SELLEN

Youth, Skills, Employment. It's everyone's business.

South East VETDSS Cluster

VETDSS Handbook 2024

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South East LLEN

The South East Local Learning and Employment Network (South East LLEN) is a community managed regional network made up of local organisations in Melbourne's South East, interested in working to give young people a better go at successfully moving through the education system to employment.

Our network membership includes approximately 250 members, including organisations such as schools, TAFEs, local businesses and youth welfare agencies, as well as individuals.

We DO NOT charge young people or our members any fees to be a member or try to sell them anything.

We DO work with our network members to develop sustainable partnerships between education providers, business and industry, community groups and parents and families that will benefit student participation, retention, attainment and transition.

WE DO THAT BY:

Researching within the local region (City of Casey, Cardinia Shire and the City of Greater Dandenong) to identify systemic gaps in education and services to young people and developing sustainable partnerships between our members to address participation, attainment, retention and transition issues.

The South East LLEN is governed by a Board of Directors elected by the membership of the network. The Board of Directors is made up of 10-12 people representing a range of education, community and industry providers. Half of the elected Board positions are renewed at the Annual General Meeting of the Association (usually held in May each year).

WHAT IS THE LLEN?

Established in 2001 as a result of a recommendation from the Kirby Report, the South East Local Learning and Employment Network (South East LLEN) was developed to bring together educators, employers, industry, welfare agencies, local government and non-government organisations.

Under the current funding agreement South East LLEN is funded by the Victorian Government.

The core objective of a LLEN is to improve participation, engagement, attainment and transition outcomes for young people within its geographic boundaries.

A LLEN also has a particular focus on those young people who are at risk of disengaging or who have already disengaged from education and training and are not in meaningful employment.

Scan to visit
sellen.org.au
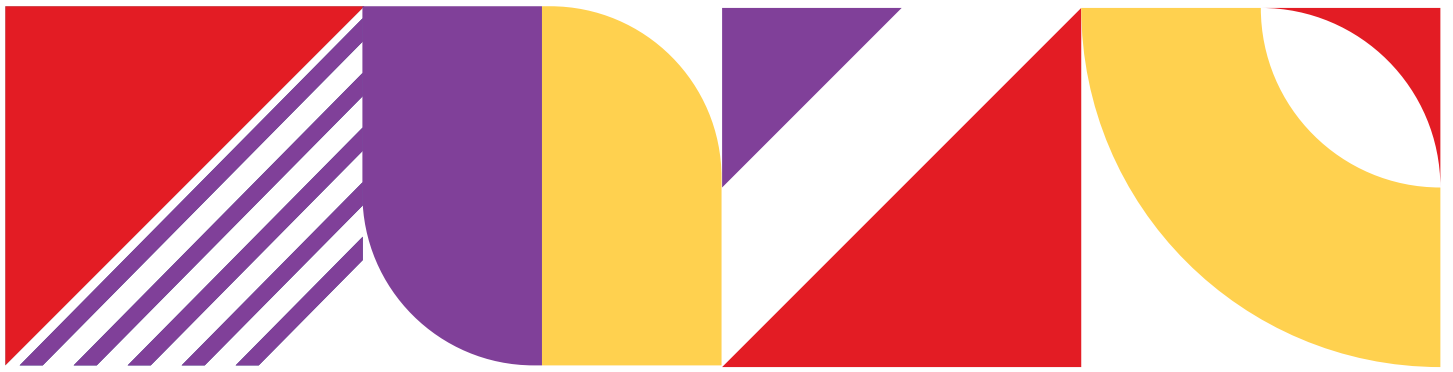
What are VETDSS courses?

WHAT IS VDSS?

Vocational Education and Training Delivered to School Students (VETDSS) allows secondary students to gain practical skills in a specific industry while contributing toward the completion of the Victorian Certificate of Education (VCE), VCE Vocational Major (VCE VM) or Victorian Pathways Certificate (VPC).

PLEASE NOTE

The Senior Secondary Certificates in Victoria are undergoing reform. From 2023 the VCE Vocational Major will replace Intermediate and Senior VCAL and the Victorian Pathways Certificate will replace Foundation VCAL. At the time of printing this publication advice is being provided to schools regarding the implementation arrangements for the new certificates for 2023. For the most up to date information please refer to: https://www.vcaa.vic.edu.au/victorianseniorsecondarycertificatereform/Pages/Index.aspx

VCAL units at Senior level will meet the requirements of the VCE VM, transition arrangements for current VCAL students have not been finalised. Any VET Units 3 and 4 sequence achieved and described in the following course listing will also apply to the VCE VM, additional ways students can achieve a Units 3 and 4 sequence from VET will be provided to schools.

BENEFITS OF VDSS

- VET programs contribute directly to the VCE, VCE VM and VPC and can contribute towards the ATAR score.
- Students gain industry experience and employability skills.
- Creates a pathway to further study.
- Provides opportunities to develop effective relationships with industry employers.
- Enhances knowledge of employer and workplace expectations.
- Develops the capacity for teamwork and leadership.

SOUTH EAST HOME-HOST SCHOOL MODEL OF VET COURSE DELIVERY

The Home-Host School Model of VET delivered across the South East is a single organisational unit that ensures that young people have access to a broad range of affordable and local VET programs within their community.

The Home-Host School Model was set up in response to high demand which was hampered by the local cost of undertaking a VET course. The model has enabled every student in the South East region to access over 50 different VET certificates, including those courses available through TAFEs and private Registered Training Organisations (RTOs).

The Home-Host School Model relies on VET programs being offered by providers (mostly schools who are either RTOs in their own right, or are auspiced by local RTOs to deliver VET programs) to be open and available to any student in the region who wishes to enrol. These Host Schools VET programs are delivered in a separate way to 'internal' VET courses which schools offer only to their enrolled students.

The HOST school is the school or provider who opens their VET enrolments to any student in the region thereby 'hosting' the student who is enrolled at another school or agency. The HOME school is the school or agency at which the student is enrolled for the bulk of their secondary studies.

Enrolments in these 'Home-Host' School VET programs are coordinated through the South East LLEN as an 'honest broker intermediary' with courses taking place on agreed days of the week. Over the past six years the South East LLEN , working in partnership with local schools and RTOs, has been able to facilitate agreements between schools on amounts of program deposits, timing of enrolments and enrolment cut off dates.

The Home-Host School Model ensures that smaller schools in the City of Greater Dandenong, City of Casey and Cardinia Shire can access high quality VET courses even though they may have only one or two students who are interested in vocational programs.

FEATURES OF VDSS

- VET enables students to gain qualifications for all types of employment, and specific skills to help them in the workplace.
- Undertaking VET while at school allows students to mix general and vocational education and to make a start on training for a career before they leave school.
- VET programs are typically completed over two years and provide students with a qualification or partial completion of a nationally recognised certificate.
- Students can also study VET through school-based apprenticeships or traineeships (SBATs).

WHAT VET IS RIGHT FOR YOU?

To discover what VET course is right for you, explore these helpful Get VET resources including videos and success stories and talk to the relevant teachers or coordinators at your school to assist you on the right pathway https://www.vcaa.vic.edu.au/studentguides/getvet/Pages/Index.aspx

CREDIT TOWARDS THE VCE, VCE VM AND VPC

VCE VET programs are made up of VET qualifications approved by the Victorian Curriculum Assessment Authority (VCAA) to contribute towards the VCE, VCE VM or VPC. All VCE VET programs contribute to VCE Units that provide credit towards the VCE and VCE VM in the same way as a VCE study. Most VCE VET programs can provide credit for VCE Units 1 to 4.

A small number of shorter qualifications can provide credit for VCE Units 1 and 2 only. Each completed 90-hour block of VET equals one VPC credit. If you choose to do a VET qualification that is not from a VCE VET program, you may be eligible for credit towards your VCE, VCE VM or VPC. This is called block credit recognition. To receive block credit recognition, the qualification must be at certificate II level or above for the VCE and VCE VM, or certificate level I and above for the VPC.

STUDY SCORES AND ATARS

Some VCE VET programs are scored and some VCE VET programs are non-scored. VCE VET programs with a Units 3 and 4 sequence can be included in the calculation of your Australian Tertiary Admission Rank (ATAR).

Scored VCE VET programs: give you a study score for the Units 3 and 4 sequence that is achieved through school assessed coursework and an externally set examination. Scored VCE VET programs provide a study score that contributes directly to your ATAR, either as one of your primary four studies or as a fifth or sixth study increment. Non-scored VCE VET program: do not give you a study score but they can still contribute to your VCE. When you receive a Units 3 and 4 sequence towards your VCE from a non-scored VCE VET program, they may contribute towards the calculation of your ATAR by VTAC. Check with the VET coordinator at your school.

STRUCTURED WORKPLACE LEARNING

Structured Workplace Learning (SWL) is designed to help students apply the skills and knowledge they learn in their VET program in an industry environment.

SWL RECOGNITION

A student can gain credit towards the VCE, VCE VM or VPC by successful participating in SWL and completing a Workplace Learning Record.

STUDENTS WITH DIVERSE NEEDS

- The SE VET Cluster is committed to embedding inclusive education in all school environments for students with disability and diverse needs.
- Students requiring additional support to achieve successful outcomes in their VET program need to indicate this on their VET enrolment form.
- Arrangements will be made between the Home and Host schools to determine the support needs of students and provide access to educational and support services as necessary, so that students can meet the requirements of the VET course they are enrolled in.

UNIQUE STUDENT IDENTIFIER (USI)

A USI is required to enrol in a VET program. A USI is your individual education number for life. It also gives you an online record of your vocational education.

South East VETDSS Student Expectations

Students enrolling in a VET program through the South East VETDSS Cluster are required to adhere to the below expectations. Any additional course requirements set out by Host schools must also be followed.

1. ATTENDANCE

A minimum of 80% attendance is recommended. This gives students the best opportunity to learn and demonstrate competency that is aligned to the Units of Competency (UoC) and associated assessment requirements. A minimum of 80% attendance does not guarantee a student will be able to demonstrate competency and be awarded a full certificate. Whenever possible, students need to notify their Home school VET coordinator at least half an hour before the start of their VET class if unable to attend.

2. TRAVEL

Students are to behave in an appropriate and safe manner when traveling to and from their VET class.

3. PUNCTUALITY

All students are expected to arrive on time and prepared for class.

4. UNIFORM

Students are required to attend class dressed appropriately for their VET program. This may include a uniform and personal protective equipment (e.g., steel capped boots, safety glasses).

5. WORK REQUIREMENTS

All tasks as assigned by the VET teacher/trainer are to be completed to demonstrate competency. Students will be given multiple opportunities to demonstrate competency. If a student is unable to demonstrate competency for a UoC they will be awarded a partial completion and receive a Statement of Achievement. Also, if a student is unable to demonstrate competency for a UoC that is a prerequisite for another UoC, they will not be able to enrol/complete this UoC. The Home school VET coordinator will be informed if a student is not meeting the work requirements of their VET course.

6. STUDENT BEHAVIOUR

All students must meet the classroom expectations of the VET teacher/trainer and the behavioural expectations of the Host school. This includes meeting Work Health and Safety requirements.

7. STRUCTURED WORKPLACE LEARNING

SWL is a key feature of VET. SWL is compulsory for some VET courses and highly recommended for others. For courses requiring mandatory SWL it is the responsibility of the student and their Home school to organise a suitable work placement and communicate this with the Host school. Failure to meet the above expectations will bring a student's VET enrolment into jeopardy. It is important that students and parent/carers talk with their Home school VET coordinator if there are any concerns.
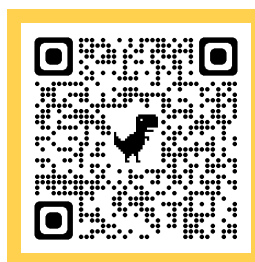
For more information about workplace learning, scan here!

Host school/non-school provider locations

The South East LLEN Web Portal is an innovative, dynamic and paperless system which supports the growth for increased participation of young people in VET courses.

The South East LLEN Web Portal streamlines all VET application and administration procedures and is available for VET Coordinators in member schools.
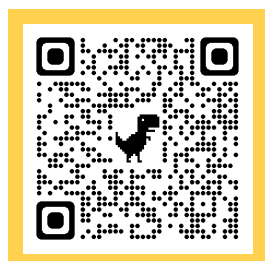
Scan to read more about VET in schools

Berwick College
65-69 Manuka Road,
Berwick VIC 4687

CIRE Training
Level 1, 7-9 John Street
Lilydale VIC 3140

Carwatha College P-12
Unit 43/81 Browns Rd,
Noble Park North VIC 3174

Cranbourne Secondary College
Stawell Street
Cranbourne VIC 3977

Foundation Learning Centre
1 Malcolm Court
Narre Warren VIC 3805

Hallam Secondary College
Frawley Road,
Hallam VIC 3803

Hillcrest Christian College
500 Soldiers Road,
Clyde North VIC 3978

Kambrya College
68 Bemersyde Drive
Berwick VIC 3806

Keysborough Secondary College
Banksia Campus, Janine Rd,
Springvale South VIC 3172

Lyndale Secondary College
14 Halton Road,
Dandenong North 3175

Lyndhurst Secondary College
950 South Gippsland Highway,
Cranbourne VIC 3977

Nazareth College
Manning Drive
Noble Park North VIC 3174

Noble Park Secondary College
3 Callaghan Street
Noble Park VIC 3174

Officer Secondary College
1 Parker Street
Officer VIC 3809

Pakenham Secondary College
1020 Princes Highway
Pakenham VIC 3810

Skillinvest Ltd.
89 Cheltenham Road,
Dandenong VIC 3175

St.John's Regional College
Caroline Street,
Dandenong VIC 3175

St. Peter's College Clyde North Campus
55 Mackillop Way,
Clyde North VIC 3978

St. Peter's College Cranbourne Campus
1005 Cranbourne-Frankston Rd.
Cranbourne West VIC 3977

Arts and Media

MST20616

Certificate II in Applied Fashion Design & Technology

AIM

Certificate II in Applied Fashion Design and Technology is a two year qualification that provides participants with the knowledge and skills to achieve units of competency that will enhance their employment prospects in fashion or fashion related industries. This qualification will enable participants to gain a recognised credential and make a more informed choice of vocation and career path as well as expose them to skills, such as design, sewing and pattern making.

CERTIFICATE II IN APPLIED FASHION DESIGN & TECHNOLOGY

HOST SCHOOL AND RTO	DAY & TIME
Noble Park Secondary College **RTO:** Box Hill Institute (4687)	Wednesday 9.00am – 1.00pm (Units 1 & 2)
	Friday 9.00am – 1.00pm (Units 3 & 4)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: On completion students will be eligible for six units: four Units at 1&2 and a Units 3&4 sequence.

ATAR: Students will be eligible for a 10% increment.

UNITS OF STUDY MAY INCLUDE:

- Work in the TCF industry
- Identify design process for fashion designs
- Identify fibres, fabric and textiles used in the TCF industry
- Produce a simple garment
- Use steaming and pressing equipment in TFC production
- Prepare and produce a complex whole garment from specifications
- Work Safely
- Apply quality standards
- Participate in environmentally sustainable work practices
- Draw and interpret a basic sketch
- Design and produce a simple Garment
- Use a sewing machine for fashion design
- Modify patterns to create basic styles

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

PATHWAYS FOR APPLIED FASHION DESIGN & TECHNOLOGY

Certificate II in Applied Fashion Design & Technology will provide students with an award that articulates directly into higher level qualification in clothing production.

Students who successfully complete this program will gain:

- A Certificate II in Applied Fashion Design & Technology
- Opportunities for self-employment and career pathways into textiles, clothing & footwear industries.

WHERE NEXT

On achievement of the Certificate II in Applied Fashion Design & Technology, students may undertake further training and assessment including:

- Certificate III in Applied Fashion and Design
- Certificate IV in Applied Fashion Design and Technology
- Diploma of Applied Fashion Design and Technology
- Advanced Diploma of Applied Fashion Design and Technology

POSSIBLE FUTURE CAREER PATHS

- Fashion Designer
- Interior Designer
- Tailor
- Dress Maker
- Milliner
- Costume Designer
- Patternmaker

Certificate III in Screen and Media

AIM

This qualification forms part of the Film, TV, Radio and Multimedia Training Package. It is designed to reflect the role of people working in the multimedia industry as assistants who perform basic duties such as assisting in updating a web page, assisting with a design brief, assisting with animation, capturing and manipulating images and assisting with video production.

CERTIFICATE III IN SCREEN AND MEDIA

HOST SCHOOL AND RTO	DAY & TIME
Hallam Secondary College **RTO:** COLLARTS (0109)	Days and Times TBC (Units 1 & 2)
	Days and Times TBC (Units 3 & 4)
	Scored assessment available

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Students who complete the program are eligible for up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.

ATAR: Scored Assessment is available for this course.

UNITS OF STUDY MAY INCLUDE

Some units of 1st Year

- Develop and extend critical and creative thinking skills
- Work effectively in the screen and media industries
- Follow occupational health and safety procedures
- Produce and prepare photo images
- Follow a design process
- Maintain interactive content

Some units of 2nd Year

- Create 2D digital animations
- Write content for a range of media
- Explore and apply the creative design process to 2D form
- Author interactive sequences
- Create visual design components

STRUCTURED WORKPLACE LEARNING

80 hours is highly recommended.

PATHWAYS FOR SCREEN AND MEDIA

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the media industry
- Certificate III in Screen and Media

WHERE NEXT

On completion students may undertake further training and assessment including:

- Certificate IV in Interactive Digital Media
- Bachelor of Multimedia and Digital Arts
- Bachelor of Design (Digital Media Design)
- Advanced Diploma of Screen and Media
- Bachelor of Arts (Games and Interactivity)

POSSIBLE FUTURE CAREER PATHS

- Graphic Designer
- Publisher
- Media Producer
- Editor
- Photographer
- Screen Printer
- Webpage Designer

CUA20120

Certificate II in Dance

AIM

Certificate II in Dance enables the learner to develop the knowledge and skills to participate in a variety of dance routine roles. It provides the fundamental skills in a number of specialised dance disciplines. It also aims to provide young people with the technical and performance skills, knowledge and attitude to begin the process of establishing a career in the entertainment industry.

CERTIFICATE II IN DANCE

HOST SCHOOL AND RTO	DAY & TIME
Hillcrest Christian College **RTO:** AUSDANCE (20949)	Wednesday Times TBC (Units 1 & 2)
Lyndale Secondary College **RTO:** TBC	Wednesday 1.30pm – 4.30pm (Units 3 & 4)
Nazareth College **RTO:** Dance Training Organisation (45789)	Wednesday 1.30pm – 5.30pm (Units 1 & 2)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Students who complete this program are eligible for up to two VCE VET Units 3&4 sequences.

ATAR: scored assessment is available

UNITS OF STUDY MAY INCLUDE

Some units of Cert II

- Develop basic level of physical condition for dance performance
- Develop basic dance techniques
- Follow basic safe dance practices
- Work effectively with others
- Perform basic jazz dance technique
- Perform basic contemporary technique
- Perform basic street dance technique

Some units of Cert III

- Prepare self for performance
- Incorporate artistic expression into basic dance performance
- Develop and apply creative arts industry knowledge
- Develop audition techniques
- Increase depth of jazz dance technique
- Increase depth of street dance technique
- Increase depth of contemporary dance techniques

STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum 80 hours of work placement.

PATHWAYS FOR DANCE

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the dance or entertainment industry
- Certificate II in Dance

WHERE NEXT

On completion of Certificate II in Dance students may undertake further training and assessment including:

- Certificate III in Dance
- Various Diplomas & Advanced Diplomas
- Various University Degrees

POSSIBLE FUTURE CAREER PATHS

- Community Dance Worker
- Dance Teacher
- Dance Therapist
- Dancer
- Choreographer
- Professional dancer

CUA30920

Certificate III in Music (Performance Stream) (Sound Production)

AIM

Performance Stream aims to provide students with a broad based knowledge and skills required to work in the music industry in a range of areas like performance and composition if they take up Certificate III in Music.

Sound Production 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 and mixing and editing sound sources.

CERTIFICATE III IN MUSIC

HOST SCHOOL AND RTO	DAY & TIME
Hallam Secondary College **RTO:** COLLARTS (0109)	**Performance** Days and Times TBC (Units 1 & 2, 3 & 4)
	Sound Production Days and Times TBC (Units 1 & 2, 3 & 4) Scored assessment available
Hillcrest Christian College **RTO:** COSAMP (41549)	**Performance** Wednesday 1.30pm – 4.30pm (Units 3 & 4)
St. Peter's College Clyde North Campus **RTO:** COLLARTS (0109)	**Performance** Wednesday 9.00am – 3.30pm (Units 1 & 2, 3 & 4) **Sound Production** Friday 9.00am – 3.30pm (Units 1 & 2, 3 & 4) Scored assessment available

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence.

ATAR: Scored assessment is available for this program.

UNITS OF STUDY MAY INCLUDE

Some units of Certificate III Music Industry (Performance)
- Implement copyright arrangements

- Develop technical skills in performance
- Contribute to health and safety of self and others
- Develop ensemble skills for singing & playing music
- Perform music as part of a group or soloist
- Apply knowledge of genre to music making
- Develop improvisation skills
- Prepare for performances

Some units of Certificate III Music Industry (Sound Production)
- Work effectively with others
- Manage own work and learning
- Source and apply entertainment industry knowledge
- Assist with sound recordings
- Perform basic sound editing
- Record and mix basic music demo
- Select and manage microphone and other audio input sources
- Set up and disassemble audio equipment
- Operate sound reinforcement systems
- Install and disassemble audio equipment
- Mix music in a studio environment
- Manage audio input sources

STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

PATHWAYS FOR THE MUSIC INDUSTRY

Students who successfully complete this program will gain:
- Basic entry level skills and knowledge for work in the music industry

WHERE NEXT

On completion students may undertake further training and assessment including:
- Certificate IV in Music Industry
- Diploma of Music Industry
- Advanced Diploma of Music Industry
- Various University Degrees

POSSIBLE FUTURE CAREER PATHS

- Music Technician
- Studio teacher
- Sound and Lighting Technician
- Stage Manager
- Digital Audio Technician
- Sound Engineer
- Music Management
- Band Member

CUA31120

Certificate III in Visual Arts

AIM

Certificate III in Visual Arts aim to provide students with the skills and knowledge required to enhance their employment prospects in a visual arts environment or related industry. The focus is on painting, sculpture, digital photography, design and drawing.

CERTIFICATE III IN VISUAL ARTS

HOST SCHOOL AND RTO	DAY & TIME
Hallam Secondary College **RTO:** COSMAP (41549)	Days and Times TBC (Units 1 & 2)
	Wednesday, Thursday or Friday Times TBC (Units 3 & 4)
Noble Park Secondary College **RTO:** TBA	Wednesday 9.00am – 1.00pm

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC Credit.

VCE/VCE VM: Students who complete this program are eligible for up to five units at the Unit 1&2 level.

ATAR: No contribution is available

UNITS OF STUDY MAY INCLUDE

- Participate in OHS processes
- Develop drawing skills to communicate ideas
- Produce creative work
- Produce digital images
- Apply knowledge of history and theory to own work
- Document the work progress
- Produce drawings
- Produce paintings

PATHWAYS FOR VISUAL ARTS

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for working the visual arts industry
- Certificate III in Visual Arts

WHERE NEXT

On completion of the Certificate III in Visual Arts students may undertake further training and assessment including:

- Certificate IV in Visual Arts (Folio Development)
- Diploma in Visual Arts (Fins Arts)
- Diploma in Visual Arts (Illustration)

POSSIBLE FUTURE CAREER PATHS

- Creative arts
- Public art
- Any art administration role
- Visual artist
- Illustrator
- Concept artist
- Set painter
- Art therapist

Automotive

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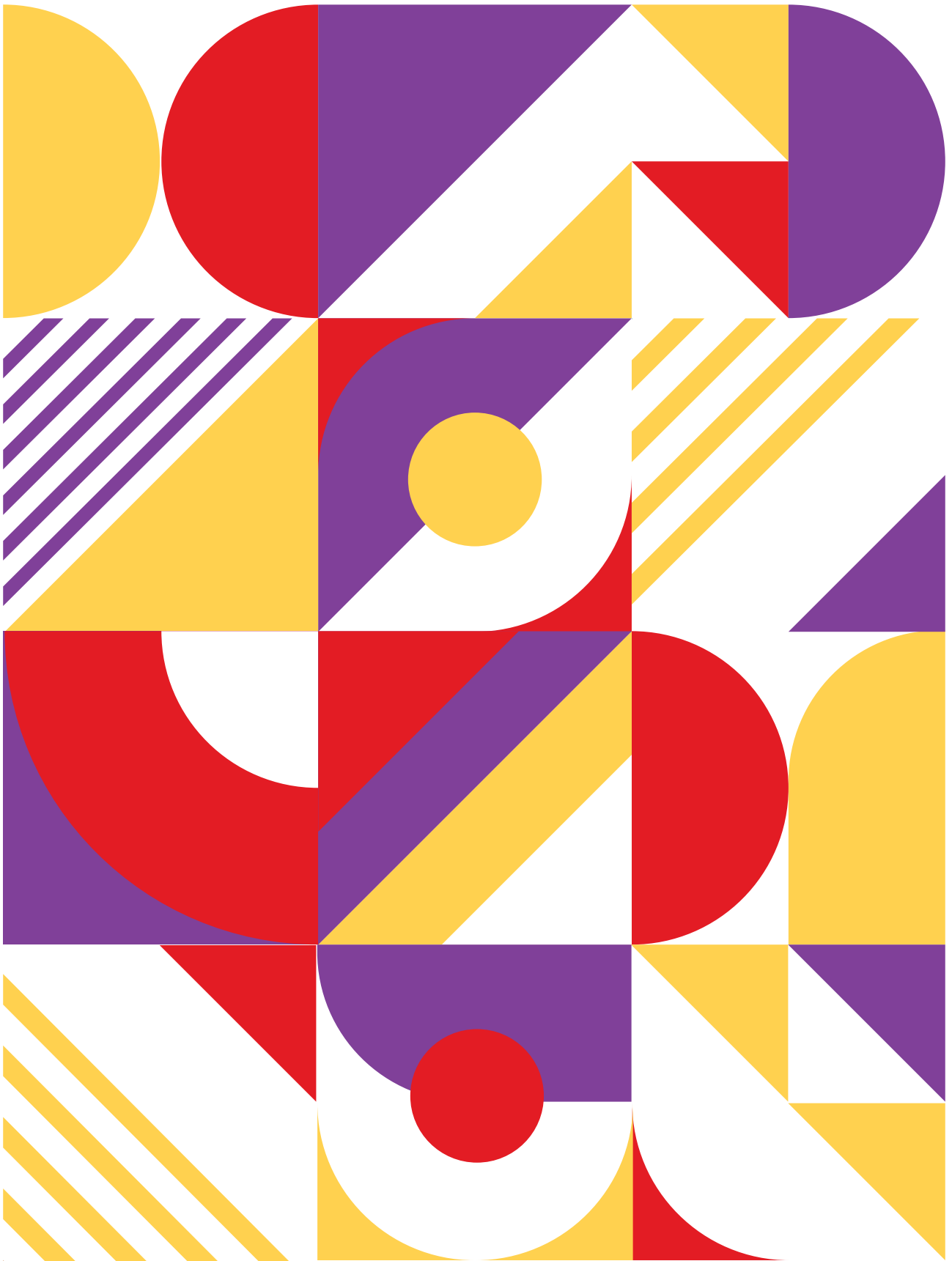
Certificate II in Automotive Vocational Preparation

AIM

Certificate II in Automotive Vocational Preparation is designed to

- Provide students with theoretical and practical skills required in the automotive industry
- Provide opportunities for students to make a more informed choice regarding career paths in the automotive industry
- Enhance employment prospects for students interested in the automotive industry and provide a pathway into an automotive apprenticeship

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

HOST SCHOOL /NON SCHOOL PROVIDER	DAY & TIME
Lyndhurst Secondary College **RTO:** AIET (121314)	Wednesday 8.00am – 12.00pm (Units 1 & 2)
	Wednesday 1.00pm – 5.00pm (Units 1 & 2)
	Friday 8.00am – 12.00pm (Units 3 & 4)
	Friday 1.00pm – 5.00pm (Units 3 & 4)
Skillinvest **RTO:** Skillinvest (4192)	Wednesday 9.00am – 3.30pm (Units 1 & 2)
	Wednesday 9.00am – 3.30pm (Units 3 & 4)
	Friday 9.00am – 3.30pm (Units 1 & 2)
	Friday 9.00am – 3.30pm (Units 3 & 4)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: On completion students will be eligible for four units of credit towards their VCE: Two units at 1 and 2 and two at Units 3 and 4.

ATAR: Students will be eligible for a 10% increment.

UNITS OF STUDY MAY INCLUDE

1st Year

- Apply safe work practices
- Job seeking skills
- Use and maintain workplace tools and equipment
- Carry out industry research
- Participate in basic vehicle servicing operations
- Dismantle & assemble engine, four stroke multi-cylinder
- Remove & replace wheel and tyre assemblies
- Remove and refit steering assembly

2nd Year

- Dismantle and assemble carburettor
- Dismantle and assemble fuel pump
- Dismantle and assemble engine, four stroke multi-cylinder (petrol)
- Remove and replace clutch assembly
- Remove and replace brake assembly
- Remove and refit batteries
- Use and maintain measuring equipment
- Remove and replace cylinder head
- Set up and use oxy-acetylene equipment

STRUCTURED WORKPLACE LEARNING

A minimum of 160 hours is strongly recommended.

PATHWAYS FOR AUTOMOTIVE STUDIES

The Certificate II in Automotive Vocational Preparation will provide students with "work ready" knowledge and skills applicable to a variety of career paths in the automotive and allied industries.

Students who successfully complete this program will gain:

- A Certificate II in Automotive Vocational Preparation
- Enhanced entry into an Automotive Apprenticeship
- Credit for a number of automotive modules

WHERE NEXT

On achievement of the Certificate II in Automotive Vocational Preparation students may undertake further training and assessment including:

- First year apprenticeship
- Certificate III in Automotive Administration
- Certificate III in Automotive Electrical Technology
- Certificate III in Automotive Sales
- Certificate III in Automotive Body Repair Technology

POSSIBLE FUTURE CAREER PATHS

- Mechanic
- Auto Electrician
- Panel Beater
- Spray Painter
- Spare Parts Manager
- Automotive Engineer
- Parts Interpreter

Building and Construction

Certificate II in Building and Construction (Carpentry) Pre-apprenticeship (Partial Completion)
This course is subject to change in 2024

AIM

This Course is a partial completion of the Certificate and students will be issued with a Statement of Attainment. The course is designed for students entering the Building and Construction Industry who want to become a carpenter. Students are taught 10 core building modules and all of the carpentry stream modules.

CERTIFICATE II IN BUILDING AND CONSTRUCTION (CARPENTRY)

HOST SCHOOL /NON SCHOOL PROVIDER	DAY & TIME
Hallam Secondary College **RTO:** Hallam Secondary College (22249)	Days and Times TBC (Units 1 & 2, 3 & 4)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: On completion students will be eligible for up to seven units of credit towards their VCE; Five units at Units 1 & 2 and two at Units 3 & 4.

ATAR: Students will be eligible for a 10% increment.

UNITS OF STUDY MAY INCLUDE

1st Year

- Workplace safety and site induction
- Work safely in the construction industry
- Communications skills for the construction industry
- Quality principles for the construction industry
- Calculations for the construction industry
- Building structures
- Carpentry hand tools
- Workplace documents and plans
- Basic setting out
- Levelling
- Sub-floor framing
- Provide basic first aid

2nd Year

- Roof framing
- Wall framing
- Basic environmental sustainability in carpentry
- External cladding
- Installation of window and door frames
- Interior fixing
- Formwork for concreting
- Introduction to demolition
- Carpentry power tools
- Safe handling and use of plant and selected portable power tools
- Introduction to scaffolding and working platforms

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

PATHWAYS FOR BUILDING AND CONSTRUCTION

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the building & construction industry
- Certificate II in Building and Construction (Pre-apprenticeship) (partial completion)

WHERE NEXT

- Further training and assessment pathways can include:
- Enhanced entry into a Building & Construction apprenticeship
- Certificate III in General Construction (Carpentry Framework, Form work,
- Finishing) (Painting & Decorating) (Bricklaying)

POSSIBLE FUTURE CAREER PATHS

- Building Site Administration
- Building Services
- Foremanship
- Building Inspection
- Contract Administration

22338VIC

Certificate II in Building and Construction Pre-Apprenticeship (Full Completion)
This course is subject to change in 2024

AIM

This Course is a partial completion of the Certificate and students will be issued with a Statement of Attainment. The course is designed for students entering the Building and Construction Industry who want to become a carpenter. Students are taught 10 core building modules and all of the carpentry stream modules.

CERTIFICATE II IN BUILDING AND CONSTRUCTION PRE-APPRENTICESHIP (FULL COMPLETION)

HOST SCHOOL /NON SCHOOL PROVIDER	DAY & TIME
Cranbourne Secondary College **RTO:** Skillinvest (4192)	Tuesday 12.30pm – 4.00pm (Units 1 & 2)
	Friday 8.00am – 11.30am (Units 3 & 4)
Skillinvest (Full Completion) **RTO:** Skillinvest (4192)	Wednesday 9.00am – 3.30pm (Units 1 & 2)
	Wednesday 9.00am – 3.30pm (Units 3 & 4)
	Friday 9.00am – 3.30pm (Units 1 & 2)
	Friday 9.00am – 3.30pm (Units 3&4)
St.Peter's College Cranbourne Campus **RTO:** AIET (121314)	Wednesday 9.00am – 3.30pm (Units 1 & 2)
	Friday 9.00am – 3.30pm (Units 3 & 4)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: On completion students will be eligible for up to seven units of credit towards their VCE; Five units at Units 1 & 2 and two at Units 3 & 4.

ATAR: Students will be eligible for a 10%increment.

UNITS OF STUDY MAY INCLUDE

1st Year

- Workplace safety and site induction
- Work safely in the construction industry
- Communications skills for the construction industry
- Quality principles for the construction industry
- Calculations for the construction industry
- Building structures
- Carpentry hand tools
- Workplace documents and plans
- Basic setting out
- Levelling
- Sub-floor framing
- Provide basic first aid

2nd Year

- Roof framing
- Wall framing
- Basic environmental sustainability in carpentry
- External cladding
- Installation of window and door frames
- Interior fixing
- Formwork for concreting
- Introduction to demolition
- Carpentry power tools
- Safe handling and use of plant and selected portable power tools
- Introduction to scaffolding and working platforms

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

PATHWAYS FOR BUILDING AND CONSTRUCTION

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the building & construction industry
- Certificate II in Building and Construction (Pre-apprenticeship) (partial completion)

WHERE NEXT

- Further training and assessment pathways can include:
- Enhanced entry into a Building & Construction apprenticeship
- Certificate III in General Construction (Carpentry Framework, Form work,
- Finishing) (Painting & Decorating) (Bricklaying)

POSSIBLE FUTURE CAREER PATHS

- Building Site Administration
- Building Services
- Foremanship
- Building Inspection
- Contract Administration

Business

BSB30120
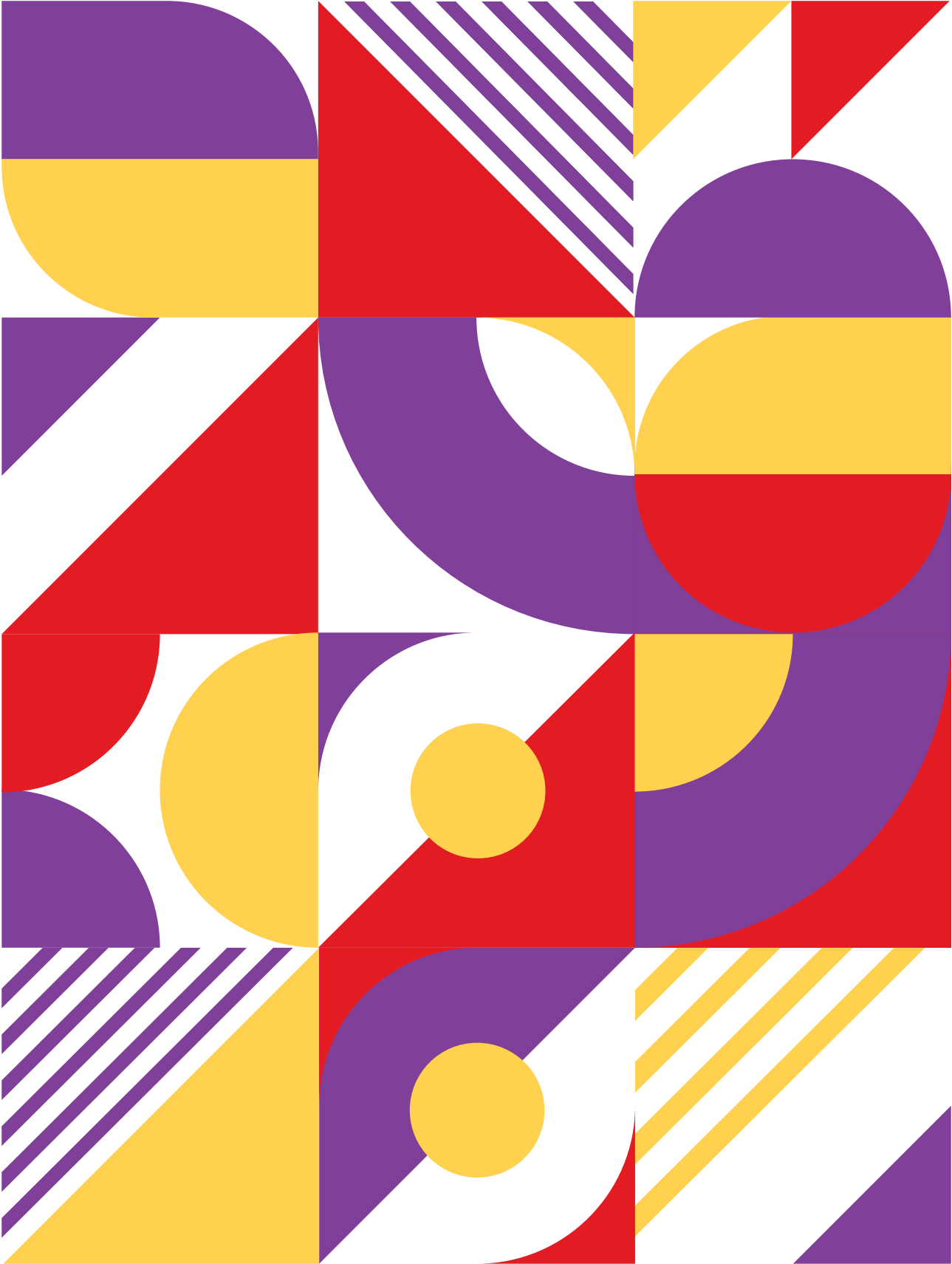
Certificate III Business

AIM

Certificate III aims to provide participants with the knowledge and skills to enhance their employment prospects within a broad range of business and industry settings. It will enable participants to gain a recognised credential and make a more informed choice of vocational and career paths.

CERTIFICATE III IN BUSINESS

HOSTS/ NON SCHOOL PROVIDER AND RTO	DAY & TIME
Cire Training **RTO:** Cire Services Inc (4150)	Wednesday 9.00am – 12.30pm (Units 1 & 2)
	Wednesday 1.30pm – 5.00pm (Units 3 & 4)
Foundation Learning Centre **RTO:** Foundation Learning Centre (3977)	Wednesday 9.00am – 2.30pm
Hallam Secondary College **RTO:** IVET (40548)	Day/Times TBC (Units 1 & 2, 3 & 4)
	Scored assessment available
Kambrya College **RTO:** Ripponlea Institute (21230)	Wednesday 9.00am – 3.00pm (Units 1 & 2)
	Scored assessment available
Officer Secondary College **RTO:** TBC	Wednesday 8.30am – 1.00pm (Units 1 & 2)
	Scored assessment available

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Students who complete Certificate III will be eligible for up to six units at Units 1 and 2 and 3 and 4 sequence.

ATAR: Scored assessment is available for this course.

BSB20120

Certificate II in Workplace Skills

CERTIFICATE II IN WORKPLACE SKILLS

HOSTS/ NON SCHOOL PROVIDER AND RTO	DAY & TIME
Foundation Learning Centre **RTO:** Foundation Learning Centre (3977)	Wednesday & Friday 9.00am – 2.30pm
	One year only
Lyndale Secondary College **RTO:** IVET (40548)	Wednesday Times TBC (Units 1 & 2)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Credit accrues in the following sequence: units 1, 2, 1 and 2 up to a maximum of six VCE units.

UNITS OF STUDY MAY INCLUDE

1st Year

- Contribute to health and safety off self and others
- Deliver a service to customers
- Work effectively in a business environment
- Process and maintain workplace information
- Handle mail
- Communicate in the workplace
- Produce simple word processed documents
- Create and use spreadsheets
- Work effectively with others

2nd Year

- Participate in environmentally sustainable work practices
- Use business technology
- Deliver and monitor a service to customers
- Organise workplace information
- Design and produce business documents
- Recommend products and services
- Organise personal work priorities and development

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

PATHWAYS FOR VISUAL ARTS

The Certificate III in Business will provide students with a certificate that articulates directly into higher level qualifications in business services.

Students who successfully complete this program will gain:

- A Certificate III in Business Administratiovn
- Credit for a number of Business Administration modules

WHERE NEXT

On achievement of the Certificate III in Business, students may undertake further training and assessment in various business services areas including:

- Business Administration Services
- Business Information Services
- Business Management Services
- Human Resource Management
- Business Development

POSSIBLE FUTURE CAREER PATHS

- Administration/Office Assistant
- Customer Service Officer
- Receptionist
- Information Officer
- Office Team Leader
- Roster Clerk

Community Services, Health and Education

10949NAT

Certificate II in Applied Languages (Chinese)

AIM

The Certificate II in Applied Language aims to provide participants with the language skills and cultural knowledge to enable them to communicate in social and workplace situations in a language other than English. Students develop the intercultural sensitivity and capacity to function in environments where there is a range of cultural and languages backgrounds present. They learn the basic linguistic competency required to understand and use an additional language in social and workplace settings. This course is being applied to Chinese.

CERTIFICATE II IN APPLIED LANGUAGES (CHINESE)

HOST SCHOOLS AND RTO	DAY & TIME
Officer Secondary College **RTO:** Ripponlea Institute (21230)	Wednesday 9.00am – 1.00pm (Units 1 & 2)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: On completion students will be eligible for 2 units of credit at Units 1 & 2

Students who go on to complete the Certificate III in Applied language will be eligible for two units at Units 3 & 4.

ATAR: No scored assessment is available for this program.

UNITS OF STUDY MAY INCLUDE:

- Conduct basic oral communication for social purposes in a language other than English.
- Conduct basic workplace oral communication in a language other than English.
- Read and write basic documents for social purposes in a language other than English!
- Read and write basic workplace documents in a language other than English.

STRUCTURED WORKPLACE LEARNING

Structured Workplace Learning (SWL) is not a requirement for this program.

PATHWAYS FOR APPLIED LANGUAGES (CHINESE)

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the community services
- Certificate III Applied Languages

WHERE NEXT

On completion students may undertake further training and assessment including:

- Certificate III Applied Languages (Chinese)
- Diploma of interpreting and translation

POSSIBLE FUTURE CAREER PATHS

- English as a foreign language teacher.
- Lexicographer.
- Marketing executive.
- Public relations officer.
- Publishing copyeditor/proof-reader.
- Secondary school teacher.
- Speech and language therapist.
- Talent agent.

HLT33115

Certificate III in Health Services Assistance (Full Completion) This course is subject to change in 2024

AIM

These programs provides the skills and knowledge required to provide assistance to health professionals.

HLT33115 CERTIFICATE III IN HEALTH SERVICES ASSISTANCE (FULL COMPLETION)

HOST SCHOOL AND RTO	DAY & TIME
Cranbourne Secondary College **RTO:** TBC	Tuesday 12.30pm – 4.00pm (Units 1 & 2)
	Wednesday 8.00am – 11.30am (Units 3 & 4)
Hallam Secondary College **RTO:** IVET (40548)	Days and Times TBC (Units 1 & 2)
	Days and Times TBC (Units 3 & 4)
	Scored assessment available
St Peter's College Cranbourne Campus **RTO:** TMG College (21694)	Friday 9.00am – 3.30pm (Units 3 & 4)

CREDIT TOWARDS

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Partial or Full completion of this program may contribute to completion of the VCE at Units one to four.

ATAR: Student will be eligible for a 10% increment.

UNITS OF STUDY MAY INCLUDE

1st Year

- Comply with infection control policies and procedures
- Communicate and work effectively in health
- Interpret and apply medical terminology
- Provide first aid
- Recognise healthy body systems in a health care context
- Assist with client movement
- Assist nursing team in an acute care environment
- Transport clients

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

PATHWAYS FOR HEALTH SERVICES ASSISTANCE

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the health services assistance industry
- Certificate III in Health Services Assistance (Partial Completion)

WHERE NEXT

On completion students may undertake further training and assessment including:

- Various Diplomas and Advanced Diplomas
- Various University Degrees
- Diploma of Nursing
- Bachelor of Nursing

POSSIBLE FUTURE CAREER PATHS

- Assistant in nursing
- Patient service attendant
- Ward assistant
- Pathology Collector
- Medical Receptionist
- Health Technician
- Enrolled Nurse
- Registered nurse

Certificate II in Community Services (Full Completion)
This course is subject to change in 2024

AIM

Certificate II/III in Community Services aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the community services or community services related industries.

CERTIFICATE II IN COMMUNITY SERVICES

HOST/NON SCHOOL PROVIDER AND RTO	DAY & TIME
Foundation Learning Centre **RTO:** Foundation Learning Centre (3977)	Wednesday 9.30am – 2.30pm (Units 1 & 2)
	Friday 9.30am – 2.30pm (Units 1 & 2)
	One year program

CHC32015 CERTIFICATE III IN COMMUNITY SERVICES (INCORPORATING CHC22015 CERTIFICATE II IN COMMUNITY SERVICES)

HOST SCHOOL AND RTO	Day & Time
Hallam Secondary College **RTO:** IVET (40548)	Days and Times TBC (Units 1 & 2)
	Days and Times TBC (Units 3 & 4)
	Full certificate

CREDIT TOWARDS:

VPC: Each completed 90-block of VET equals one VPC credit.

VCE/VCE VM: On completion students may receive recognition of two or more units at one and two level (depending on the electives chosen) and a units three and four sequence.

ATAR: Scored assessment in available for the Certificate III in Community Services.

UNITS OF STUDY MAY INCLUDE

1st Year
- Prepare for work in the community services industry
- Communication with people assessing the services of the organisation
- Follow the organisation's policies, procedures and programs
- Work with others
- Participate in WHS process Electives:
- Work effectively with people with a disability
- Prepare for disability work
- Ensure children's health and safety
- Work effectively in the community sector
- Communicate with children
- Facilitate responsible behaviour

2nd Year
- Participate in OH&S processes
- Advocate for clients
- Work effectively with young people
- Undertake community sector work within own community
- Work effectively in the leisure and health industry
- Operate under a case work frame work

Electives:
- Respond effectively to difficult or challenging behaviour
- Support group activities
- Support community resources

STRUCTURED WORKPLACE LEARNING

It is strongly recommend that students undertake a minimum of 120 hours over the duration of this course.

PATHWAYS FOR COMMUNITY SERVICES

- Students who successfully complete this program will gain:
- Basic entry level skills and knowledge for work in the community services or
- children's services industries
- Certificate II or III in Community Services

WHERE NEXT

- On completion students may undertake further training and assessment including:
- Certificate III/IV in Community Services
- Various Diplomas and Advanced Diplomas
- Various University Degrees

AREAS OF SPECIALISATION CAN INCLUDE:

- Aged Care
- Disability Work
- Children's Services
- Child Protection

POSSIBLE FUTURE CAREER PATHS

- Social Worker
- Aged Care Attendant
- Childcare Assistant
- Welfare Worker
- Youth Worker

Certificate III in Community Services (Full Completion)

AIM

Certificate II/III in Community Services aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the community services or community services related industries.

CHC32015 CERTIFICATE III IN COMMUNITY SERVICES

HOST SCHOOL AND RTO	Day & Time
Cire Training **RTO:** Cire Services Inc (4150)	Wednesday 9.00am – 12.30pm (Units 1 & 2) Wednesday 1.30pm – 5.00pm (Units 3 & 4)
Pakenham Secondary College **RTO:** MCIE (22172)	Wednesday 9.00am – 3.30pm (Units 1 & 2)

CREDIT TOWARDS:

VPC: Each completed 90-block of VET equals one VPC credit.

VCE/VCE VM: On completion students may receive recognition of two or more units at one and two level (depending on the electives chosen) and a units three and four sequence.

ATAR: Scored assessment in available for the Certificate III in Community Services.

UNITS OF STUDY MAY INCLUDE

1st Year
- Prepare for work in the community services industry
- Communication with people assessing the services of the organisation
- Follow the organisation's policies, procedures and programs
- Work with others
- Participate in WHS process Electives:
- Work effectively with people with a disability
- Prepare for disability work
- Ensure children's health and safety
- Work effectively in the community sector
- Communicate with children
- Facilitate responsible behaviour

2nd Year
- Participate in OH&S processes
- Advocate for clients
- Work effectively with young people
- Undertake community sector work within own community
- Work effectively in the leisure and health industry
- Operate under a case work frame work

Electives:
- Respond effectively to difficult or challenging behaviour
- Support group activities
- Support community resources

STRUCTURED WORKPLACE LEARNING

It is strongly recommend that students undertake a minimum of 120 hours over the duration of this course.

PATHWAYS FOR COMMUNITY SERVICES

- Students who successfully complete this program will gain:
- Basic entry level skills and knowledge for work in the community services or
- children's services industries
- Certificate II or III in Community Services

WHERE NEXT

- On completion students may undertake further training and assessment including:
- Certificate III/IV in Community Services
- Various Diplomas and Advanced Diplomas
- Various University Degrees

AREAS OF SPECIALISATION CAN INCLUDE:

- Aged Care
- Disability Work
- Children's Services
- Child Protection

POSSIBLE FUTURE CAREER PATHS

- Social Worker
- Aged Care Attendant
- Childcare Assistant
- Welfare Worker
- Youth Worker

Certificate III in Early Childhood Education & Care (Full Completion)

AIM

This qualification covers workers who use organisational policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes.

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

HOST/NON SCHOOL PROVIDER DAY & TIME

Ciry Training **RTO:** Cire Training (4150)	Wednesday 9.00am – 12.30pm (Units 1 & 2)
	Wednesday 1.30pm – 5.00pm (Units 3 & 4)
Foundation Learning Centre **RTO:** Foundation Learning Centre (3977)	Wednesday 9.00am – 2.30pm (Units 1 & 2)
	Friday 9.00am – 2.30pm (Units 3 & 4)
	Two year program
Pakenham Secondary College **RTO:** MCIE (22172)	Wednesday 9.00am – 3.30pm (Units 1 & 2)
St Peter's College Cranbourne Campus **RTO:** TBC	Wednesday Times TBC (Units 3 & 4)
	Friday – Clyde North Campus Times TBC

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Students may be eligible for up to two units at Units 1&2 level, and two units 3&4 sequences.

ATAR: Students will be eligible for a 10% increment.

UNITS OF STUDY MAY INCLUDE:

- Participate in work, health & safety
- Support the holistic development of children in early childhood
- Provide care for children
- Ensure the health and safety of children
- Work within a legal and ethical framework
- Use an approved learning framework to guide practice
- Support the behaviour of children and young people
- Identify & respond to children and young people at risk
- Provide emergency first aid response in an education and care setting

STRUCTURED WORKPLACE LEARNING

A minimum 160 hours of work placement is required to successfully complete this course.

PATHWAYS FOR EARLY CHILDHOOD EDUCATION AND CARE

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work with children
- Certificate III in Early Childhood Education and Care

WHERE NEXT

On achievement of the Certificate III in Early Childhood Education and Care, students may undertake further training and assessment including:

- Diploma of Early Childhood Education and Care

POSSIBLE FUTURE CAREER PATHS

- Childcare Assistant
- Out of School Hours Assistant
- Kindergarten Assistant
- Family Day Carer
- Nanny

CHC24015

Certificate II in Active Volunteering

AIM

This certificate provides students and schools with the ability to engage with their local school and wider community. The program enables learning to be provided in an environment which reflects the working circumstances of volunteers in our community under direct supervision.

Certificate II in Active Volunteering reflects the role of entry level volunteer workers. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

This qualification may be used as a pathway for workforce entry. Organisations may require volunteers to undergo relevant background checks.

To achieve this qualification, the candidate must have completed at least 40 hours of volunteer work as detailed in the Assessment Requirements of units of competency.

CERTIFICATE II IN ACTIVE VOLUNTEERING

HOST SCHOOLS AND RTO	DAY & TIME
Nazareth College **RTO:** IVET (40548)	Wednesday 1.30pm – 5.30pm (Units 1 & 2)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Credit accrues in the following sequence: units 1 & 2 up to a maximum of two VCE units.

ATAR: No scored assessment is available for this program

UNITS OF STUDY MAY INCLUDE:

- Participate in workplace health and safety.
- Communicate in the workplace.
- Work with diverse people
- Be an effective volunteer.
- Provide first aid.
- Provide first point of contact.
- Communicate and work in health or community services.

STRUCTURED WORKPLACE LEARNING

A minimum 40 hours of work placement is required to successfully complete this course.

PATHWAYS FOR ACTIVE VOLUNTEERING

After successful completion you may progress to studies in Community Services, Education Support, Disability or Sport and Recreation.

WHERE NEXT

On completion students may undertake further training and assessment including:

- Certificate III In Community Services
- Certificate IV or Diploma
- Higher Education at University

POSSIBLE FUTURE CAREER PATHS

- Community Services Work
- Community Service Volunteer
- Migrant Support Worker
- Neighbourhood Centre Worker
- Social housing Coordinator
- Outreach Worker
- Community Health Worker
- Disability Support Worker

MSL30118

Certificate III in Laboratory Skills

AIM

This qualification is an entry level course for laboratory personnel in many industry sectors such as construction, material 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 the qualification. This is a two-year course.

CERTIFICATE III IN LABORATORY SKILLS

HOST SCHOOLS AND RTO	DAY & TIME
Noble Park Secondary College **RTO:** TBC	Wednesday 9.00am – 1.00pm (Units 1 & 2)
St Peter's College – Clyde North **RTO:** AIET (121314)	Wednesday or Friday TBC (Units 1 & 2)
	Scored assessment available

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: On completion students will be eligible for up to four units at Units 1&2 level, and a Units 3&4 sequence.

ATAR: Scored assessment is available for this course

UNITS OF STUDY MAY INCLUDE:

- Participate in environmentally sustainable work practices.
- Communicate with other people.
- Plan and conduct laboratory/ field work
- Record and present data
- Maintain the laboratory fit for purpose.
- Participate in laboratory/field workplace safety.
- Perform basic tests.
- Receive and prepare samples for testing.
- Contribute to the achievement of quality objectives.
- Perform aseptic techniques.
- Prepare working solutions.
- Perform microscopic examination.
- Prepare culture media.

STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours of work placement.

PATHWAYS FOR LABORATORY SKILLS

After successful completion, you may be eligible to progress to a Certificate IV in Laboratory Techniques, Diploma of Laboratory Technology or Higher Education qualifications (degree or associate degree qualifications).

WHERE NEXT

On completion students may undertake further training and assessment including:

- Certificate IV in Laboratory Techniques
- Diploma of Laboratory Technology
- Diploma of Laboratory Technology – Biological and Environmental Testing
- Diploma of Laboratory Technology – Biotechnology
- Diploma of Laboratory Technology – Pathology Testing
- Advanced Diploma of Laboratory Operations

POSSIBLE FUTURE CAREER PATHS

- Support Staff to Scientists in Research, Education & Industry
- Laboratory Assistant/ Manager
- Laboratory Technician
- Laboratory Attendant
- Instrument Operator
- Senior Technician

Electronics and Electrical

UEE22020

Certificate II in Electrotechnology (Career Start)

AIM

Certificate II in Electrotechnology (Career Start) aims to:

Provide participants with the knowledge and skills to achieve units of competence that will:

- Enhance their employments prospects in the Electrotechnology related industries
- Enable participants to gain a recognised credential and make a more informed choice of vocation and career paths

The Electrotechnology program reflects the new trends emerging as a result of the convergence of information and communications technology and electronics technologies and their applications in industry.

CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

HOST SCHOOLS AND RTO	DAY & TIME
Berwick College **RTO:** TBC	Days and Times TBC (Units 1 & 2) Days and Times TBC (Units 3 & 4)
St.Peter's College Cranbourne Campus **RTO:** AGA (3829)	Friday 8.00am – 12.00pm (Units 1 & 2) Friday 12.00pm – 4.00pm (Units 3 & 4)

CREDIT TOWARDS:

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: On completion students will be eligible for up to five units towards their VCE: Three units at Units 1 & 2 and two at Units 3 & 4.

ATAR: Students who receive a Unit 3&4 sequence will be eligible for a 10% increment towards ATAR.

UNITS OF STUDY MAY INCLUDE:

1st Year

- Apply OHS regulations, codes and practices in the workplace
- Use of routine equipment/plant/technologies in an energy sector environment
- Carry out routine equipment/plant/technologies in an energy environment
- Identify and select components, accessories and materials for energy sector work activities
- Fabricate, assemble and dismantle utilities industry components
- Use computer applications relevant to a workplace

2nd Year

- Solve problems in multiple path d.c. circuits
- Produce products for carrying out energy sector work activities
- Fix and secure electrotechnology equipment
- Apply environmental and sustainable energy procedures
- Attach cords and plugs to electrical equipment

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

PATHWAYS FOR ELECTROTECHNOLOGY (CAREER START)

Students who successfully complete this program will gain:

- Basic skills and knowledge to enhance their entry level employment prospects in related industries
- Certificate II in Electrotechnology (Career Start)

WHERE NEXT

On achievement of this Certificate students may undertake further training and assessment including:

- Certificate III in Electrical Machine Repair
- Certificate III in Electrotechnology Electrician
- Certificate III in Electrotechnology Systems Electrician
- Certificate III in Engineering (Electrical Stream)
- Certificate III in Renewable Energy ELV
- Certificate IV in Electrotechnology Renewable Energy

POSSIBLE FUTURE CAREER PATHS

- Electrical tradesperson (mechanic)
- Electrician
- Electrical Fitter
- Refrigeration and Air-Conditioning
- Electrical Line worker
- Electrical Cable Jointer
- Electrotechnology Communications Technician
- Electrotechnology Systems Technician

Engineering

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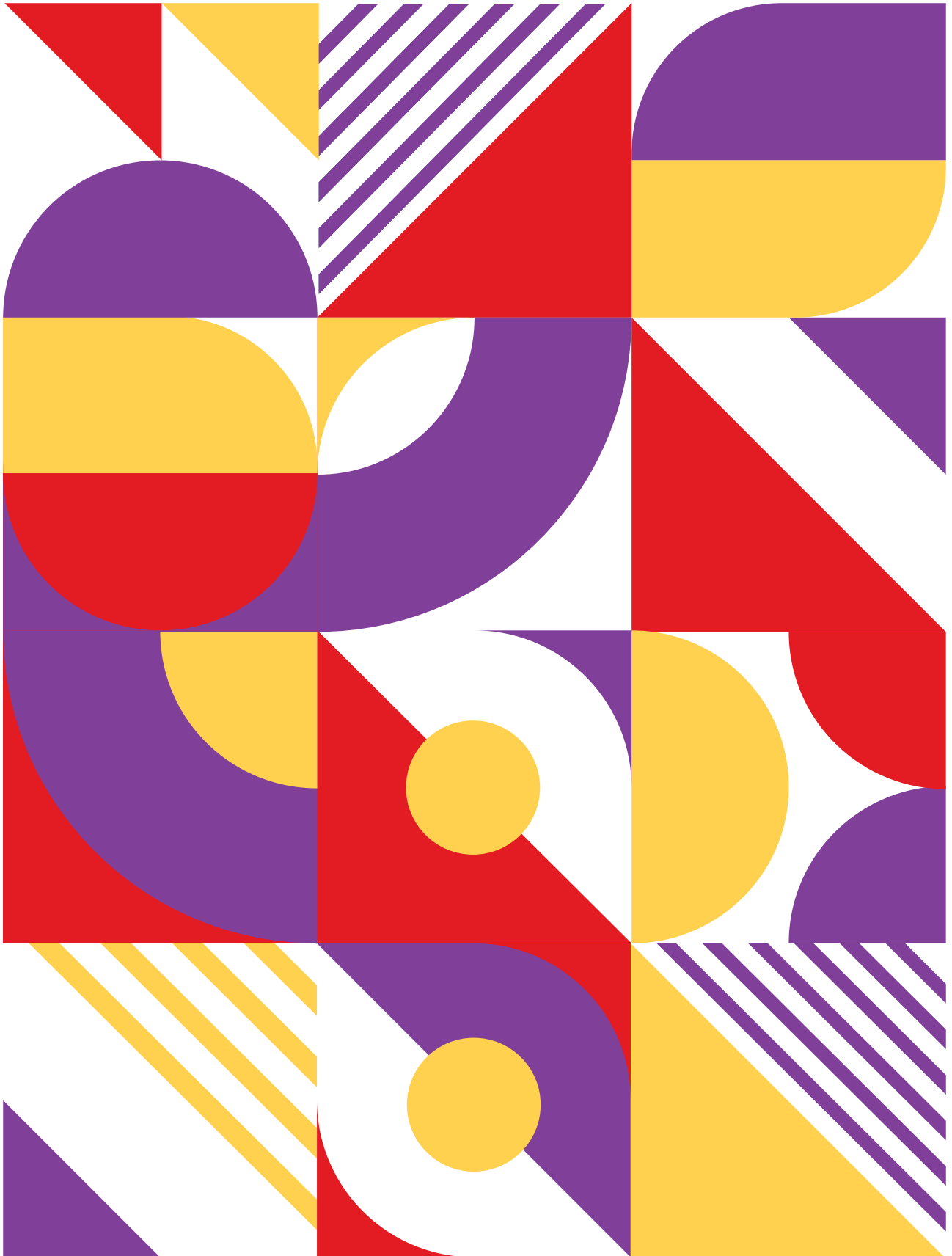
Certificate II in Engineering Studies

AIM

Certificate II in Engineering Studies aims to provide:

- Participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the Engineering or Engineering related industries.
- Participants with a recognised credential to make a more informed choice of vocation and career paths.

CERTIFICATE II IN ENGINEERING STUDIES

HOST SCHOOL AND RTO	DAY & TIME
St.Peter's College Cranbourne Campus **RTO:** AIET (121314)	Monday 8.00am – 12.00pm (Units 1 & 2) Monday 12.00pm – 4.00pm (Units 3 & 4)
Officer Secondary College **RTO:** AIET (121314)	Wednesday 9.00am – 1.00pm (Units 1 & 2) Wednesday 1.30pm – 5.00pm (Units 3 & 4)*

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit

VCE/VCE VM: On completion students will be eligible for four units of credit towards their VCE: two units at Units 1&2 and two units at Units 3&4.

ATAR: Scored assessment is available for this program

UNITS OF STUDY MAY INCLUDE

- Apply principles of O,H & S in a work environment
- Perform basic fabrication techniques
- Perform basic computational principles in engineering work activities
- Produce basic engineering components and products using fabrication and machining
- Produce basic engineering sketches and drawings
- Using CAD and hand drawing instruments
- Report on a range of sectors in the manufacturing, engineering and related industries.
- Undertake a basic engineering project

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

PATHWAYS FOR ENGINEERING STUDIES

The Certificate II in Engineering Studies provides pre employment training for pathways into mechanical, fabrication, Automotive or electrical apprenticeships.

Students who successfully complete this program will gain:

- A Certificate II in Engineering Studies

WHERE NEXT

On achievement of the Certificate II in Engineering Studies students may undertake further training and assessment including:

- Certificate III in Engineering – Mechanical and Fabrication Trade
- Certificate IV in Engineering
- Diploma of Engineering
- Advanced Diploma of Engineering
- Various University Degrees

POSSIBLE FUTURE CAREER PATHS

- Electrical Engineering
- Fitter and Turner
- Manufacturing Engineering
- Boiler Maker
- Metallurgical Engineer
- Toolmaker
- Mechanical Engineering
- Automotive Engineering

Certificate II in Heavy and Light Rail Fundamentals

AIM

The purpose of this course is to provide learners with basic knowledge and skills in key areas of the heavy (train) and light (tram) rail industry in Victoria. This will enable them to make a more informed choice to transition into entry level employment or further study within an area of the industry which best suits their interest, capabilities and career aspirations.

CERTIFICATE II IN HEAVY AND LIGHT RAIL FUNDAMENTALS

HOST SCHOOL AND RTO	DAY & TIME
Hallam Secondary College **RTO:** Hallam Secondary College (22249)	Day and Time TBC

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit

VCE/VCE VM: On completion students will be eligible for units of credit towards their VCE Units 1 and 2 with a maximum credit on successful completion of the course in four VCE units.
VCE unit 1, 2, 1, 2.

ATAR: This is not a scored assessment

UNITS OF STUDY MAY INCLUDE

1st Year
- Provide first aid
- Apply safety awareness in a rail environment
- Explore applications and operation of the Internet of Things (IoT)
- Prepare for employment in the rail industry
- Complete a basic heavy or light rail industry project
- Investigate rail system fundamentals for Victoria

2nd Year
- Examine heavy and light rail network
- Examine heavy and light rail infrastructure fundamentals for Victoria
- Provide service to internal and external heavy and light rail customers
- Examine rolling stock fundamentals for Victoria

STRUCTURED WORKPLACE LEARNING

No mandatory SWL hours. A minimum of 80 hours is strongly recommended

PATHWAYS FOR HEAVY AND LIGHT RAIL FUNDAMENTALS

The development of the skills and knowledge may enable graduates to transition into employment within the rail industry as part of an apprenticeship/traineeship in areas including customer service adviser, maintenance, shunting, rail administration with an accredited rail transport authority.

Alternatively, graduates may seek to transition into a Certificate III (three) qualification in areas including rail infrastructure, rail signalling, rail co-ordination, rail customer service or other certificate level qualifications.

WHERE NEXT

- **Work Ready**
  Basic knowledge and skills to work and pursue further skills
- **Job Ready**
  Basic factual, technical and procedural knowledge qualifies individuals to undertake mainly routine work and offers pathways for further learning

POSSIBLE FUTURE CAREER PATHS

- **Customer:** Station staff, Booking Clerk, Communications Advisor, Call Centre, Passenger Assistance
- **Operations:** Trainee train/ tram driver, Shunter, Conductor, Signal Operator, Timetable Officer
- **Infrastructure:** Track worker, Welder, Overhead Line-worker, Signal Maintenance Technician
- **Rollingstock:** Electrical & Mechanical Maintainer, Rollingstock Maintenance Apprentice, Mechanical Fitter

Hospitality

SIT20421

Certificate II in Cookery

AIM

Certificate II and III in Cookery aim to provide a general overview of the industry and develop specific competencies in hospitality operational skills, food preparation and presentation.

CERTIFICATE II IN COOKERY

HOST SCHOOLS AND RTO	DAY & TIME
Cranbourne Secondary College **RTO:** TBC	Tuesday 12.30pm – 4.30pm (Units 1 & 2)
Hallam Secondary College **RTO:** Food Futures (45732)	Days and Times TBC (Units 1 & 2)
	Days and Times TBC (Units 3 & 4)
	Scored assessment available
Kambrya College **RTO:** AIET (121314)	Wednesday 9.00am – 3.00pm (Units 1 & 2 and 3 & 4)
	Scored assessment available
Keysborough College Banksia Campus **RTO:** IVET (40548)	Friday 9.00am – 12.00pm (Units 1 & 2)
	Friday 12.30pm – 3.30pm (Units 3 & 4)
Lyndale Secondary College **RTO:** IVET (40548)	Wednesday Times TBC
	Scored assessment available
Nazareth College **RTO:** IVET (40548)	Wednesday 1.30pm – 5.30pm (Units 1 & 2)
St. John's Regional College **RTO:** IVET (40548)	Wednesday 11.00am – 3.30pm (Units 1 & 2) *Note: May include some evening service periods*
	Wednesday 4.00pm – 8.30pm (Units 3 & 4) *Note: Will include evening service periods*

CERTIFICATE II IN HOSPITALITY / CERTIFICATE II IN COOKERY DUAL PROGRAM

HOST SCHOOLS AND RTO	DAY & TIME
St Peter's College Clyde North Campus	Wednesday 9.00am – 3.30pm (Units 1&2)
	Friday 9.00am – 3.30pm (Units 3&4)

CREDIT TOWARDS :

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Recognition of two or more units at Units 1&2 level and a Units 3&4 sequence.

ATAR: Scored assessment is available for this course.

UNITS OF STUDY MAY INCLUDE

- Work effectively with others
- Prepare simple dishes
- Source and use information on the hospitality industry
- Use hygienic practices for food safety
- Produce appetisers and salads
- Produce stocks, sauces and soups
- Use cookery skills effectively
- Prepare poultry dishes
- Prepare vegetable, fruit, egg and farinaceous dishes

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

SIT20322
Certificate II in Hospitality

SIT31016
Certificate III in Patisserie

CERTIFICATE II IN HOSPITALITY

HOST SCHOOL AND RTO	DAY & TIME
Foundation Learning Centre **RTO:** Foundation Learning Centre (3977)	Wednesday 9.00am – 2.30pm (Units 1 & 2) Two year program No scored assessment
Lyndale Secondary College **RTO:** TBA	Wednesday Times TBC (Units 1 & 2)
St. John's Regional College **RTO:** IVET (40548)	Wednesday 11.00am – 3.30pm (Units 1 & 2) *Note: May include some evening service periods.* Wednesday 4.00pm – 8.30pm (Units 3 & 4) *Note: Will include some evening service periods.*

VET TASTER PROGRAM

HOST SCHOOL AND RTO	DAY & TIME
Skillinvest **RTO:** Skillinvest (4192)	Wednesday 9.00am – 3.30pm (Units 1 & 2, 3 & 4) Taster Program. Partial completion as part of (Cert II Hospitality Band Funded)

CERTIFICATE III IN PATISSERIE SIT31016 PARTIAL COMPLETION

HOST SCHOOL AND RTO	DAY & TIME
St. John's Regional College **RTO:** AIET (121314)	Thursday 4.00pm – 8.30pm (Units 3 & 4)

CREDIT TOWARDS :

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: On completion students are eligible for two or more units at Units 1&2 level and a Units 3&4 sequence.

ATAR: Scored assessment is available for this course.

UNITS OF STUDY MAY INCLUDE

Certificate II in Hospitality

- Work effectively with others
- Prepare simple dishes
- Source and use information on the hospitality industry
- Use hygienic practices for food safety
- Prepare sandwiches
- Provide service to customers
- Serve food and beverage to customers
- Prepare and serve non-alcoholic beverages
- Prepare and serve espresso coffee

Certificate III in Patisserie

- Prepare food to meet special dietary requirements
- Produce and serve food for buffets
- Produce desserts
- Produce cakes

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

PATHWAYS FOR VISUAL ARTS

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the hospitality industry
- Certificate II in Cookery, Certificate III in Hospitality or Certificate III in Patisserie

WHERE NEXT

Students may undertake further training and assessment including:

- Certificate IV in Hospitality
- Diplomas & Advanced Diplomas in Hospitality Management

POSSIBLE FUTURE CAREER PATHS

- Cook
- Chef
- Steward / Hostess
- Catering Manager
- Events Manager
- Front of House Manager
- Hotel / Resort Manager

Information Technology

ICT30120

Certificate III in Information Technology

AIM

Certificate III in Information Technology aims to :

- Provide participants with the foundation knowledge and skills to achieve competencies which will enhance their employment prospects within the information technology industry.
- Provides knowledge and skills for a range of uses for technology, advanced use of software applications

CERTIFICATE III IN INFORMATION TECHNOLOGY

HOST SCHOOLS AND RTO	DAY & TIME
Cranbourne Secondary College **RTO:** IVET (40548) Scored assessment available	Tuesday 12.30pm – 4.00pm (Units 1 & 2) Wednesday Times TBC (Units 3 & 4)
Kambrya College **RTO:** Ripponlea Institute (21230)	Wednesday 9.00am – 3.00pm (Units 1 & 2) and (Units 3 & 4) Scored assessment available

CERTIFICATE III IN INFORMATION TECHNOLOGY (INCORPORATING ICT20120 CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGIES)

HOST SCHOOLS AND RTO	DAY & TIME
Hallam Secondary College **RTO:** Hallam Secondary College Full Completion (22249)	Wednesday, Thursday or Friday Times TBC (Units 1 & 2) Wednesday, Thursday or Friday Times TBC (Units 3 & 4)

ICT20120 CERTIFICATE II IN APPLIED DIGITAL TECHNOLOGY

HOST SCHOOLS AND RTO	DAY & TIME
Lyndale Secondary College **RTO:** IVET (40548)	Wednesday Times TBC (Units 1 & 2)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Students who complete Certificate III will be eligible for up to six units at Units 1 and 2 and 3 and 4 sequence.

ATAR: Scored assessment is available for this course.

UNITS OF STUDY MAY INCLUDE:

1st Year

- Participate effectively in WHS communication and consultative process
- Work and communicate effectively in an IT environment
- Run standard diagnostic tests
- Operate application software packages
- Use social media tools for collaboration and engagement
- Produce digital images for the web

2nd Year

- Create user documentation
- Install and optimise operating system software
- Implement and monitor environmentally sustainable work practises
- Provide ICT advice to clients
- Maintain equipment and software
- Customise packaged software applications for clients
- Connect internal hardware components
- Install, configure and secure a small office or home office network

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

PATHWAYS FOR INFORMATION, TECHNOLOGY

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the information technology industry
- Certificate III in Information, Technology

WHERE NEXT

- On achievement of the Certificate III in Information Technology, students may undertake further training and assessment including:
- Certificate IV in Information Technology (Networking, Programming, Support, Systems Analysis and Design, Web Based Design)
- Various Diplomas and Advanced Diplomas in Information Technology
- Various University Degrees

POSSIBLE FUTURE CAREER PATHS

- Database Administrator
- Information Technology Manager
- Software Testing
- Software Designer
- Systems Administrator
- Multimedia Developer
- Information Technology Support Technician
- Programmer
- Web Designer/Developer

Primary Industries

22513VIC
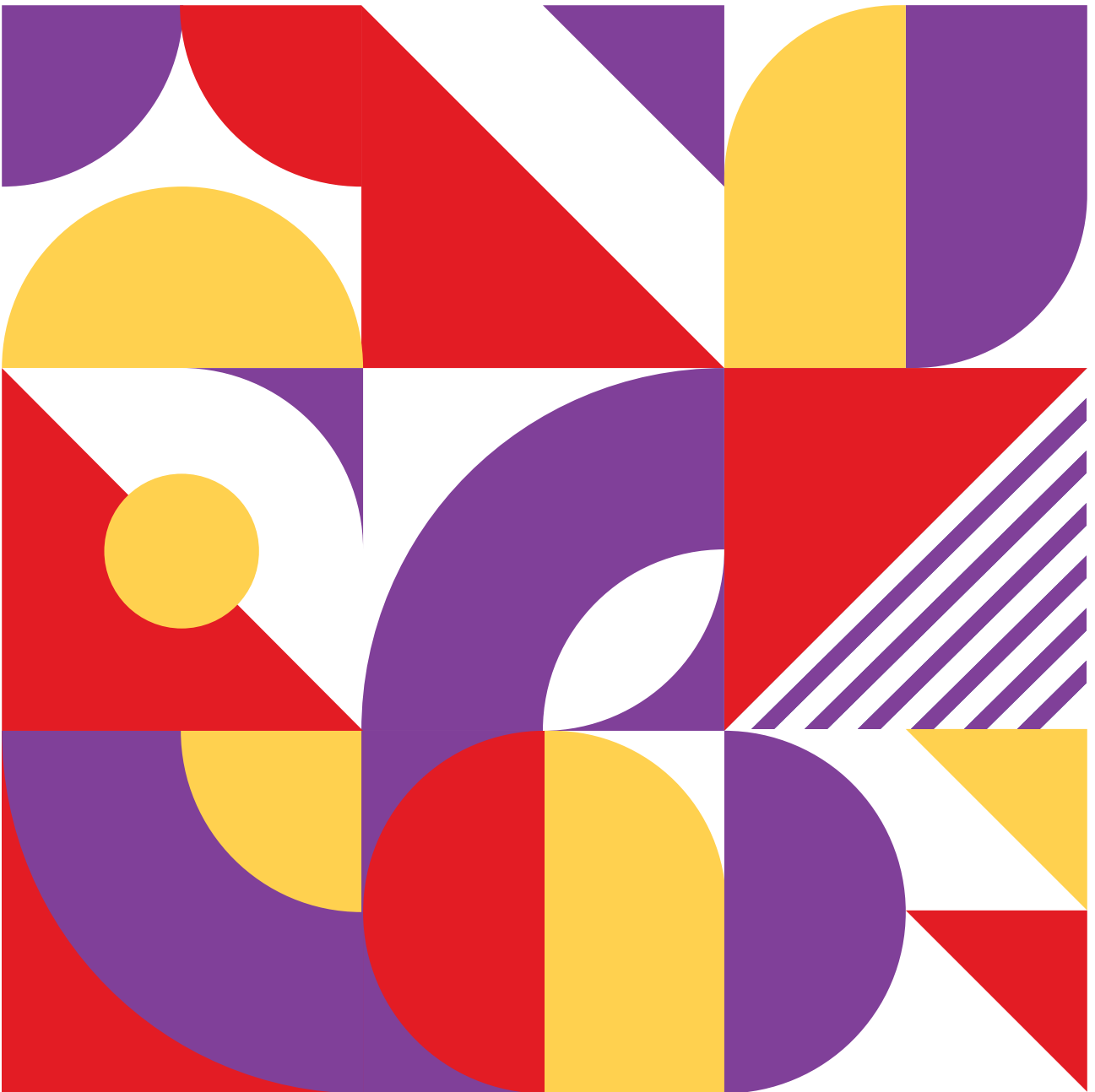
Certificate III in Equine Studies

AIM

Certificate III in Equine Studies aims to provide equine skills that can lead to pathways in all sectors of the equine industry.

CERTIFICATE III IN EQUINE STUDIES

HOST SCHOOL AND RTO	DAY & TIME
Hillcrest Christian College (Full Completion) **RTO:** Crest Education Ltd (6441) Scored assessment available	Wednesday 1.30pm – 5.30pm (Units 1 & 2) (3 & 4). Class time or online flexible learning with prac assessments in school holidays' **Flexible Online Mode** 2 day (9am-5pm) practical sessions held during each term break (generally April, June, September). Non practical assessments as per usual face-to-face delivery schedule. Scheduled Zoom enrichment sessions to assist online learners.

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Recognition of up to two VCE VET units at Units 1 and 2 level, and two VCE VET Units 3 and 4 sequences.

ATAR: Students wishing to receive an ATAR contribution for the Unit 3 & 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. Scored assessment is available for this program.

UNITS OF STUDY MAY INCLUDE:

- Handle horses safely
- Work effectively in an equine organisation
- Identify Equine Anatomy
- Apply knowledge of horse behaviour

ELECTIVES MAY INCLUDE:

- Provide First Aid
- Assist in the preparation of a horse for an event

2nd Year
- Prepare for the care of pregnant mares, foals and young horses
- Implement horse health and welfare practices
- Implement and monitor a horse feeding program
- Identify and describe equine physiology
- Relate equine form to function

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours are strongly recommended.

PATHWAYS FOR THE EQUINE INDUSTRY

Students who successfully complete this program will gain:

- State accredited curriculum and recognised qualification providing skills to gain work in many sectors of the equine industry.
- Assists learner to develop an understanding of horses, with the knowledge and skills for caring for and working with horses

WHERE NEXT

Provides an excellent grounding for further studies in Horse Breeding, Horse Management, Racing, Outdoor Recreation, Sport Coaching, Equine Science, Equine Nutrition or Performance Horse Management.

POSSIBLE FUTURE CAREER PATHS

- Horse Breeding
- Stud Nurse
- Stable Hand
- Stud Manager
- Racehorse Trainer
- Trail guide
- Rural studies
- Equine Dentistry
- Equine Farrier
- Equine Coaching
- Equine Therapy

ACM20121

Certificate II in Animal Care
This course is subject to change in 2024

AIM

This is a general qualification for entry into sectors of the animal care and management industry, where workers provide care for animals in workplaces such as animal shelters, kennels, catteries, sanctuaries and veterinary clinics. The Certificate II in Animal Care is the perfect way to break into the exciting and rewarding world of animal care.

CERTIFICATE II IN ANIMAL CARE

HOSTS SCHOOLS AND RTO	DAY & TIME
Foundation Learning Centre **RTO:** Foundation Learning Centre (3977)	Wednesday 9.00am – 3.00pm (Units 1 & 2) Friday 9.00am – 3.00pm (Units 3 & 4)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Students who complete the program are eligible fro up to three VCE VET units at Units 1&2level, and a VCE VET units 3&4 sequence.

ATAR: Students will be eligible for a 10% increment.

UNITS OF STUDY MAY INCLUDE:

- Work in the Animal Care Industry
- Participate in workplace communications
- Complete animal care hygiene routines
- Feed and water animals
- Assist in healthcare of animals
- Provide basic first aid for animals
- Source information for animal care needs
- Provide basic care for domestic dogs
- Provide basic care for domestic cats
- Participate in environmentally sustainable workplace practices
- Participate in workplace health and safety processes

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

PATHWAYS FOR ANIMAL CARE

Students who successfully complete this program will gain:

- Certificate II in Animal Care
- A broad range of knowledge and skills required for the animal care industry

WHERE NEXT

On completion students may undertake further training and assessment including:

- Certificate III in Animal Studies
- Certificate III in Animal Technology
- Certificate III in Captive Animals
- Certificate III in Companion Animal Services
- Certificate IV in Veterinary Nursing

POSSIBLE FUTURE CAREER PATHS

- Animal Care Assistant
- Veterinary Nursing Assistant
- Animal Trainer
- Pet Shop Worker
- Kennel Assistant
- Dog Groomer
- Animal Carer
- Zookeeper Assistant
- Animal Shelter attendant
- Cattery attendant

Retail

Certificate III in Beauty Services

AIM

This course will give you the skills to confidently deliver treatments such as waxing, make up, nail technology, lash and brow treatments, lash extensions, cosmetic tanning, demonstration and sales of retail skin care and other cosmetic products, effective communication, and the retail environment. If you enjoy working with people and want to build a career in the beauty services industry, this course is for you.

Certificate III in Beauty Services aims to:

- Provide skills that can lead to a pathway into all areas of the Beauty Industry

CERTIFICATE III IN BEAUTY SERVICES

HOST SCHOOL AND RTO	DAY & TIME
Hallam Secondary College **RTO:** Hallam Secondary College (22249)	Days and Times TBC (Units 1 & 2, 3 & 4)
Kambrya College **RTO:** AIET (12314)	Wednesday 9.00am – 3.00pm (Units 1 & 2)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: On completion students are eligible for four units at Units 1&2 level and a Units 3&4 sequence.

ATAR: Students will be eligible for a 10% increment.

UNITS OF STUDY

- Advise on beauty products and services
- Conduct salon financial transactions
- Apply cosmetic tanning products
- Apply eyelash extensions
- Apply safe hygienic, health and work practices
- Comply with organisational requirements within a personal services environment
- Design and apply make-up
- Provide lash and brow services
- Provide manicure and pedicure services

STRUCTURED WORKPLACE LEARNING

A minimum of 40 hours is recommended.

PATHWAYS FOR BEAUTY SERVICES

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the Beauty industry
- Certificate III in Beauty Services

WHERE NEXT

On achievement of the Certificate III in Beauty Services, students may undertake further training and assessment including:

- Certificate IV in Beauty Therapy
- Diploma of Beauty Therapy

POSSIBLE FUTURE CAREER PATHS

- Beautician
- Beauty Technician
- Beauty Therapist
- Makeup artist
- Nail Technician
- Cosmetic Consultant

SHB20216

Certificate II in Salon Assistant with selected units in SHB30121 Certificate III in Beauty Services
VCE VET Hair and Beauty Program

AIM

The VCE/VET Hair and Beauty program offers portable qualifications which are recognised throughout Australia. These qualifications provide students with a broad range of skills and knowledge to pursue a career or further training in the hairdressing and beauty services industry.

CERTIFICATE II IN SALON ASSISTANT WITH SELECTED UNITS IN SHB30121 CERTIFICATE III IN BEAUTY SERVICES

HOST SCHOOL AND RTO	DAY & TIME
Hallam Secondary College **RTO:** Hallam Secondary College (22249)	Days and Times TBC (Units 1 & 2)
	Days and Times TBC (Units 3 & 4)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Students who complete the program are eligible for up to four units at Units 1&2 level.

ATAR: No contribution is available.

UNITS OF STUDY MAY INCLUDE

1st Year

- Communicate in the workplace
- Work effectively in a retail environment
- Apply salon safety procedures
- Participate in environmentally sustainable work practices
- Perform shampoo and basin services
- Greet and prepare clients for salon services
- Dry hair to shape
- Maintain and organise tools, equipment and work areas
- Conduct financial transactions
- Perform head, neck and shoulder massage
- Apply hair colour products
- Recommend hair, beauty and cosmetic products and services

STRUCTURED WORKPLACE LEARNING

A minimum of 40 hours is strongly recommended.

PATHWAYS FOR SALON ASSISTANT

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the hairdressing industry

WHERE NEXT

On completion students may undertake further training and assessment including:

- First year apprenticeship in Hairdressing
- Certificate IV in Hairdressing
- Diploma of Salon Management

POSSIBLE FUTURE CAREER PATHS

- Hairdresser
- Retail Sales
- Hair Stylist
- Salon Manager

Certificate II in Salon Assistant

AIM

Certificate II in Salon Assistant aim to:

- Provide candidates with current industry knowledge
- Provide candidates with additional employability skills

SHB20216 CERTIFICATE II IN SALON ASSISTANT

HOST SCHOOL/NON SCHOOL PROVIDER AND RTO	DAY & TIME
Hallam Secondary College **RTO:** Hallam Secondary College (22249)	Days and Times TBC (Units 1 & 2)
	Days and Times TBC (Units 3 & 4)
Kambrya College **RTO:** TBC	Wednesday 9.00am – 3.00pm (Units 1 & 2)
Foundation Learning Centre **RTO:** Foundation Learning Centre (3977)	Wednesday 9.00am – 2.30pm
	Friday 9.00am – 2.30pm **One Year Program**
Nazareth College **RTO:** Inspiring Training Academy (22728)	Wednesday 12.30am – 4.30pm (Units 1 & 2)
Skillinvest **RTO:** Skillinvest (4192)	Wednesday 9.00am – 3.30pm (Units 1 & 2)

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Students who complete the program are eligible for up to four units at Units 1&2 level.

ATAR: No contribution is available.

UNITS OF STUDY MAY INCLUDE

1st Year

- Communicate in the workplace
- Work effectively in a retail environment
- Apply salon safety procedures
- Participate in environmentally sustainable work practices
- Perform shampoo and basin services
- Greet and prepare clients for salon services
- Dry hair to shape
- Maintain and organise tools, equipment and work areas
- Conduct financial transactions
- Perform head, neck and shoulder massage
- Apply hair colour products
- Recommend hair, beauty and cosmetic products and services

STRUCTURED WORKPLACE LEARNING

A minimum of 40 hours is strongly recommended.

PATHWAYS FOR SALON ASSISTANT

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the hairdressing industry

WHERE NEXT

On completion students may undertake further training and assessment including:

- First year apprenticeship in Hairdressing
- Certificate IV in Hairdressing
- Diploma of Salon Management

POSSIBLE FUTURE CAREER PATHS

- Hairdresser
- Retail Sales
- Hair Stylist
- Salon Manager

SIR20216

Certificate II in Retail Services

AIM

Certificate II in Retail Services aims to develop skills, knowledge and personal attributes for work at an entry level in the various sectors of the retail industry.

CERTIFICATE II IN RETAIL SERVICES

NON SCHOOL PROVIDER	DAY & TIME
Foundation Learning Centre **RTO:** Foundation Learning Centre (3977)	Wednesday 9.00am – 2.30pm (Units 1 & 2)
	Friday 9.00am – 2.30pm (Units 1 & 2) **One Year Program**

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.

VCE/VCE VM: Credit accrues in the following sequence: units 1, 2, 1 and 2 up to a maximum of six VCE units.

SOME UNITS OF STUDY

- Communicate in the workplace to support team and customer outcomes
- Apply point-of-sale handling procedures
- Interact with customers
- Work effectively in a customer service environment
- Organise and maintain work areas
- Apply safe working practices
- Minimise loss
- Operate retail technology
- Perform stock control procedures
- Balance and secure point-of-sale terminal
- Sell products and services
- Advise on products and services
- Merchandise products
- Create a display

STRUCTURED WORKPLACE LEARNING

A minimum of 40 hours is strongly recommended.

PATHWAYS FOR RETAIL

Students who successfully complete this program will gain:

- Basic entry level skills and knowledge for work in the retail industry
- Certificate II in Retail Operations

WHERE NEXT

On achievement of the Certificate II in Retail students may undertake further training and assessment including:

- Certificate III in Retail

POSSIBLE FUTURE CAREER PATHS

- Sales Assistant
- Customer Service Representative
- Crew Member
- Checkout Operator

SHB20121

Certificate II in Retail Cosmetics

CERTIFICATE II IN RETAIL COSMETICS

NON SCHOOL PROVIDER	DAY & TIME
Nazareth College **RTO:** Inspiring Training Academy (22728)	Wednesday 12.30am – 4.30pm (Units 1 & 2)

Sports and Recreation

SIS20115 & SIS30115

Certificate II and III in Sport and Recreation

AIM

Certificate II and III in Sport and Recreation aim to:

- provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the sport and recreation or related industries
- enable participants to gain a recognised credential and to make a more informed choice of vocation or career path.

UNITS OF STUDY MAY INCLUDE

- Participate in WHS hazard identification, risk assessment and risk control
- Organise personal work priorities and development
- Provide first aid
- Participate in workplace health and safety
- Use social media tools for collaboration and engagement
- Conduct non-instructional sport, fitness or recreation sessions
- Plan and conduct programs
- Provide quality service
- Respond to emergency situations

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is strongly recommended.

CREDIT TOWARDS:

VPC: Each completed 90-hour block of VET equals one VPC credit.
VCE/VCE VM: Students who complete the program are eligible for up to three units at Units 1&2 level and a Units 3&4 sequence.
ATAR: Scored assessment is available for this course

PATHWAYS FOR SPORT AND RECREATION

Students who successfully complete this program will gain:

- Basic entry skills and knowledge for work in the sports and recreation industry
- Certificate III in Sports and Recreation

WHERE NEXT

On completion students may undertake further training and assessment including:

- Certificate II and IV in Outdoor Recreation

- Certificate IV in Sport and Recreation
- Various Diplomas and Advanced Diplomas
- Various University Degrees

POSSIBLE FUTURE CAREER PATHS

- Leisure / Recreation Officer
- Sports Manager
- Coach
- Sportsperson
- Exercise Physiology
- Personal Trainer
- Outdoor Education Instructor
- Sports Massage
- Sportsperson
- Fitness Instructor

SIS30112

Certificate III in Sport, Aquatics and Recreation

CERTIFICATE III IN SPORT AND RECREATION

HOST SCHOOL AND RTO	DAY & TIME
Carwatha College P-12 **RTO:** IVET (40548)	Wednesday, Friday Times TBC (Unit 1 & 2)
	Wednesday, Friday Times TBC (Unit 3 & 4) (Football/Soccer Stream)
Hallam Secondary College **RTO:** Hallam Secondary College (22249)	Days and Times TBC (Units 1 & 2)
	Wednesday, Thursday or Friday Times TBC (Units 3 & 4)
	Scored assessment available
Keysborough College Banksia Campus **RTO:** IVET (40548)	Wednesday 12.00pm – 3.30pm (Unit 1 & 2)
	Friday 12.00pm – 3.30pm (Unit 3 & 4)
	Scored assessment available
Noble Park Secondary College **RTO:** IVET (40548)	Wednesday 9.30am – 2.30pm (only Units 1 & 2)
Officer Secondary College **RTO:** AIET (121314)	Wednesday 9.00am – 1.00pm
St John's Regional College **RTO:** AIET (121314)	Wednesday 11.00am – 3.30pm (Units 1 & 2)
	Wednesday 11.00am – 3.30pm (Units 3 & 4)
St. Peter's College Clyde North Campus / Cranbourne Campus **RTO:** Savile (45452)	Wednesday or Friday TBC Campus and Year TBC (Units 1 & 2 and 3 & 4) 9.00am - 3.30pm

CERTIFICATE III IN SPORT, AQUATICS AND RECREATION

HOST SCHOOL AND RTO	DAY & TIME
Officer Secondary College **RTO:** Savile 45452	Wednesday 8.30am – 1.00pm (Units 1 & 2)
	Wednesday 1.30pm – 5.00pm (Units 3 & 4)
	Scored assessment available

SIS20321 CERTIFICATE II IN SPORTS COACHING

HOST SCHOOL AND RTO	DAY & TIME
Lyndale Seconday College **RTO:** IVET (40548)	Wednesday Times TBC (Units 1 & 2)

RTO Provider Numbers

Registered Training Group	No.
Access Skills Training	4603
AGA	3829
AIET	121314
Ausdance	20949
Box Hill Institute	4687
CIRE Services	4150
COLLARTS	0109
Connect'n'Grow	40518
COSAMP	41549
Crest Education Ltd	6441
Dance Training Organisation	45789
Educational Living	3784
Food Futures	45732
Foundation Learning Centre	3977
Hallam Secondary College	22249
Inspiring Training Academy	22728
IVET	40548
MCIE	22172
Ripponlea Institute	21230
Savile	45452
Skillinvest	4192
TMG	21694

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P.O Box 7050
Suite 3, Level 2
1 – 7 Langhorne Street
Dandenong VICTORIA 3175

T (03) 9794 6921
E ryoung@sellen.org.au
www.sellen.org.au