using and maintaining measuring equipment, operate electrical testing equipment, electronics and vehicle reconditioning and maintenance.

CLUSTER PROVIDER
Kangan Institute - Docklands Campus

DAY & TIME
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Wednesdays 1.45pm – 5.45pm

NUMBER OF STUDENT PLACES
15 places per class are available in this program.

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete 22015VIC Certificate II in Automotive Studies (pre-vocational) will be eligible for four units towards their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 and 4 sequence for 22015VIC Certificate II in Automotive Studies (pre-vocational) will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
80 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to wear safety gear, including long-sleeved overalls and leather upper boots.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
- Apply safe work practices
- Carry out industry research
- Participate in basic servicing
- Use and maintain measuring equipment
- Use and maintain tools and equipment
- Operate electrical test equipment
- Remove and refit batteries
- Use numbers in the workplace
- Construct basic electronic circuits

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
- Construct basic electronic units
- Remove and refit batteries
- Construct microcomputer circuits

PATHWAYS
This program provides a pathway for students into the automotive industry through a traineeship or apprenticeship.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Mechanic
- Auto Electrician
- Spare Parts Manager
- Automotive Engineer

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
**COURSE AIMS**

VCE VET Automotive provides students with the knowledge and skills to enhance their employment prospects in the paint and panel automotive or automotive related industries. The program includes industry research, applying safe working practices, welding, panel repair and detailing.

**CLUSTER PROVIDER**
Kangan Institute - Docklands Campus

**DAY & TIME**
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Wednesdays 1.45pm – 5.45pm

**NUMBER OF STUDENT PLACES**
15 places per class are available in this program.

**ENROLMENT TYPE - VES**

**CONTRIBUTION TO VCAL/VCE**

**VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

**VCE:** Students who complete 22015VIC Certificate II in Automotive Studies (pre-vocational) will be eligible for four units towards their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

**ATAR:** This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 and 4 sequence for 22015VIC Certificate II in Automotive Studies (pre-vocational) will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

*Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.*

**WORK PLACEMENT**

80 hours of work placement (over two years) is strongly recommended.

**ADDITIONAL REQUIREMENTS/INFORMATION**

Students are required to wear safety gear, including long-sleeved overalls and leather upper boots.

**YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT**

Sample competencies covered in the first year include:

- Apply safe work practices
- Carry out industry research
- Set up and use welding equipment
- Carry out basic panel repair
- Apply sealants
- Maintain and test a spray gun
- Use and maintain workplace tools and equipment

**YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT**

Sample competencies covered in the second year include:

- Remove and realign body panels
- Prepare surfaces and prime a repaired body panel
- Prepare surfaces and apply masking materials
- Set up body alignment equipment
- Clean a vehicle
- Cut and polish a painted body panel

**PATHWAYS**

This program provides a pathway for students into the automotive industry through a traineeship or apprenticeship.

**POSSIBLE FUTURE CAREER OPPORTUNITIES**

- Mechanic
- Panel Beater
- Spray Painter
- Automotive Engineer

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

*Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.*
COURSE AIMS
The VCE VET Building and Construction program provides students with the knowledge and skills that will enhance their employment prospects in the Building Industry. The Certificate II in Building and Construction – Carpentry provides partial completion of the pre-apprenticeship program which provides a pathway into a building and construction apprenticeship.

CLUSTER PROVIDERS
Glen Eira College
Northern College of the Arts and Technology
Box Hill Institute

DAY & TIME
Glen Eira College
Units 1 & 2 Wednesday 8.00am – 4.00pm

Northern College of the Arts and Technology
Units 1 & 2 Wednesday 8.30am-12.30pm
Units 1 & 2 Wednesday 1.30pm – 5.30pm
Units 3 & 4 Thursday 1.30pm – 5.30pm

Box Hill Institute - Elgar Road Campus
Units 1 & 2 Tuesdays 4.30 pm– 8.00pm
Units 1 & 2 Wednesdays 4.30 pm– 8.00pm
Units 3 & 4 Wednesdays 4.30 pm– 8.00pm

NUMBER OF STUDENT PLACES
15 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the VCE VET Building and Construction Program (at least 400 hours) will be eligible for four units towards their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 and 4 sequence for the VCE VET Building and Construction program will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
80 hours of work placement is recommended over two years, of which at least half (40 hours) must be undertaken in the first year.

ADDITIONAL REQUIREMENTS/ INFORMATION
All students must possess: overalls, work boots, protective eyewear, hearing protection, carpenter’s pencil, folding ruler, tape measure, carpenter’s nail bag, and a claw hammer.

Students at Box Hill Institute and Glen Eira College will be required to attend an additional one-week training session during the June/July or September/October school holidays.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Competencies covered in the first year include:
Building and construction industry induction, first aid, safe handling of power tools and red card qualifications.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Competencies covered in the second year include:
Incorporate building structures, sub floor framing, wall framing and external cladding.

PATHWAYS
The Certificate II in Building and Construction – Carpentry program leads to apprenticeship opportunities in Carpentry, Joinery, Stair Building or Shop Fitting. This program may also lead to the Diploma of Building (full-time or part-time).

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Builder
• Carpenter
• Building Inspector
• Draftsperson
• Architect
• Cabinet Maker
• Civil Engineer

More information on the content of this program will be given at the compulsory orientation evening.
Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
The Building Pathways to Construction program is unique to RMIT. This program is designed for aspiring Construction and Project Managers, Site Managers or students seeking a career in the construction industry (NB: This program does not lead to a carpentry apprenticeship).

CLUSTER PROVIDER
RMIT - City Campus

DAY & TIME
Year 1: Wednesdays 8.00am – 4.00pm

NUMBER OF STUDENT PLACES
15 places per class are available in this program.

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program. Students who complete the Building Pathways to Construction Program may be eligible for four units towards their VCE as a block credit: Two Units 3 and 4 sequences.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

ADDITIONAL REQUIREMENTS/INFORMATION
All students must possess: overalls, work boots, protective eyewear, hearing protection, carpenters pencil, folding ruler, tape measure, carpenters nail bag, claw hammer.

Interested students are asked to email a resume to vetis@mvc.com.au - as part of the selection criteria they will also be interviewed by the Manager of VET in Schools at RMIT. More information will be given at the compulsory orientation evening.

WORK PLACEMENT
80 hours of work placement is required over two years, of which at least half (40 hours) must be undertaken in the first year.

YEAR 1 PROGRAM CONTENT
During the first year of the program, students will learn Occupational Health and Safety principles required on medium to large construction sites. They will learn how to read and interpret construction plans and the trades that are needed to be engaged in the construction plans. Students will participate in a number of practical activities that are designed to enrich their understanding and comprehension. They will also visit large construction sites and have guest presentations from industry members.

YEAR 2 PROGRAM CONTENT
During the second year, students progress to higher level learning in all the facets involved in construction including preparing construction contracts, applying legal requirements, preparing tenders as well as managing construction finances. Students also learn the complex and dynamic principles of the construction world. Students will be engaged in high level learning activities such as estimating cost from architectural plans.

PATHWAYS
Upon successful completion of this course, students articulate to the second year of the Diploma of Building and Construction. Upon completion of the Diploma, students have the opportunity to then articulate to the Bachelor of Construction Management at RMIT.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Site Supervisor
• Site Manager
• Construction Manager
• Project Manager
• Estimator

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
BSB20107 CERTIFICATE II IN BUSINESS
with selected units from BSB30110 Certificate III in Business

COURSE AIMS
This course is provides entry-level training for students seeking to undertake a wide variety of careers in Business Administration. It also aims to provide participants with the knowledge and skills that will enhance their employment prospects within a broad range of business settings.

CLUSTER PROVIDER
Kangan Institute - Venue TBC

DAY & TIME
Units 1 & 2  Wednesdays TBC

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the Certificate II in Business with additional units of competency from Certificate III in Business will be eligible for five units credit towards their VCE: three units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Business 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 5th or 6th study.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in this program include:
• Occupational Health & Safety processes
• Working effectively with others;
• Organising and completing daily work activities.
• Creating and using spreadsheets
• Handling mail

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies covered in this program include:
• Organising workplace information
• Designing and producing business documents
• Promoting innovation in a team

PATHWAYS
Certificate III in Business Administration
Certificate IV in Business Administration
Diploma of Business Administration

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Administrative/Office Assistant
• Receptionist
• Secretary
• Information Officer
• Customer Service Officer
• Legal Secretary
• Personal Assistant

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
CHC20108 CERTIFICATE II IN COMMUNITY SERVICES
and selected units from Certificate III in Community Services Work & Children’s Service

COURSE AIMS
This program provides entry-level training for a wide variety of careers in the area of Community Services. Further studies and careers are available in fields such as: Nursing, Disability Studies, Youth Work, Occupational Therapy, Psychology, Aged Care, Child Protection, and Children’s Services.

Students will have the opportunity to select from two streams:
1. Community Work
2. Children’s Services

CLUSTER PROVIDER
University High School

DAY & TIME (Applicable to both streams)
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Units 3 & 4 Wednesdays 1.45pm – 4.45pm

NUMBER OF STUDENT PLACES
25 places are available per program stream.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who undertake the VCE VET Community Services program will be eligible for up to five units of credit towards their VCE: up to three units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
80 hours of work placement is required over the two years.

ADDITIONAL REQUIREMENTS/INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid theory module (HLTFA301B Apply First Aid) on-line in their own time and attend a one day practical session during the Term 1 or Term 2 school holidays.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies to be covered include:
• Participate in Occupational Health and Safety processes
• Prepare for work in the community sector
• Support the development of children
• Identify and address specific client needs

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies to be covered include:
• Operate under a casework framework
• Advocate for clients
• Work effectively in the leisure and health industry
• Develop an understanding of children’s interests and developmental needs

PATHWAYS
Certificate III or IV in Community Services in the following streams:
• Aged Care Work
• Community Work
• Alcohol & Other Drugs
• Child Protection/Justice
• Statutory Supervision
• Children’s Services
• Disability Work
• Mental Health Work (non clinical)
• Youth Diploma in Community Services
• Advanced Diploma in Community Services

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Social Worker
• Nurse
• Aged Care Attendant
• Health Care Nurse
• Childcare Assistant
• Nanny
• Youth Worker
• Sociologist
• Psychologist
• Welfare Worker
• Nutritionist
• Counsellor

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
Students will learn about and experience all aspects of radio. Students explore how the radio industry works, put together a radio documentary as well as prepare and present their own program on Melbourne’s youth radio station, SYN FM.

This is a fun and exciting program that students will enjoy. It provides a great start for young people interested in a media career.

CLUSTER PROVIDER
Swinburne Senior Secondary College

DAY & TIME
Year 1: Wednesdays 1.45pm – 5.45pm
Year 2: Wednesdays 1.45pm – 5.45pm

NUMBER OF STUDENT PLACES
25 places per class are available in this program.

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
Developing and applying industry knowledge, health, safety and security, editing sound using digital systems, operating a portable audio recorder, working with others, identifying industry laws and regulations, collecting and organising information and presenting information on air.

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
Making presentations, producing pre recorded program segments, setting up, operating and de-rigging portable recording equipment, conducting live voice reports and recording sound.

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4. Please note this course is subject to change.

PATHWAYS
Certificate III and IV in Broadcasting
Degree in Art – Media and Media Communication
Degree in Film and Television

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Radio Desk Operator
• Key Grip Assistant
• Sound Recordist
• Boom Operator
• Commentator
• Sound Director
• Floor Manager
• Producer
• Technical Director
• Production Coordinator
• Sound Engineer

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
CUF20107 CERTIFICATE II IN CREATIVE INDUSTRIES – MEDIA (MEDIA) and selected units from CUF30107 Certificate III in Media

COURSE AIMS
This program introduces students to the many career opportunities available for 3D artists, animators and designers. The course focuses on 3D animation and give students an understanding of the creative potential and application of the 3D animation software in the games, film, and visual effects industry.

CLUSTER PROVIDER
Collingwood College

DAY & TIME
Year 1: Wednesdays 1.45pm – 5.45pm
Year 2: TBC

NUMBER OF STUDENT PLACES
20 places per class are available in this program

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Block credit arrangements are available for this program.
ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 PROGRAM CONTENT
The first year is intended to introduce students to the fundamentals of 3D animation including 3D modeling, texturing, animation, basic lighting and rendering. The course concludes with a production unit where students produce a short animated film.

YEAR 2 PROGRAM CONTENT
The second year advances students’ skills in 3D animation, covering game design, game level creation, scripting and game development. The course concludes with the production of a fully playable game, showcasing a core game play mechanic.

PATHWAYS
The general skills acquired through this course have applications across a range of traditional industry sectors, including graphic design, advertising, publishing, computing, pre-press film/video/TV production, information design, visual and performing arts. This Certificate leads on to the Advanced Diploma of Interactive Media.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Graphic Designer
• Media Producer
• Publisher
• Editor
• Photographer
• Screen Printer
• Multimedia Developer
• Games Developer
• Webpage Designer

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
The aim of this program is to provide young people with the technical and performance skills, knowledge and attitudes to begin the process of establishing a career in the entertainment industry.

The training will introduce young dance performers to a variety of dance styles and techniques and is suited to all students interested in any form of movement and dance. There will also be a focus on seeing and reviewing dance performances in Melbourne.

The skills learnt can be applied to everyday fitness and coordination, further training in dance and performance, and a deeper appreciation for dance and performing arts.

CLUSTER PROVIDER
Swinburne Senior Secondary College

DAY & TIME
Units 1 & 2 Wednesdays 1.45pm - 5.45pm
Units 3 & 4 Tuesdays 4.00pm - 8.00pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the Certificate II in Dance will be eligible for four units of credit towards their VCE: Two units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Dance must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four, or as a fifth or sixth study.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Developing a basic level of physical condition for dance performers, developing basic dance techniques and working with others.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Preparing for dance performances, refining basic dance techniques and applying basic dance techniques for performance.

PATHWAYS
Certificate III in Dance
Certificate IV in Dance
Diploma of Dance
Bachelor of Arts – Dance

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Dancer
• Choreographer
• Community Dance Worker
• Ballerina
• Dance Teacher
• Dance Therapist
• Entertainer

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
Students will learn the basics of electrical theory and maths, and gain practical skills to help them find work in the electrical, security systems or refrigeration and air conditioning trades. They will learn how to interact with clients and deliver quality service, interpret electrical drawings and operate safely in an electrical workshop. They will also learn to identify, select and use equipment in an electrotechnology environment, and carry out general work activities.

CLUSTER PROVIDERS
Box Hill Institute
RMIT

DAY & TIME
Box Hill Institute - Nelson Campus
Year 1: Wednesdays 1.30pm – 6.30pm
RMIT - City Campus
Year 1: Wednesdays 1.30pm – 5.00pm
With additional training blocks during the school holidays, (times TBC).

NUMBER OF STUDENT PLACES
20 places per class are available in this program

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Block credit arrangements are available for this program. Only credit for Units 1-2 level is available.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/ INFORMATION
Students will need to have successfully passed Year 10 Maths. For RMIT applicants – students will also need to sit an aptitude test and an interview.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
Document occupational hazards & risks in electrical, fix and secure equipment, dismantle, assemble & fabricate electro components, use drawings, diagrams, schedules and manuals, perform computations.

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
Set up and test residential audio/video equipment, Carry out preparatory electrotechnology work activities, Identify and select components/accessories/materials for electrotechnology work activities, Produce routine products for carrying out electrotechnology work activities, Attach cords and plugs to electrical equipment for connection to a single phase 250 Volt supply.

PATHWAYS
This course prepares students for an apprenticeship in the electrical, refrigeration and air conditioning and security systems industries. For students at RMIT– students who successfully complete the program will receive advanced standing for half of the first year of the Certificate III in Electrical Apprenticeship.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Systems Electricians – on domestic, residential and heavy industrial buildings
• Instrumental technicians – on measuring, process control and scientific instruments
• Electronic Trades People – providing electrical installation, repair maintenance, modification and testing of electrical/electronic systems

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
The aim of this course is to provide pre-employment training and pathways in the engineering, manufacturing or related industries and accommodate entry into the wider engineering industry. Specifically a graduate of this course may:

- Undertake a work-based apprenticeship, traineeship or cadetship leading into a range of careers as a trade’s person.
- Enrol into the Certificate III in Engineering
- Gain level entry employment in engineering or related industries.

CLUSTER PROVIDERS
Kangan Institute
RMIT
Box Hill Institute

DAY & TIME
Kangan Institute - Richmond Campus
Units 1 & 2 Wednesdays 1.45pm – 5.45pm

RMIT - City Campus
Units 1 & 2 Wednesdays 1.45pm – 5.45pm TBC
Units 3 & 4 Wednesdays 1.45pm – 5.45pm TBC

Box Hill Institute - Elgar Road Campus
Units 3 & 4 Wednesdays 1.45pm – 5.45pm TBC

NUMBER OF STUDENT PLACES
15 places per class are available in this program

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Upon completion, students are eligible for four units. Two units at the 1 & 2 level and two units at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undergo scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
80 hours of work placement is required over two years, of which at least half (40 hours) must be undertaken in the first year.

ADDITIONAL REQUIREMENTS/ INFORMATION
Safety glasses are mandatory. Long-sleeved overalls or work pants, long shirt and leather upper boots. NO HOODIES. Students applying for RMIT will need to sit an aptitude test and interview.

Additional training blocks may need to be undertaken during school holidays – TBC at the Orientation Evening.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
- Develop an individual career plan for the engineering industry
- Apply principles of OH&S in work environments
- Apply basic fabrication techniques
- Use computers for engineering-related work activities
- Produce basic engineering sketches and drawings
- Apply basic computational principles in engineering work
- Use hand tools, power tools/hand held operation

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
- Apply electrotechnology principles in an engineering work environment
- Use basic engineering concepts to plan the manufacture of engineering components
- Handle engineering materials
- Produce basic engineering components and products using fabrication and machining
- Perform basic machining processes

PATHWAYS
- Certificate III in Engineering
- Engineering Apprenticeship in Mechanical, Fabrication, Automotive or Electrical.

RMIT students – Graduates of this course will receive exemptions from the first year in the Certificate III in Engineering (Mechanical Trade) – Apprenticeship at RMIT

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Electrical Engineering
- Electrician
- Filter and Tune
- Boiler Maker
- Toolmaker
- Mechanical Engineering
- Automotive engineering
- Manufacturing Engineer
- Metallurgical Engineer

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
The Certificate II in Equine Industry is an introductory course that prepares students for work in the equine industry.

CLUSTER PROVIDERS
Box Hill Institute
Centre for Adult Education (CAE)

DAY & TIME
Box Hill Institute - Elgar Road Campus
Units 1 & 2 Mondays 4.00 – 7.30pm
Units 3 & 4 Wednesdays 2.00 – 5.30pm

CAE - Flinders Lane
Units 1 & 2 Mondays 4.00 – 7.30pm
Units 3 & 4 Wednesdays 2.00 – 5.30pm

Additional practical classes will be conducted at the Parkview Riding Centre in Wonga Park - dates TBC.

NUMBER OF STUDENT PLACES
20 places per class are available in this program

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete Certificate II in Equine Industry will be eligible for five units credit towards their VCE: three units at 1 & 2 level and two units at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the units 3 and 4 sequence of VCE VET Equine Industry 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.

WORK PLACEMENT
40 hours of work placement is required.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
The qualification covers units such as working in an equine organization, safe handling and daily care of horses and developing a career path in the equine industry. Elective units include horse riding and driving, preparing horses for competition, assisting in the conduct of an equine industry event, caring for mares and foals, and providing advice on equine products.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Units 3 & 4 incorporate units such as carrying out horse observation, responding to equine injury and disease, equine anatomy and physiology, and determining nutritional requirements for horses.

PATHWAYS
CERTIFICATE III
Farrier
Agriculture
Turf/Horticulture
Racing Steward

CERTIFICATE IV
Horse Management
Veterinary Nursing

DIPLOMA
Equine Stud Management
Sports Marketing
Racing (Thoroughbred) Training

ADVANCED DIPLOMA/ UNDERGRADUATE DEGREE
Bachelor of Equine Studies
Business Management
Horticulture

POSSIBLE FUTURE CAREERS OPPORTUNITIES
• Jockey
• Farrier
• Thoroughbred Trainer
• Stable Hand
• Business Manager
• Veterinarian
• Racing Steward

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
SIT30607 CERTIFICATE III IN EVENTS

COURSE AIMS
Coordinating festivals, weddings, conferences, special events or functions requires certain skills. The Holmesglen Certificate III in Events course aims to provide a real insight into the events industry and the skills and knowledge required to be successful in this career.

CLUSTER PROVIDER
Holmesglen Institute - Waverley Campus

DAY & TIME
Year 1: Wednesdays 1.45pm – 5.45pm, with additional training hours during the school holidays (TBC).

NUMBER OF STUDENT PLACES
20 places per class are available in this program

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 PROGRAM CONTENT
You will learn how to communicate event ideas, gather information, plan and organise activities, work in teams and solve problems. You will develop and promote a themed event and prepare an event proposal for an ‘in house’ customer and an end of year event.

Sample competencies include: Develop event concepts; Access and Interpret product information; Operate an online information system; Source and provide Australian destination information and advice; Make presentations.

YEAR 2 PROGRAM CONTENT
The focus for the second year is to further develop your skills and knowledge of the events industry, by running a larger Holmesglen ‘in house’ event. This will further develop your skills in meeting management, team building, client liaison and event coordination.

Sample competencies include: Provide event staging support; Perform office procedures; Provide venue information and assistance; Organise in house events or functions; Select event venues and sites; Design and produce business documents.

PATHWAYS
With practical training relevant to the event or travel/tourism industry, you can further your education with a Diploma of Events or a Diploma of Tourism.

POSSIBLE CAREER OPPORTUNITIES
Event Manager, Wedding Planner, International Events, Conferences Manager, Functions Manager, Festivals Manager, and Sporting Events Coordination.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
**COURSE AIMS**

If you have creative flair, this course is for you. You will learn how to arrange flowers in an attractive manner and create floral designs for all types of occasions. You will learn how to recognise plants, how to look after flowers and how to display floristry stock. You will also learn how to cut and wire plants and create arrangements such as bouquets, posies and wreaths. In addition, you will also learn how to deal with customers in a pleasant and helpful manner.

**CLUSTER PROVIDER**

Holmesglen Institute - Waverley Campus

**DAY & TIME**

Year 1: Wednesdays 1.30pm – 5.30pm, with additional training hours during the school holidays (TBC).

**NUMBER OF STUDENT PLACES**

20 places per class are available in this program

**ENROLMENT TYPE - VFE**

**CONTRIBUTION TO VCAL/VCE**

**VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

**VCE:** VCE credits are available through block credit. Only credit for Units 1-2 level is available.

**ATAR:** There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

**WORK PLACEMENT**

40 hours of work placement is strongly recommended.

**YEAR 1 PROGRAM CONTENT**

Sample competencies covered in the first year include:

- Learning the skills, knowledge and attitudes required for effective communication with customers and other staff in the workplace, establishing contact with customers, processing information, working in a team, maintaining personal presentation, following routine instructions, reading and interpreting retail documents and using numbers in the workplace.
- Operating retail equipment.
- Recognising plants, preparing and displaying floristry stock.

**YEAR 2 PROGRAM CONTENT**

Sample competencies covered in the second year include:

- Performing routine housekeeping duties.
- Performing stock control procedures.
- Caring for floristry stock and merchandise.
- Providing service to floristry customers.
- Assembling and preparing floristry products.

**PATHWAYS**

After finishing this course you may articulate into an apprenticeship or a Certificate III in Floristry qualification.

**POSSIBLE CAREER OPPORTUNITIES**

- Floristry Assistant
- Florist
- Senior Florist
- Florist Designer

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
LMF20309 CERTIFICATE II IN FURNITURE MAKING  
with selected units from LMF30302 Certificate III in Furniture Making

COURSE AIMS
This program provides young people with the opportunity to gain comprehensive entry-level training in the Furnishing Industry. The program covers the skills required to produce free standing furniture or built-in cabinets, as well as develop broad based and core skills in Cabinet Making.

CLUSTER PROVIDER
Swinburne Senior Secondary College

DAY & TIME
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Tuesdays 4.00pm – 8.00pm

NUMBER OF STUDENT PLACES
15 places per class are available in this program

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: On completion students are eligible for up to five units credit towards their VCE. Three units at the Unit 1 & 2 level and two at the Unit 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid theory module on-line in their own time and attend a one day practical session during the Term 1 or Term 2 school holidays.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Work safely in the construction industry, construct a basic timber furnishing product and prepare surfaces for finishing.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Assemble furnishing components, read and interpret documents and construct furniture using leg and rail method.

PATHWAYS FOR FURNISHINGS
Apprenticeships – Certificate III in Furnishings
Certificate IV in Furniture Production
Diploma of Furnishings in Furniture Technology
Diploma of Arts in Furniture Design
Bachelor of Design

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Cabinet Maker
• Furniture Designer and Maker
• Wood Machinist
• Soft Furnishing Maker
• Upholsterer
• Textile Technician/Mechanic
• Musical Instrument maker
• Leather worker
• Craft design
• Furniture Restore
• French Polisher

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
SIH20111 CERTIFICATE II IN HAIRDRESSING

COURSE AIMS
This one program provides a broad overview of hairdressing, whilst allowing students to develop creative and practical skills, within a real salon setting. The program is very hands-on and has a strong employability skills focus. Learn how to prepare clients for salon services, maintain tools and equipment, dry hair to shape, recommend products and work effectively in the retail environment, all whilst gaining knowledge of the hairdressing industry.

CLUSTER PROVIDERS
Lynall Hall Community School
Avidity - Albert Park

DAY & TIME
Lynall Hall Community School
Year 1: Wednesdays 1.45pm - 4.45pm
Avidity – Albert Park
Year 1: Thursdays 4.00pm - 7.00pm

NUMBER OF STUDENT PLACES
15 places per class are available in this program

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: VCE credits are available through block credit. Only credit at Units 1 and 2 level is available.
ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

Please note: This is a one year program.

WORK PLACEMENT
80 hours of work placement is required.

ADDITIONAL REQUIREMENTS/INFORMATION
Cost includes tuition, hairdressing kit and workbooks.

YEAR 1 PROGRAM CONTENT
Course competencies include:
• Effective communication in the workplace and working effectively in a retail environment
• Greet and prepare clients for salon services
• Perform shampoo and basin treatment services
• Perform head, neck and shoulder massage
• Dry hair to shape
• Maintain and organise tools, equipment and work areas
• Conduct financial transactions
• Product merchandising
• Recommend hair, beauty and cosmetic products and services

PATHWAYS
Certificate III in Hairdressing
Certificate IV in Hairdressing
Advanced Diploma in Hairdressing

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Hairdresser
• Session Stylist
• Salon Manager
• Retail Manager

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
AHC20410 CERTIFICATE II IN HORTICULTURE

COURSE AIMS
Undertaken at Holmesglen specialised horticulture training centre, this course is a great introduction to the horticulture industry. You will learn how to build retaining walls and paving, maintain gardens, test soil, drive a tractor, use a ride on mower and identify pests and diseases in plants. It is a great course if you want to work outdoors in a variety of situations.

The course also provides an introduction to careers in areas such as gardening, landscape gardening, nurseries, turf management, floriculture and arboriculture.

CLUSTER PROVIDER
Holmesglen Institute - Waverley Campus

DAY & TIME
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Additional training blocks during school holidays, dates TBC.

NUMBER OF STUDENT PLACES
20 places per class are available in this program

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to five units of credit. Three at Units 1 and 2 level and one Unit 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 and 4 sequence for VCE VET Agriculture, Horticulture, Conservation and Land Management program will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
Minimum 80 hours required - students will be required to undertake a minimum of 40 hours placement in the first year and a minimum of 40 hours in the second year.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Apply chemicals under supervision, assist with the operation of pressurised irrigation, lay paving, participate in OH&S processes, recognise plants, support turf establishment, work effectively in the industry, participate in environmentally sustainable work practices.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Assist with landscape construction work, operate basic machinery and equipment, undertake propagation activities, plant trees and shrubs, prune shrubs and small trees, treat plant pests, diseases and disorders, determine basic properties of soil and / or growing media.

PATHWAYS FOR FURNISHINGS
Upon completion of this course, you may articulate directly into apprenticeships within selected fields or into the Diploma of Horticulture.

POSSIBLE FUTURE CAREER OPPORTUNITIES
Employment opportunities exist in a number of industry sectors such as landscaping, nursery, parks and gardens, and turf management. With additional training and experience, future employment opportunities may include nursery worker, grounds keeper, horticulturalist or landscaper.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
DUAL PROGRAM SIT20207 CERTIFICATE II IN HOSPITALITY and SIT20307 CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS) (Partial Completion)

COURSE AIMS
The Dual Program (first year of the VCE VET Program) provides students with an overview of the hospitality industry, as well as the necessary training and skills development for the achievement of competence in
- Food Preparation; and
- Food and Beverage Service.

Upon successful completion, students can pathway into Units 3 & 4 in either the Kitchen Operations or Hospitality streams.

CLUSTER PROVIDERS
Strathcona (Tay Creggan)
Carey Baptist Grammar
Melbourne Girls College
Princes Hill Secondary College
Swinburne Senior Secondary College
Lynall Hall Community School
University High School
Templestowe College

DAY & TIME
Strathcona (Tay Creggan)
Units 1 & 2 Wednesdays 1.45pm – 5.45pm

Carey Baptist Grammar
Units 1 & 2 Tuesdays 4.00pm – 8.00pm

Melbourne Girls College
Units 1 & 2 Wednesdays 1.45pm – 5.45pm

Princes Hill Secondary College
Units 1 & 2 Wednesdays 1.45pm – 5.45pm

Swinburne Senior Secondary College
Units 1 & 2 Wednesdays 1.45pm – 5.45pm

Lynall Hall Community School
Units 1 & 2 Wednesdays 1.45pm – 5.45pm

University High School
Units 1 & 2 Wednesdays 1.45pm – 5.45pm

Templestowe College
Units 1 & 2 Wednesdays 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to four units of credit for each stream. Two units at Units 1 and 2 level for each stream.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must complete the second year of either stream and undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
Minimum 80 hours required - students will be required to undertake a minimum of 40 hours placement in the first year and a minimum of 40 hours in the second year.

ADDITIONAL INFORMATION/REQUIREMENTS
A chef’s uniform and a waiter uniform are required.

Additional Training Block - students will be required to complete two online units and participate in additional practical training in a commercial premises with an operational bar and dining area. This practical component will be delivered over four days during the September 2013 school holidays.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
- Develop and update hospitality industry knowledge,
- Use basic methods of cookery,
- Organise and prepare food,
- Present food,
- Clean and maintain kitchen premises,
- Serve food and beverage to customers,
- Clean and tidy bar areas and apply hospitality skills in the workplace.

PATHWAYS
Certificate III in Hospitality
Certificate IV in Hospitality
Diploma of Hospitality (Management)
Advanced Diploma of Hospitality (Management)
Bachelor of Applied Science (Hospitality Management)

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Chef
- Cook
- Food Production
- Catering Manager
- Kitchen Hand
- Waiter/Barman
- Hotel/Resort Manager
- Housekeeping
- Tourism Manager

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This is the Kitchen Operations stream of the second year VCE VET Hospitality (Kitchen Operations) program. This stream provides students with the skills and knowledge to be competent in a range of kitchen functions and activities to work in various hospitality enterprises where food is prepared and served. Upon successful completion students will receive the SIT20307 in Hospitality (Kitchen Operations).

CLUSTER PROVIDERS
Lynall Hall Community School
Swinburne Senior Secondary College
Templestowe College

DAY & TIME
Lynall Hall Community School
Units 3 & 4 Mondays 4.00pm – 8.00pm
Swinburne Senior Secondary College
Units 3 & 4 Tuesdays 4.30pm – 8.30pm
Templestowe College
Units 3 & 4 Mondays 4.00pm – 8.00pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students will be eligible for one Unit 3 & 4 sequence upon successful completion of the program.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

PREREQUISITE
Successful completion of the first year Units 1 & 2 SIT20307 Certificate II in Hospitality (Kitchen Operations)

ADDITIONAL INFORMATION/REQUIREMENTS
Additional Training Block - students at Lynall Hall Community School and Swinburne Senior Secondary College will have to undertake an additional one week training block during the school holidays.

WORK PLACEMENT
Minimum of 40 hours of work placement required.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Providing food and beverage service, preparing and serving non-alcoholic beverages, providing a link between kitchen and service areas, develop and update food and beverage knowledge and prepare and serve espresso coffee.

PATHWAYS
Certificate III in Hospitality
Certificate IV in Hospitality
Diploma of Hospitality (Management)
Advanced Diploma of Hospitality (Management)
Bachelor of Applied Science (Hospitality Management)

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Chef
• Cook
• Food Production
• Catering Manager
• Kitchen Hand

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This is the Hospitality stream of the second year VCE VET Hospitality program. The program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the hospitality industry, with specific focus on food and beverage activities (i.e. front of house).

CLUSTER PROVIDERS
William Angliss
Templestowe College

DAY & TIME
William Angliss
Units 3 & 4 Wednesdays 2.00pm – 6.00pm

Templestowe College
Units 3 & 4 Mondays 4.00pm – 8.00pm

NUMBER OF STUDENT PLACES
15 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for one Unit 3 & 4 sequence upon successful completion of the program.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

PREREQUISITE
Successful completion of SIT20207 (Units 1 & 2) Certificate II in Hospitality.

WORK PLACEMENT
Minimum of 40 hours of work placement required.

ADDITIONAL INFORMATION/REQUIREMENTS
Students may be required to purchase a uniform and additional resources.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
The competencies covered in the second year include:
- Providing food and beverage service
- Preparing and serving non alcoholic beverages
- Preparing and serving espresso coffee
- Developing knowledge about food and beverage

PATHWAYS
Certificate III in Hospitality
Certificate IV in Hospitality
Diploma of Hospitality (Management)
Advanced Diploma of Hospitality (Management)
Bachelor of Tourism and Hospitality Management

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Promotions Director
- Event Manager
- Kitchen Hand
- Waiter/Barman
- Hotel/Resort Manager
- Front of House Manager
- Steward/Hostess
- Tourism Manager

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
ICA30105 CERTIFICATE III IN INFORMATION TECHNOLOGY
(Partial completion)

COURSE AIMS
This program introduces students to the skills and knowledge required for Information and Communications Technology (ICT) functions.

The qualification is designed to support ICT activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user.

CLUSTER PROVIDER
Mount Waverley Secondary College

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
20 places are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to four units towards satisfactory completion of their VCE: two units at Units 1 & 2, and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Units 1 and 2 include core units such as integrating and operating commercial computing packages, designing organisational documents and installing software applications.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Units 3 and 4 offer scored assessment and incorporates units such as using advanced features of computer applications, installing and managing network protocols, connecting internal hardware components and managing customer relationships.

PATHWAYS
- Certificate IV in Information Technology (choosing one of three special areas): General, Support, Networking
- Diploma of Information Technology
- Degree in Information Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Information Technology
- Network Manager
- Database Administrator
- Computer Programmer
- Software Testing
- Software Designer
- Data Entry Operator
- Systems Administrator

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
The course offers students prevocational training in the electrotechnology industry, including the knowledge and skills required by industries such as automotive, electrical, electronics, information technology and telecommunications. Units of competence include electrotechnology, telecommunications, information technology and security systems.

CLUSTER PROVIDER
Swinburne TAFE - Hawthorn Campus

DAY & TIME
Units 1 & 2 Wednesdays 1.45pm – 6.00pm
Units 3 & 4 Tuesdays 4.00pm – 8.00pm

NUMBER OF STUDENT PLACES
15 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: This program contributes to four VCE/VET units: two units at the 1 & 2 level and two at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
80 hours of work placement is required.

ADDITIONAL REQUIREMENTS/INFORMATION
Uniform is required. Further details will be provided at the orientation evening.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
- Set up and operate a wireless communications link, set up and test an embedded control system, construct and configure a basic robotic system and carry out a shared technology project.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
- Identify and select components / accessories / materials for electrotech work activities, apply technologies and concepts to electrotech work activities, implement a digital circuit using a programmable logic device and program a basic robotic system.

PATHWAYS
Certificate II in Integrated Technologies provides a springboard into a diverse range of related industries sharing technologies with the electrotechnology industry. Skill areas within the industry include the use and management of computer networks, manipulation of wireless communications, ability to analyse the amounts of data collected by smart devices and closer involvement in electricity generation. With additional training and experience, future employment opportunities may include electronics technician, computer assembler, data communications technician.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Electrician
- Electronics Technician
- Data Communications Technician

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This course develops students’ knowledge and skills required for the selection and coordination of interior furnishings and finishes; learn the practical skills and knowledge to plan and implement creative design and decoration solutions for commercial and residential applications.

You will also learn skills in computing (CAD), presentation methods, restoration decoration, soft and hard material application, colour theory and lighting design. You will have the opportunity to use Photoshop, Illustrator, Word and Excel during the program. Students also produce portfolios which can assist their entry into other arts-based courses.

CLUSTER PROVIDER
Holmesglen Institute- Waverley Campus

DAY & TIME
Year 1: Wednesdays 1.45pm – 5.45pm.
Additional training sessions will be delivered during the school holidays - TBC.

NUMBER OF STUDENT PLACES
15 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

PROGRAM CONTENT
Sample competencies covered over the two years include:

• Explore and apply the creative design process to 2D forms;
• Explore and apply the creative design process to 3D forms;
• Select and apply drawing techniques and media to represent and communicate the concept;
• Research, analyse and apply colour for interior spaces.

PATHWAYS
At completion of the course, you may undertake a broad range of further study from Certificate, Diploma and Advanced Diploma courses in interior design and decoration.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Interior Designer
• Colour Consultant
• Window Dresser

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This is an entry level course for laboratory personnel in many industry sectors such as construction, materials testing, environmental monitoring, food testing, pathology testing and mineral assaying.

Students contemplating engineering or science pathways like scientific research, biomedical science, chemical engineering, or similar will also benefit from the practical skills gained in this course.

CLUSTER PROVIDER
Box Hill High School - SATERN Centre

DAY & TIME
Units 1 & 2 Wednesdays 1.00pm – 5.00pm
Units 3 & 4 Wednesdays 1.00pm – 5.00pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete MSL30109 Certificate III in Laboratory Skills will be eligible for up to four units credit towards their VCE: two units at Units 1 and 2 level, and a Units 3 and 4 sequence.

It is intended that Units 3 & 4 will be offered in 2013.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
80 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Normal schoolwear including closed-toed shoes should be worn. All items such as safety glasses, lab coats and gloves will be made available to students.

To be considered for this program, students must have successfully completed Year 9 Maths.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
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.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
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
Certificate III in Laboratory Skills
Certificate IV in Laboratory Techniques
Diploma of Laboratory Technology
Graduate Certificate in Biotechnology Industry

POSSIBLE FUTURE 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.

• Laboratory Assistant
• Laboratory Technician
• Scientist

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
The course provides a sound grounding in workplace skills, knowledge of organizations and management practice, legal knowledge to work effectively in the justice field, and the research skills necessary to undertake projects.

This qualification would suit applicants who wish to work in sectors such as Government (either in municipal law or law enforcement), State government departments (such as Justice), State Emergency Services, as Justice Administrative Support Workers, loss prevention officers or as security guards in private industry.

CLUSTER PROVIDER
Preshil

DAY & TIME
Year 1: Wednesdays 1.45pm – 5.45pm
Additional training sessions will be delivered during the school holidays - TBC.

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Work in a legal environment
- Uphold and support the Values and Principles of Public Service
- Introduction to the Criminal Justice System

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Work within the current industrial relations climate
- Apply principles and practice to management and leadership in a justice environment
- Implement the mediation process in a justice environment

PATHWAYS
Diploma of Justice
Advanced Diploma of Justice

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Bail Supervisor
- Bailiff
- Police / Fire / Ambulance Officer
- Youth Worker
- Legal Assistant
- Probation Officer
- Correctional Officer
- Industrial Relations Officer
- Customs Officer

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
Students will develop skills in designing for a range of specific audiences and working with audio, video, photography, complex graphics, web design, motion graphics and 2D animation. Successful completion of the Certificate will support students entering further studies and enhance opportunities for other vocational and post-secondary educational pathways.

CLUSTER PROVIDERS
St Aloysius College
Princes Hill Secondary College
Hawthorn Secondary College
Swinburne Senior Secondary College
The Arts Centre - Digital Learning Hub
Vermont Secondary College

DAY & TIME
St Aloysius College
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Princess Hill Secondary College
Units 1 & 2 Wednesdays 9.30am – 12.30pm
Units 3 & 4 Wednesdays 1.45pm – 5.45pm
Hawthorn Secondary College
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Units 3 & 4 Tuesdays 5.00pm – 8.30pm
Swinburne Senior Secondary College
Units 1 & 2 Wednesdays 1.45pm – 5.15pm
Units 3 & 4 Tuesdays 4.30pm – 8.00pm
The Arts Centre - Digital Learning Hub
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Units 1 & 2 Thursdays 5.00pm – 8.00pm
Units 3 & 4 Wednesdays 5.00pm – 8.00pm
Units 3 & 4 Thursdays 5.00pm – 8.00pm
Vermont Secondary College
Units 1 & 2 Wednesdays 8.30am – 1.00pm
Units 3 & 4 Wednesdays 1.30pm – 6.00pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students who complete Certificate III in Media will be eligible for up to four units of credit at Units 1 and 2 level and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL INFORMATION/REQUIREMENTS
Students will be required to purchase a Memory Stick. Further details will be provided at the orientation evenings.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Learning a variety of software skills including Photoshop, Dreamweaver, Audacity and Flash. The course prepares students for the Multimedia and Media Industry. OH&S, design, creativity and workplace skills are emphasised throughout the course.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Designing and creating 2D digital animations, as well as writing content for a range of media. Students will also author interactive sequences, prepare video assets and create visual design components.

PATHWAYS
The general skills acquired by this course have applications across a range of traditional industry sectors, including graphic design, advertising, publishing, computing, pre-press film/video/TV production, information design, visual and performing arts. More specifically this Certificate leads on to the Advanced Diploma of Interactive Media. In addition, a range of higher education courses in media are also available.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Graphic Designer
• Media Producer
• Publisher
• Editor
• Photographer
• Screen Printer
• Multimedia Developer
• Games Developer
• Webpage Designer

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This program 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.

CLUSTER PROVIDERS
University High School
Lynall Hall Community School
Swinburne Senior Secondary College

DAY & TIME
University High School
Units 1 & 2 Wednesdays 1.45pm – 5.45pm

Lynall Hall Community School
Units 1 & 2 Wednesdays 1.30pm – 4.30pm

Swinburne Senior Secondary College
Units 1 & 2 Wednesdays 1.45pm – 5.45pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete Certificate III in Music will be eligible for up to five units credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL INFORMATION/REQUIREMENTS
All students enrolling in this course will need to indicate the following:

- Ownership of a musical instrument and evidence they access private music tutorials on a weekly basis (e.g. letter from their teacher). Students who do not meet the above criteria will not be considered for entry in the program.

- Over and above the prerequisites, all students will have to audition to secure a position in the program. As part of the audition, students will need to present a piece using their main instrument. They will need to provide their own accompanist or backing tape where necessary.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Students will develop and update their music industry knowledge. In addition, they will compose a simple song or tune and contribute to backup accompaniment, lay sound tracks, record sound and assist in stage-managing a production.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Students will further and extend their technical skills in performance; develop and practice improvising; and perform music as a soloist or as part of a group.

PATHWAYS
Certificate IV in Music
Diploma of Music
Advanced Diploma of Music

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Musician
- Music Technician
- Singer
- Songwriter
- Stage Producer
- Director
- Stage Manager
- Sound and Lighting Technician
- Digital Audio Technician
- Sound Engineer
- Broadcaster
- Music Editor
- Jingle Writer
- Music Teacher
- Disc Jockey

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
The program aims to provide students with:
• Broad-based knowledge and skills required to work in the music industry in a range of areas such as recording, mixing and editing sound sources.
• Competencies that may enhance their employment opportunities within the music industry.
• A recognised qualification that will assist them in making a more informed choice when considering vocational and career pathways.

CLUSTER PROVIDERS
Swinburne Senior Secondary College
The Arts Centre - Digital Learning Hub
Sydney Road Community School

DAY & TIME
Swinburne Senior Secondary College
Units 1 & 2 Wednesdays 9.00am – 12.30pm
Units 1 & 2 Wednesdays 1.30pm – 5.00pm
Units 3 & 4 Tuesdays 4.30pm – 8.00pm
The Arts Centre - Digital Learning Hub
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Units 3 & 4 Wednesdays 5.00pm – 8.00pm
Sydney Road Community School
Units 1 & 2 Wednesdays 9.00am – 12.40pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students who complete Certificate III in Music will be eligible for up to five units credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence.
ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL INFORMATION/REQUIREMENTS
Some providers require the students to purchase a USB memory stick. Further details to be provided at the orientation evening.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies to be covered include:
• Develop and update music industry knowledge
• Develop music knowledge and listening skills
• Contribute creative music ideas to a project
• Lay sound tracks
• Purchase or hire equipment/supplies
• Record sound
• Transfer sound
• Use and adapt to changes in technology

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Sample competencies to be covered include:
• Edit sound using digital systems
• Operate a sound mixing console
• Operate a sound reinforcement system
• Mix sound systems

PATHWAYS
Certificate IV in Music Industry (Technical Production)
Diploma of Music Industry (Technical Production)
Advanced Diploma of Music Industry (Technical Production)
Bachelor of Music – Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Musician
• Music Technician
• Digital Audio Technician
• Sound and Lighting Technician
• Director
• Stage Manager
• Stage Producer
• Musical Therapist
• Sound Engineer
• Broadcaster

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This course will enable students to competently perform the core skills in outdoor recreation environments and assist with the conduct of a range of outdoor activities. Work exploration will be undertaken in field locations, such as camps, or indoor recreation facilities, and in a variety of environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

CLUSTER PROVIDER
Christian Brothers College

DAY & TIME
Units 1 & 2 Wednesdays 2.00pm – 5.00pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students completing this program will be eligible for up to three units at Units 1 and 2 level.

ATAR: There is no ATAR contribution.

Please note this is a one year program.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL INFORMATION/REQUIREMENTS
The course will consist of multiple outdoor experiences to develop practical skills and knowledge. These will include day trips on weekends and extended camps during school holidays. Attendance will be compulsory.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the program include:

- Assisting in conducting outdoor recreation sessions
- Minimizing environmental impact
- Applying first aid
- Working effectively in sport and recreation environments
- Occupational health and safety policies
- Responding to emergency situations

Elective competencies will include: select set up and maintain a bike, demonstrate basic off road cycling skills, demonstrate navigation skills in a controlled environment, demonstrate snorkeling activities, demonstrate surf survival and surf rescue skills, demonstrate basic surfing manoeuvres in controlled conditions, demonstrate kayaking skills, use and maintain a temporary overnight site.

PATHWAYS
Certificate IV in Sport and Recreation
Diploma of Sport and Recreation
Certificate IV in Sport (Development)

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Sportsperson
- Aerobics/Fitness Instructor
- Personal Trainer
- Ranger
- Recreation Officer
- Community Sports Manager
- Leisure/Recreation Officer
- Sports Massage/Trainer
- Dietitian

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
**COURSE AIMS**
The pre-apprenticeship program is designed for students who are considering a career in the plumbing industry. It will prepare them for employment as an apprentice in the plumbing trade. The course provides skills and knowledge to enhance employment prospects. It helps to develop social and personal skills relevant to the workplace, as well as providing an understanding of the nature of the work and conditions.

**CLUSTER PROVIDER**
RMIT - City Campus

**DAY & TIME**
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Additional training blocks will be delivered during the school holidays - TBC.

**NUMBER OF STUDENT PLACES**
20 places per class are available in this program.

**ENROLMENT TYPE - VFE**

**CONTRIBUTION TO VCAL/VCE**

**VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

**VCE:** Students are eligible to receive credit at Units 1 and 2 level via block credit arrangements.

**ATAR:** There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

*Please note this is a one year program.*

**WORK PLACEMENT**
40 hours of work placement is strongly recommended.

**ADDITIONAL INFORMATION/REQUIREMENTS**
Students will need to sit an aptitude test and an interview.

**YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT**
The pre-apprenticeship will give you sound knowledge of the fundamental skills and practices associated with plumbing. You will also gain an overview of the plumbing industry, including expectations and how to progress within the industry.

Workshop classes will develop your understanding of welding, sheet metal, roofing, drainage, sanitation, water and gas principles. These skills will also be practised during your work placements.

The following are examples of topics covered:
- Basic welding
- Career pathways
- Measurements and calculations
- Power and hand tools used in plumbing
- Reading building plans
- Sheet metal practices
- Workplace communication
- Occupational Health and Safety principles (Construction Induction (CI) card)

**PATHWAYS**
On successful completion of this program, students may gain partial credit in the Certificate III in Plumbing (Apprenticeship). Further pathways include the Certificate III in Plumbing and the Certificate IV in Plumbing and Services.

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
As a plumber, you can be self-employed or employed by a plumbing firm. Most plumbers install and repair plumbing systems such as: boilers, pumps, heating and cooling systems, natural gas appliances, water tanks, solar heating systems, sinks, basins and showers.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This one-semester program provides students with the knowledge and skills in key operational areas specific to the retail environment including how to operate retail equipment, interacting with customers and how to handle point of sales. These competencies will enhance their employment prospects in retail and related industries.

Students will be able to develop a career plan to progress into the retail industry and be exposed to various settings such as specialty stores and department stores.

CLUSTER PROVIDER
Kangan Institute - Richmond Campus

DAY & TIME
Units 1 & 2 Wednesdays 9.00am – 3.00pm
The program runs for one semester only.

NUMBER OF STUDENT PLACES
23 places per class are available in this program.

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available at the Units 1 & 2 level.

ATAR: There is no ATAR contribution.

Please note this is a one year program.

WORK PLACEMENT
80 hours of work placement is strongly recommended.

PROGRAM CONTENT
Sample competencies covered in the first year include:
• Apply point-of-sale handling procedures
• Interact with the customers
• Organise and maintain work areas
• Communicate in the workplace
• Operate retail technology
• Work effectively in a retail environment
• Perform stock control procedures
• Apply safe working procedures
• Minimise theft
• Sell products and services
• Advise on products and services
• Merchandise products
• Use business technology
• Provide marketing and promotional program support

PATHWAYS
Certificate III in Retail
Certificate II in Wholesale
Certificate IV in Retail Management
Certificate IV in Community Pharmacy

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Retail Sales
• Retail Manager
• Customer Service Representative
• Sales Assistant
• Visual Merchandiser

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This program will provide students with a solid foundation in beauty theory and practice. The course is very hands-on and has a strong employability skills focus. Learn how to design and apply makeup, design and apply make up for photography, provide service to clients, demonstrate and merchandise skin care products, work effectively in the retail environment, all whilst gaining knowledge of the beauty services industry.

The program also enables students to learn valuable work and life skills such as time management, communication and personal development skills - helping them to become a confident, competent and professional beauty therapist or make-up artist.

CLUSTER PROVIDERS
Avidity - Albert Park
Lynall Hall Community School - Richmond

DAY & TIME
Avidity, Albert Park
Year 1: Tuesdays 4.00pm - 7.00pm
Lynall Hall Community School
Year 1: Wednesdays 9.00am - 12.30pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available at the Units 1 & 2 level.

ATAR: There is no ATAR contribution.

Please note this is a one year program.

WORK PLACEMENT
40 hours of work placement is required.

ADDITIONAL REQUIREMENTS/INFORMATION
Cost includes tuition, make up kits and workbooks.

YEAR 1 PROGRAM CONTENT
Course competencies include:
• Communicate in the workplace
• Work effectively in a retail environment
• Conduct financial transactions
• Merchandise products
• Recommend and sell hair, beauty and cosmetic products and services
• Perform head, neck and shoulder massage
• Apply safe working practices
• Demonstrate retail skin care products
• Design and apply make-up
• Design and apply make-up for photography
• Provide service to clients

PATHWAYS
Certificate III in Beauty Services
Certificate IV in Beauty Therapy
Diploma of Beauty Therapy

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Make-Up Artist
• Retail Cosmetic Consultant
• Nail Technician
• Beautician
• Beauty Therapist
• Retail Cosmetic Manager
• Salon Manager
• Day Spa Manager

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
Students will acquire and develop skills, knowledge and confidence to work in the areas of community recreation. Leadership, organizational and specialist activity skills will be developed through the units of competency undertaken in Units 1 – 4.

CLUSTER PROVIDERS
Melbourne High (Aquatics and General Streams)
Camberwell High School (Basketball Stream)
Ashwood College (Fitness Stream)

DAY & TIME
Melbourne High
Units 1 & 2 Wednesdays 1.45pm – 4.45pm – Aquatic
Units 3 & 4 Wednesdays 1.45pm – 4.45pm – General
Camberwell High School
Units 1 & 2 Wednesdays 1.45pm – 4.45pm – Basketball
Ashwood College
Units 1 & 2 Wednesdays 1.30pm – 4.30pm – Fitness

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who undertake the Certificate III in Sport and Recreation will be eligible for up to four units of credit towards their VCE: up to two units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
80 hours of work placement is required over the two years.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
In Units 1 and 2, students can choose from a range of electives to create a program of their choice, including teaching the fundamental skills of athletics, basketball, gymnastics or squash and implementing sports injury prevention.

YEAR 2 (UNITS 3 & 4) PROGRAM CONTENT
Units 3 and 4 offers scored assessment and includes core units such as conducting basic warm-up and cool-down programs, plan and conduct sport and recreation sessions and undertake a risk analysis of activities. Students also undertake electives drawn from the Aquatics, Fitness, Sport and Outdoor Recreation streams.

PATHWAYS
Completion of the Certificate III in Sport and Recreation may lead to jobs in the facilitation of sport and recreation programs; maintenance of grounds and facilities; working in service industries such as recreation and fitness centres, outdoor sporting grounds or aquatic centres. With further training and experience, potential job outcomes may include coaching, teaching and sports administration.

• Certificate III and IV in Community Recreation
• Certificate III and IV in Sport (Officiating, Coaching, Trainer)
• Diploma of Community Recreation or Sport and Recreation, or Sport Coaching
• University - Human Movement, Sports Administration, Fitness Leadership, Outdoor Recreation, Physical Education -Teaching

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Coach
• Jockey
• Sportsperson
• Aerobics/Fitness Instructor
• Exercise Physiology
• Personal Trainer
• Ranger
• Recreation Officer
• Community Sports Manager
• Leisure/Recreation Officer
• Sports Massage/Trainer
• Physiotherapist
• Dietitian
• Sports Psychologist
• Sports Development and Promotion

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This qualification forms part of the Integrated Telecommunications Training Package. It provides training in the installation of telecommunications and data cabling and cabling products on customer premises in accordance with Australian Communications Authority requirements under the auspices of the industry registration regime.

CLUSTER PROVIDER
Box Hill Institute - Nelson Campus

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm - 4.30pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VFE

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
• Install cable support systems
• Place and secure cable
• Terminate metallic conductor cable
• Install functional and protective telecommunications earthing system
• Joint copper cable
• Alter services to existing cable system
• Organise and monitor cabling to ensure compliance with regulatory and industry standards.

PATHWAYS
Certificate III in Telecommunications
Certificate III in Telecommunications Cabling
Certificate III in Broadband and Wireless
Certificate III in Broadband and Wireless Networks Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
Cable Jointer or Telecommunications Trades Workers install, maintain & repair data transmission equipment, aerial lines, conduits, cables, radio antennae & telecommunications equipment & appliances.

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
This program will provide students with the fundamental skills and knowledge needed in the fashion and textiles industry. Students will study colour, drawing and design, textile design influences, screen printing, machine knitting and weaving, fibres and fabrics, dyes and colouration. Students also produce portfolios which can assist their entry into other fashion and design courses.

CLUSTER PROVIDER
RMIT - Brunswick Campus

DAY & TIME
Year 1: Wednesdays 9.30am – 4.00pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students may be eligible for four units towards their VCE as a block credit: two Units 3 and 4 sequences.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. It may however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS / INFORMATION
Interested students are asked to email a resume to vetis@imvc.com.au - as part of the selection criteria they will also be interviewed by the Manager of VET in Schools at RMIT. More information will be given at the compulsory orientation evening.

YEAR 1 PROGRAM CONTENT
Students enrolled in the first year will gain an understanding of how to use colour in the production of fabrics, they will design and make their own screen printed fabric, develop techniques to produce drawings, create fabric samples as well as gain experience in screen printing.

YEAR 2 PROGRAM CONTENT
Students in the second year of the program will gain various techniques and skills needed to design and produce various fabrics. Second year students will undertake many activities that will assist in the development of individual portfolios.

PATHWAYS
Upon completion, students can articulate into the Diploma of Textiles Design and Development. Further programs in this field available at RMIT include:

- Fashion and Textiles Merchandising
- Fashion Design and Technology
- Design (Fashion)

POSSIBLE FUTURE CAREER OPPORTUNITIES

- Textile design assistants
- Knitters, weavers, screen printers
- Fabric wholesalers
- Fabric buyer
- Fashion Designer

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
COURSE AIMS
Develop your skills in helping people organise and book their dream holidays; learn about local and international destinations, fares and ticketing; how to access travel information and process sales. Holmesglen has a hands on approach to learning about tourism - you will study in a simulated travel office environment using the latest tourism technology.

CLUSTER PROVIDER
Holmesglen Institute - Waverley Campus

DAY & TIME
Year 1: Wednesdays 1.30pm – 5.00pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 PROGRAM CONTENT
Throughout the first year of the course the emphasis is on developing knowledge of the tourism industry, Australian destinations and promoting local attractions. There will be several local tourism based excursions.

Sample competencies covered in the first year include:
Develop and update tourism industry knowledge; access and interpret product information; operate an online information system; construct domestic airfares; source and provide Australian destination information and advice.

YEAR 2 PROGRAM CONTENT
The focus during the second year is about travel agency operations and international destinations. A feature of the year two program is the optional trip to the Gold Coast to explore the tourism industry in Queensland and the operations of a theme park.

Sample competencies covered in the second year include:
Sell tourism products and services; prepare quotations; process travel related documentation; source and provide international destination information and advice; create electronic presentations; create a promotional stand; use business technology.

PATHWAYS
Certificate III in Tourism
Certificate IV in Tourism
Diploma of Tourism

POSSIBLE FUTURE CAREER OPPORTUNITIES
The tourism industry is an ever changing and exciting industry to work in. Career prospects range from selling dream holidays to customers as a travel agent, working for an airline, to guiding local and international tours.

• Event Manager
• Travel Consultant
• Reservation Sales Agent
• Tour guide
• Theme Park attendant

Attendance at Orientation Evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific Orientation Evenings can be found on the last page (page 53) of this handbook.
Enrolment Form and Orientation Dates
2013 VET in SCHOOLS
STUDENT ENROLMENT FORM
IMVC and ENVC

HOW TO APPLY
1. Submit this form to your Careers/VET Coordinator by the due date indicated below.
2. Go to www.imvc.com.au, click on VOCATIONAL EDUCATION PROGRAMS, select VET PROGRAMS. You will be redirected to the IMVC and ENVC VET Portal where you can submit an enrolment online.
3. Attend the compulsory Orientation Evening for the course – refer to page 53.

PART 1 – STUDENT DETAILS (PLEASE PRINT CLEARLY USING BLOCK LETTERS)
Surname: ....................................................................................................................................................................................................................................................
Given Name: ..............................................................................................................................................................................................................................................
Year Level in 2013: ............................................................................................... VCE or VCAL Student: ........................................................................................
Name of School enrolled at: ................................................................................................................................................................................................................
Home Address: ........................................................................................................................................................................................................................................
..................................................................................................................................................................................................................................
Post Code: ..........................................................................................................................................................................................................................
Home Telephone: ................................................................................................
Student’s Mobile: ................................................................................................
Female ☐ Male ☐ Date of Birth: ........................................................................................................
Are you an ESL Student? ☐ Yes ☐ No Are you an Aboriginal or Torres Straight Islander? ☐ Yes ☐ No
Do you have any disabilities/known allergies? ☐ Yes ☐ No
If yes please specify (especially if you routinely carry medication): ...........................................................................................................................

PART 2 – COURSE DETAILS
I wish to apply for administration to (provide the full course name and venue): ............................................................................................................
..................................................................................................................................................................................................................................................................
Please tick: ☐ Year 1 / Units 1 & 2 (or) ☐ Year 2 / Units 3 & 4

PART 3 – PARENT’S ENDORSEMENT
I/We have read and understood the information regarding our child’s application for an IMVC or ENVC Cluster VET program in 2013 and agree to his/her application.
Parents Name: ........................................................................................................
Parent’s Signature: .................................................................................................. Date: ..............................................................

PART 4 – VET COORDINATOR’S ENDORSEMENT
Your School’s VET Coordinator must endorse that you are deemed suitable for the program.
‘I endorse that the above named student has undertaken course/career counseling and is deemed suitable’
Teacher’s Signature: .................................................................................................. Date: ..............................................................
Due date to lodge application: ...........................................................................................................................
As part of the enrolment process, the IMVC and ENVC hold compulsory parent and student Orientation Evenings for each Unit 1 & 2 VET Program. Course content and requirements will be outlined and ample time will be provided to answer questions. Students unable to attend must contact their School Based VET Coordinator. Non attendance at the orientation evenings may result in cancellation of 2013 VET applications.

<table>
<thead>
<tr>
<th>VET PROGRAMS</th>
<th>VENUE</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and Construction, and Integrated Technologies</td>
<td>RMIT - City Campus</td>
<td>Tuesday 9 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>Building 56, Room 6.82 Corner Lygon and Queensberry Streets</td>
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<tr>
<td>Automotive, Engineering, Plumbing and Electrotechnology</td>
<td>RMIT - City Campus</td>
<td>Wednesday 10 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>Building 56, Room 3.82 Corner Lygon and Queensberry Streets</td>
<td></td>
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<tr>
<td>Allied Health and Textiles</td>
<td>RMIT - City Campus</td>
<td>Thursday 11 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>Building 56, Room 3.82 Corner Lygon and Queensberry Streets</td>
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</tr>
<tr>
<td>Business and Justice</td>
<td>Kangan Institute – ACE Docklands</td>
<td>Monday 22 October</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>Batmans Hill Drive (parking available at venue and Etihad Stadium on Wurundjeri Way)</td>
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<tr>
<td>Applied Fashion, Acting and Dance</td>
<td>Siena College</td>
<td>Tuesday 23 October</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>815 Riversdale Road, Camberwell</td>
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</tr>
<tr>
<td>Interior Decoration, Floristry, Horticulture, Events and Tourism</td>
<td>Holmesglen Institute</td>
<td>Wednesday 24 October</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>Lecture Room - Level 1, Room 1, Bldg 12 595 Waverley Road, Glen Waverley</td>
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<tr>
<td>Laboratory Skills</td>
<td>Box Hill High School</td>
<td>Wednesday 24 October</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>Whitehorse Road, Box Hill</td>
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<tr>
<td>Community Services, Sport and Outdoor Recreation, and Furniture Making</td>
<td>Lynall Hall Community School</td>
<td>Thursday 25 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>Corner Highett &amp; Gleadell Street, Richmond</td>
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<tr>
<td>Media (Interactive Digital Media)</td>
<td>Christian Brother’s College</td>
<td>Monday 29 October</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>11 Westbury Street, St Kilda</td>
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</tr>
<tr>
<td>Creative Industries (Broadcasting and Media), Music Performance and Music Technical Production</td>
<td>Melbourne High School</td>
<td>Tuesday 30 October</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>Forest Hill, South Yarra</td>
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<tr>
<td>Hospitality/Kitchen Operations and Retail Service</td>
<td>Melbourne High School</td>
<td>Tuesday 30 October</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>Forest Hill, South Yarra</td>
<td></td>
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<tr>
<td>Hairdressing and Retail Make Up and Skin Care</td>
<td>Lynall Hall Community School</td>
<td>Thursday 1 November</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>Corner Highett &amp; Gleadell Street, Richmond</td>
<td></td>
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<tr>
<td>Equine Industry</td>
<td>Box Hill Institute</td>
<td>Wednesday 21 November</td>
<td>6.00pm – 7.00pm</td>
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<tr>
<td></td>
<td>465 Elgar Road, Box Hill</td>
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<tr>
<td>Animal Studies and Telecommunication</td>
<td>Box Hill Institute</td>
<td>Thursday 22 November</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>465 Elgar Road, Box Hill</td>
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<tr>
<td>Information Technology</td>
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TBC: To Be Confirmed