BVC

Brimbank VET Cluster

VET STUDENT HANDBOOK 2024

BRIMBANK VET CLUSTER

The Brimbank VET Cluster arrangement is founded on a spirit of co-operation and with the purpose of providing a wider breadth of learning opportunities for students.

The Brimbank VET Cluster comprises of the following schools:

- **CAROLINE CHISHOLM CATHOLIC COLLEGE (CCCC)**
- **COPPERFIELD COLLEGE (CC)**
- **CATHOLIC REGIONAL COLLEGE SYDENHAM (CRC)**
- **FOOTSCRAY HIGH SCHOOL (FHS)**
- **KEILOR DOWNS COLLEGE (KDC)**
- **LAKEVIEW SENIOR COLLEGE (LV)**
- **MARIAN COLLEGE (MC)**
- **OVERNEWTON ANGLICAN COMMUNITY COLLEGE (OC)**
- **ROSMOND SCHOOL (RS)**
- **SPRINGSIDE WEST SECONDARY COLLEGE (SW)**
- **ST ALBANS SECONDARY COLLEGE (SAC)**
- **SUNSHINE COLLEGE (SUN)**
- **TAYLORS LAKES SECONDARY COLLEGE (TLC)**
- **VICTORIA UNIVERSITY SECONDARY COLLEGE (VUSC)**

Students participation in a VET program at a school, other than the student's home school, is a privilege and reliant on students being good ambassadors for their home school.

Should circumstances bring into question the commitment, co-operation and level of achievement of a student, the student's ongoing enrolment in the VET subject shall be reviewed.

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**Slight variations may occur
in modules between delivery
locations but all courses will
comply with VET Certificates.**

WHAT IS VET?

Vocational Education and Training refers to enhanced senior school studies, which enable a secondary student to combine their VCE or VCE-VMW studies with vocational training.

FEATURES OF VET

■ VET is usually a two-year program combining VCE / VCE-VM studies with accredited vocational education and training.

■ It enables students to complete a nationally recognised vocational qualification (e.g.. Certificate II in Screen Media) and the Victorian Certificate of Education (VCE) or Victorian Certificate of Education – Vocational Major (VCE-VM) at the same time.

■ VET allows students to go directly into employment or receive credit towards further study.

■ Important Industry Specific Skills and workplace skills are learnt through the VET program.

HOW DOES VET WORK?

A VET in Schools program is usually made up of VCE VET units which are delivered by registered training organisations, the students' school or another school within the Brimbank Cluster.

STRUCTURED WORKPLACE LEARNING (SWL)

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

CONTRIBUTION TO THE VCE

■ All VCE VET programs contribute to VCE Units that provide credit towards the VCE 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.

■ Some VCE VET programs are scored and some VCE VET programs are unscored.

■ VCE VET programs with a Units 3 and 4 sequence can be included in the calculation of your 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.

■ Unscored VCE VET programs 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 an unscored VET program, they may contribute towards the calculation of your ATAR by VTAC.

CONTRIBUTION TO VCE VOCATIONAL MAJOR

A VET program will contribute to the 180hrs requirement of the VCE-VM

Many talents. One VCE. Whatever your talent, pursue it under the new VCE.
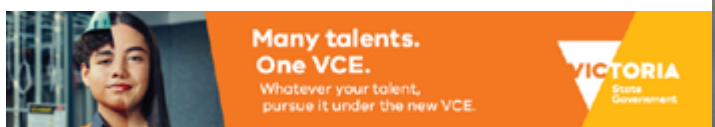
Articulate
Simple way of connecting one level of training with another higher level.

Auspiced by
Course delivered by a school but overseen by a Registered Training Organisation.

Competency
A distinct work performance specified in terms of what should be done and the standard to which it must be performed, as required by industry.

Module
A unit of study in a VET course.

Nationally accredited
A qualification which is valid and recognised throughout the nation.

Pathways
Ways to develop a person's career opportunities.

RTO
Registered Training Organisation. Are registered with the Australian Government Department of Education and Training.

Stream
A theme of study made up of several modules of a VET course.

Structured Workplace Learning
Workplace learning that is undertaken as part of an accredited vocational training program such as VCE-VM or VET.

Vocation
Is a chosen field of work or career.

THE VET ADVANTAGE

VET INCREASES STUDENTS' LEARNING POTENTIAL

■ Broadens VCE/ VCE-VM options.

■ Develops the student's capacity to make decisions and solve problems.

■ Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment.

■ Matches student interest and career directions through the provision of strong pathways.

VET GIVES NATIONAL QUALIFICATIONS AND SKILLS

■ Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.

■ VET qualification articulates directly into further education and training at TAFE, e.g., Cert II in Automotive Technology provides students with a pre apprenticeship in this industry area.

■ VET provides access to a range of different technologies related to the workplace.

VET PREPARES STUDENTS FOR THE WORKFORCE

■ Expands post school opportunities.

■ Provides the opportunity to trial a career.

■ Helps students explore possible areas of interest, which promote further study and work choices.

■ Allows students to develop strong links with industry and local community employers. Students may be offered part time or casual work.

■ Improves employment prospects.

■ Helps students gain knowledge of employer's expectations and real working conditions.

■ Develops student's capacity for co-operation, teamwork and leadership skill development.

■ Assists the transition from school to work.

ACTING
Actor, Drama Teacher, Lighting and Sound Technician, Technical Crew Member, Casting Consultant, Director, Make-up Artist, Writer.

ALLIED HEALTH / HEALTH SERVICES ASSISTANCE
Nursing, Aged Care, Theatre Technicians, Dieticians and other related health care careers.

ANIMAL CARE
Veterinary services, animal breeding services, pet and companion animal services, captive wildlife operations.

APPLIED FASHION & DESIGN
Textile Design, Pattern Making, Couture, Wardrobe Supervisor, Fashion Designer, Theatre and Film Costume, Clothing Production Manager, Retail Buyer, Sales Manager, Accessories Designer, Sales Assistant, Soft Furnishing Designer.

AUTOMOTIVE TECHNOLOGY
Light Vehicle Mechanic, Heavy Vehicle Mechanic, Panel Beater, Spray Painter, Automotive Electrician, Parts Interpreter, Mechanical Engineering and Aircraft Engineering.

BEAUTY
Beauty Therapist, Beautician, Make-up Artist, Nail Technician.

BUILDING AND CONSTRUCTION
Labourer Contractor, Inspector, Site Manager, Surveyor, Project Manager, Driver, Crane Operator, Administration.

BUSINESS ADMINISTRATION
Administrative Assistant, Receptionist, Secretary, Information Officer, Customer Service Officer.

COMMUNITY SERVICES
Social Worker, Nursing, Psychologist, Counsellor, Nanny, Youth Worker, Rehabilitation, Residential Care Worker, Welfare Officer, Personal Carer, Physiotherapist, Occupational Therapist.

COOKERY/HOSPITALITY
Executive Chef, Senior Cook, Apprentice Cook, Kitchen Hand, Cocktail/ Lounge or Food Waiter, Bar Manager, Bar Attendant, Housekeeper, Room Attendant, Front Office, Manger, Duty Manager, Receptionist, Accounts Clerk, Concierge, Porter.

DANCE
Full-time Dance Courses, Production Companies, Musical Theatre, Professional Agencies linked to Television.

EARLY CHILDHOOD Early Childhood Education, Welfare & Support Assistant, Assistant Aged Care Worker, Personal Care Assistant, Home Care Assistant. Pathway to Diploma in Community Services, Social Worker.

ELECTROTECHNOLOGY
Electrician, Electronics and Communications Technician, Data Cabler, Instrument and Control Technician, Rail Signalling Technician, Lift Mechanic, Power Plant Operator, Electrical Linesperson, Railway Infrastructure Worker, Cable Jointer, Refrigeration and Air Conditioning Mechanic.

ENGINEERING
Toolmaking, Fitting and Machining, Welding, Sheetmetal Work, Instrument Making, Aircraft Mechanic,

Marine Mechanic, Electrical Mechanic, Lift Mechanic, Motor Mechanic, Drafting.

FURNISHINGS
Cabinet Maker, Furniture Maker, Wood Machinist, Wood Turner, Woodcarver, Furniture Design, Joiner, Upholsterer, Production Management, Product Development.

FOOD PROCESSING (RETAIL BAKING)
Retail, bakeries and commercial kitchen which require bakers. It will open opportunities for employment in franchise bakeries with further development in small business management and/or ownership.

HORTICULTURE
Landscaping, Nursery, Parks and Gardens, and Turf Management.

INFORMATION DIGITAL MEDIA & TECHNOLOGY
Network Engineer, Computer Hardware Service Technician, Computer Operator, Data Processing Operator.

MUSIC
Vocalist, Musician, Music Retailer, Venue Manager, Music Director, Promoter, Production Crew Member, Stage Manager.

LABORATORY SKILLS
Food, Chemical, Manufacturing, Construction Materials, Biological, Environmental and Pathology Industries.

PICTURE FRAMING
Picture framing manufacture, retail and business opportunities as a framer.

PLUMBING
Apprenticeships selecting from a broad range of specialist areas e.g., roofing & gas fitting.

SALON ASSISTANT
Hairdresser, Hair Stylist, Barber.

SCREEN MEDIA
Web Site Supervisor, Project Manager, Graphic Designer, Animator, Script Writer, Editor, Video/Sound Producer, Sound Editor, Systems Designer, Programmer, Network Administrator, Special Effects Engineer, Producer, Director, Publisher, New Product Developer.

SIGNAGE (SIGN WRITING)
Sign craft and sign manufacturing industries. The course includes basic design and knowledge in paint signs for display, buildings, advertising, boats and vehicles. Further career advances may lead to small business operations and/or ownership.

SPORT & RECREATION
Recreation Officer, Assistant in a Gymnasium/Fitness Centre, Personal Trainer, Sporting Events Assistant, Leisure and Cultural Services Officer, Youth Leader, Outdoor Activity Leader.

SMALL BUSINESS MANAGEMENT
Small Business Owner, Management Consultant, Event Manager, Travel Consultant, Real Estate Agent/ Manager, Retail Manager, Retail Buyer, Exporter/ Importer, Clerk, Tourism Manager, Market Researcher, Cashier.

VET COURSE REQUIREMENTS

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

STUDENTS ABSENCES
In order to successfully complete the course students are expected to attend ALL VET Classes. Students are permitted two absences (8 hours) a Semester or four (16 hours) for the year. An additional two approved absences will be allowed for school camps, excursions or illness with medical certificate.

MAKE UP CLASSES
Students may be required to attend make up classes after school or during school holidays.

PUNCTUALITY
All students are expected to arrive on time to class. Students who arrive late will be marked as 'late' on the roll and may be asked to make up the missed class time outside regular class hours.

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, WILL BE WITHDRAWN FROM THE PROGRAM.

UNIFORM
Students are expected to attend VET classes in their home school uniform or VET uniform if the course requires. Information on uniforms will be provided at Orientation.

STUDENT BEHAVIOUR
Students will abide by the trainer's rules and the rules of the Delivery School whenever they are on the 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 and comply with the VET Student Contract.

TRANSPORT ARRANGEMENTS
Students are expected to make their own travel arrangements to and from VET venues.

WORK PLACEMENTS
■ The time and arrangements for structured workplace learning will vary for each program.
■ Travel to and from work placements is the responsibility of the student.
■ Students are encouraged to find their own work placements.
■ SWL helps students develop the vocational skills and knowledge learnt in their VET class with an employer in a real working environment.

The SWL portal is a state-wide FREE website that assists VET students in finding quality SWL employers. These SWL opportunities are available for VET students who are prepared to work and develop their understanding of the workplace. Opportunities can be for one-day-a-week or a week(s) block during school term or school holidays. The SWL portal will have a range of SWL opportunities which meet your study needs.

Go to www.workplacements.education.vic.gov.au to search for an appropriate employer for your SWL hours. Check that you can actually travel to the employer's place of business and that the available dates match your SWL needs. If the opportunity is suitable, remember to SHARE the SWL opportunity with your teacher who will assist you with your SWL Arrangement Form.

ENROLLING IN UNITS 3 & 4
It is highly recommended that students complete Units 1 & 2 before enrolling in Units 3 & 4. A Certificate cannot be completed without completing units 1-4. Some certificates are partial completions.

Absence from Assessed Task – Units 3 & 4
Students who are absent on a day when an assessed task is held must contact their VET Coordinator at school and their VET classroom teacher by 9.00am. On return to school provide a parental note and/or doctor's certificate. The VET Co-ordinator in conjunction with the VET classroom teacher will determine whether the absence is excused and whether rescheduling the missed task will be granted. Students who fail to report to their VET Co-ordinator on their first day back will not have their assessment task rescheduled.

FAILURE TO ABIDE BY THE ABOVE MAY RESULT IN STUDENT WITHDRAWAL FROM THE PROGRAM.

HOW TO APPLY

It is strongly recommended that any students who are undecided regarding a VCE or VCE-VM program should select a VET subject as part of their senior school program. Students who opt to undertake VCE-VM after the commencement of the school year may not be able to access VET due to demand. Interested applicants should complete the Online Expression of Interest and Student Contract.

1 Attend Course counselling at your school.

2 Fill in an expression of interest on the Brimbank VET Portal.

3 Complete the VET Contract.

4 Once your place is confirmed you must attend Orientation (for Units 1-2 only) on Tuesday 21st November 1.30pm – 3.30pm.

PLEASE NOTE:
■ The following arrangements and course outlines are subject to change. Courses delivered at different sites may include modules which vary from the sample course outline included in this booklet. Students will be notified of changes prior to course commencement.
■ RTO's are correct at the time of printing but are subject to change.
■ VET courses are for the full year, students are not permitted to change VET courses during the year.

22576VIC Certificate III in
ACTING (SCREEN)

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 PROVIDER
Taylors Lakes Secondary College

RTO
Australian College of Dramatic Arts (3139)

DAY & TIME
Units 1-4 Thursday
12.30pm – 5.00pm

VCE: Block credit arrangements are available for this program.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Contribution 10%.

SWL: Work placement is not required, but recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
BSBXTW301	Work in a team	40
BSBPEF301	Organise personal work priorities	30
CUAWHS302	Apply work health and safety practices	10
CUAIND201	Develop and apply creative arts industry knowledge	20
CUAMPF302	Prepare for performances	35
VU23078	Prepare and present self for auditions	45
VU23079	Develop script knowledge and performance skills	45
VU23080	Develop acting techniques	45
Code	**VCE VET UNITS 3 & 4**	**Hours**
BSBTWK301	Use inclusive work practices	30
CUAIND402	Provide freelance services	30
FNSCUS401	Participate in negotiations	20
VU23081	Expand skills for auditions	50
VU23082	Expand script knowledge and performance skills	50
VU23083	Extend acting techniques	50
VU23084	Write the script	50
ELECTIVE	**Select 1 out of 5 modules**	**Hours**
CUACAM401	Shoot a wide range of screen content.	70
CUAAIR302	Develop techniques for presenting to camera.	30
CUADRT502	Direct performers for screen productions.	50
CUADRT602	Audition and select performers.	50
C UAMUP401	Design, apply and remove make-up	160

FUTURE PATHWAYS: Diploma of Arts – Acting, Advanced Diploma of Arts, Degree in Arts.

HLT33021 Certificate III in
ALLIED HEALTH ASSISTANCE
PARTIAL COMPLETION

This course is designed to educate & engage students in the health services industry and acts as a platform for employment or for further study upon completion. There is flexibility in the delivery of this course that it is suited to students studying VCE-VM or VCE in either scored or unscored programs.
Students with a strong interest in the health services industry may want to complete this course. This course provides an opportunity for students to gain a nationally recognized qualification and gain experience in a variety of health professions.

CLUSTER PROVIDER
Catholic Regional College, Marian College

RTO
Melbourne City Institute of Education MCIE (22172)

DAY & TIME
CRC Units 1&2 Tuesday 1.50pm – 5.20pm
CRC Units 1&2 Wednesday 1.50pm – 5.20pm
CRC Units 3 &4 Thursday 1:50pm - 5:20pm
MC Units 1&2 Tuesday 1.30pm – 5.00pm
MC Units 3&4 Thursday 1.30pm – 5.00pm

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: A minimum 120 hours of clinical placement in accordance with the assessment requirements of the UOC. Without this it will only be partial completion, students will not be awarded the full certificate.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
HLTWHS001	Participate in work health and safety	20
HLTINF001	Comply with infection prevention and control policies and procedures	25
CHCCOM005	Communicate and work in health or community services	30
BSBWOR301	Organise personal work priorities and development	30
CHCCCS002	Assist with movement	25
CHCCCS010	Maintain a high standard of service	30
CHCCCS020	Respond effectively to behaviours of concern	20
CHCDIV001	Work with diverse people	40
HLTAHA001	Assist with an allied health program	65
Code	**VCE VET UNITS 3 & 4**	**Hours**
HLTAAP001#	Recognise healthy body systems	70
HLTHPS001#	Take clinical measurements	50
BSBMED301#	Interpret and apply medical terminology appropriately	60

 # Denotes compulsory units for scored assessment

FUTURE PATHWAYS: The course offers a pathway into other VET studies such as allied health, community services, aged care and nursing. It is possible to receive credit for up to 2 units in the Diploma of Nursing. Students are also prepared for future health studies at University. It trains students to be able to work under supervision of Allied Health Professionals. Possible job outcomes are therapy assistant, physiotherapy assistant, podiatry assistant, occupational therapy assistant and allied health assistant.

OTHER INFORMATION: Students require their own device to complete online work tasks.

ACM20121 Certificate II in
ANIMAL CARE

The VCE VET Animal Care program aims to: provide participants with the knowledge, skills, and competencies that will enhance their employment prospects in the animal care and management and related industries. Enable participants to gain a recognised credential and to make an informed choice of vocation or career path.

Code	VCE VET UNITS 1 & 2	Hours
ACMGAS201	Work in the animal care industry	30
ACMGAS202	Participate in workplace communications	20
ACMGAS203	Complete animal care hygiene routines	30
ACMGAS204	Feed and water animals	40
ACMGAS205	Assist in the health care of animals	40
ACMGAS206	Provide basic first aid for animals	30
ACMWHS201	Participate in workplace health and safety processes	40
ACMSUS201	Participate in environmentally sustainable work practices	20

Code	VCE VET UNITS 3&4	Hours
ACMGAS201	Participate in environmentally sustainable work practices	20
BSBCMM211	Apply communication skills	40
ACMGEN310	Provide reception services for an animal care facility	30
ACMVET202	Carry out daily practice routines	40
ACMSPE316	Provide general care of domestic dogs	40
ACMSPE317	Provide general care of domestic cats	30
ACMSPE322	Provide general care of rodents and rabbits	40

FUTURE PATHWAYS: The Animal Care and Management Industry can be divided into five sectors: veterinary services, animal breeding services, pet and companion animal services, captive wildlife operations, and hunting and trapping. Animal care and management, especially animal welfare has relevance to a number of sectors, including agriculture, racing, sport and recreation, medical research, local government and conservation.

CLUSTER PROVIDER
Springside West Secondary College

RTO
Access Australia Group (4603)

DAY & TIME
Units 1&2 Tuesday
1.30pm – 5.00pm
Units 3&4 Thursday
1.30pm – 5.00pm

VCE: Up to two VCE units at Units 1 and 2 level a VCE Units 3 and 4 sequence.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Contribution 10%

SWL: A minimum of 80 hours is recommended of SWL over the duration of the VCE VET Animal Care program.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

MST20616 Certificate II in
APPLIED FASHION DESIGN & TECHNOLOGY

To provide students with the knowledge and skills in the Clothing and Design area. This course is a must for those interested in fashion and clothing design. Students are introduced to processes used to design and make garments including construction and decorative techniques.

DAY & TIME
Units 1&2 Tuesday
1.30pm – 5.00pm
Units 3&4 Thursday
1.30pm – 5.00pm

VCE: VCE students will receive four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: contribution 10%

SWL: A minimum of 10 days work placement is recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
MSMWHS200	Work safely	30
MSTFD2006	Use a sewing machine for fashion design	80
MSS402051	Apply quality standards	30
MSTCL2010	Modify patterns to create basic styles	50
MSTCL1001	Produce a simple garment	40
MSTGN2013	Identify fibres, fabrics & textiles in the TCF industry	40
MSTTX1001	Produce a simple textile fabric or product	40
Code	VCE VET UNITS 3 & 4	Hours
MSTML1001	Make a simple headpiece	40
MSTCL2011	Draw and interpret a basic sketch	30
MSTFD2001	Design and produce a simple garment	30
MSTFD2005	Identify design process for fashion design	50
MSTCL3007	Embellish garment by hand or machine	40
MSMENV272	Participate in environmentally sustainable work practices	30
MSTFD3003	Prepare Design Concept for a Simple Garment	80

FUTURE PATHWAYS: Higher Level certificates and advanced diploma studies in clothing, fashion, textiles and soft furnishing and interior design.

OTHER INFORMATION: Students will be eligible for entry to fashion competitions in both Schools & TAFE categories

DAY & TIME
CC Units 1&2 Tuesday
9.00am – 1.00pm
CC Units 1&2 Tuesday
1.30pm – 5.00pm
CC Units 3&4 Thursday
9.00am – 1.00pm
CC Units 3&4 Thursday
1.30pm – 5.00pm
AGA Units 1&2 Tuesday
8.00am –12.00pm
AGA Units 1&2 Tuesday
12.30pm –4.30pm
AGA Units 3&4 Thursday
8.00am –12.00pm
AGA Units 3&4 Thursday
12.30pm –4.30pm

VCE: VCE students will receive four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: contribution 10%

SWL: A minimum of 10 days work placement is recommended.
CC VCE-VM: 20 days of work placement is compulsory to successfully complete course.
VCE: Work placement is highly recommended, see your VET trainer.

UNIFORM: Students are required to wear a uniform of work pants, safety top and work boots approx. $100.

AUR20720 Certificate II in
AUTOMOTIVE VOCATIONAL PREPARATION

This course provides students with the skills and ability to achieve competencies which will enhance their employment and further training prospects within the Automotive and allied industries. It provides students with "work ready" knowledge and skills applicable to a variety of career paths in the automotive industry.

Code	VCE VET UNITS 1 & 2	Hours
AURTTJ003	Remove and Replace Wheel and Tyre Assemblies	10
AURASA102	Follow Safe Working Practices in an Automotive Workplace	20
AURTTK102	Use and Maintain Tools and Equipment in an Automotive Workplace	20
AURLTA101	Identify Automotive Mechanical Systems and Components	25
AURETR103	Identify Automotive Electrical Systems and Components	25
AURAEA002	Follow Environmental and Sustainability Best Practice in an Automotive Workplace	25
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	20
AURTTA124	Carry out basic vehicle servicing operations	40

Code	VCE VET UNITS 3 & 4	Hours
AURETK003	Operate and test equipment	40
AURTTB007	Remove and repave brake assemblies	20
AURETR115	Inspect, Test and Service Batteries	40
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines	15
AURVTW010	Set up and use welding equipment	40
AURAFA103	Communicate Effectively in an Automotive Workplace	20
AURAFA104	Resolve Routine Problems in an Automotive Workplace	20

Electives may vary at delivery locations.
FUTURE PATHWAYS: The certificate can lead to advanced Certificate levels, Apprenticeships and Diploma Studies.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

FBP30521 Certificate III in
BAKING *PARTIAL COMPLETION*

To provide skills in the area of retail bakery. The course is nationally recognised but is not scored and therefore cannot be included in the students best four scores. This course is a 3 year course with the first 2 years completed at CRC Sydenham, students can then go onto William Angliss TAFE to complete their final year and gain the full qualification.

Code	VCE VET UNITS 1 & 2	Hours
FBPOPR2069	Use numerical applications in the workplace	30
FBPFSY2002	Apply food safety procedures	30
FDFWHS2001	Participate in work health/safety procedures	40
FBPRBK3009	Produce biscuit and cookie products	80
FBPRBK2002	Use food preparation equipment to prepare fillings	40
FBPRBK3016	Control and order bakery stock	40
FBPRBK3018	Produce artisan products	100
Code	**VCE VET UNITS 3 & 4**	**Hours**
FBPRBK3001	Produce laminated pastry products	100
FBPRBK3010	Produce cake and pudding products	80
FBPrBK3008	Produce sponge cake products	80
FBPRBK3006	Produce savoury bread products	100
FBPRBK3007	Produce speciality flour bread products	100
FBPRBK3002	Produce non laminated pastry products	80

FUTURE PATHWAYS: The course is part of the Food Processing Training Package with the focus on retail/bakery. This course will provide employment opportunities in retail, bakeries and commercial kitchens which require bakers. It will open opportunities for employment in franchise bakeries with further development in small business management and/or ownership.

OTHER INFORMATION: Students will be supplied with a CRC bakery uniform. Some hours maybe delivered outside normal VET hours due to the nature of the workplace.

CLUSTER PROVIDER
Catholic Regional College

RTO
William Angliss (3045)

DAY & TIME
Units 1&2 Tuesday
9.00am – 5.00pm *VCE-VM*
Units 1&2 Tuesday
2.15pm – 5.00pm *VCE*
Units 1&2 Wednesday
9.00am – 5.00pm *VCE-VM*
Units 1&2 Wednesday
2.15pm – 5.00pm *VCE*
Units 3&4 Thursday
9.00am – 5.00pm *VCE-VM*
Units 3&4 Thursday
2.15pm – 5.00pm *VCE*

VCE: VCE students will receive four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Contribution 10%.

SWL: Students undertake work placement in the college shop and bakery. Work placement in industry is also highly recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

CLUSTER PROVIDER
Keilor Downs College
Victoria University Secondary
College, Trade Training Centre
Cairnlea, Apprenticeships
Group Australia

RTO
Box Hill TAFE (4687), VUSC
Builders Academy Aust (21583)

DAY & TIME
KDC Units 1&2 Tuesday
8.30am – 12.30pm
KDC Units 1&2 Tuesday
1.30pm – 5.30pm
KDC Units 1&2 Wednesday
1.30pm – 5.30pm (CC class)
KDC Units 3&4 Thursday
8.30am – 12.30pm
KDC Units 3&4 Thursday
1.30pm – 5.30pm
VUSC Units 1&2 Tuesday
1.30pm – 5.00pm
VUSC Units 1&2 Tuesday
9.00am – 12.30pm
VUSC Units 3&4 Thursday
1.30pm – 5.00pm
AGA Units 1&2 Tuesday
8.30am – 12.00pm
AGA Units 1&2 Tuesday
12.30pm –4.30pm
AGA Units 1&2 Tuesday
8.00am – 12.00pm *(Female class)*
AGA Units 1&2 Tuesday
12.30pm – 4.30pm *(Female class)*
AGA Units 3&4 Thursday
8.00am – 12.00pm
AGA Units 3&4 Thursday
12.30pm –4.30pm

VCE: VCE students will
receive four VCE VET units.

VCE-VM: This program will
contribute to the 180hrs
requirement of the VCE-VM

ATAR: Contribution 10%.

SWL: 10 days work
placement is recommended.

UNIFORM: Students are
required to wear work pants,
safety top and work boots.

22338VIC Certificate II in
BUILDING & CONSTRUCTION
CARPENTRY PARTIAL COMPLETION

To provide participants with knowledge and skill development to enhance their employment prospects within the building and construction industry. Enable participants to gain credit towards a nationally recognised credential and to make a more informed choice of vocational and career paths.

Code	VCE VET UNITS 1 & 2	Hours
CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCOHS2001A	Apply OHS requirements policies and procedures in the construction industry.	20
CPCCWHS1001	Prepare to work safely in the construction industry	6
HLTAID002	Provide basic emergency life support	12
VU22022	Identify and handle carpentry tools and equipment	100
Code	VCE VET UNITS 3 & 4	Hours
CPCCCM2006	Apply basic levelling procedures	8
VU22015	Interpret and apply basic plans and drawings	25
VU22023	Perform basic setting out	24
VU22024	Construct basic sub floor framing	48
VU22025	Construct basic wall frames	48
VU22026	Construct a basic roof frame	40
VU22027	Install basic external cladding	24

Electives may vary at delivery locations
*VUSC may offer the full Certificate in 2024. Course will be confirmed prior to the start of the 2024 academic year.

FUTURE PATHWAYS: Upon completion of the BVC VCE VET program, students may need to complete the remaining third of the Certificate II in Building and Construction (Bricklaying, Carpentry, and Painting & Decorating Pre-app) before proceeding to the appropriate apprenticeship qualification. The Certificate can lead to apprenticeships, advanced certificates & degree qualifications.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

VCE: VCE students are eligible for three units at Unit 1 & 2 level and a 3 & 4 sequence.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: A minimum of 10 days work placement is recommended.
CC VCE-VM: 20 days of work placement is compulsory to successfully complete this course.
VCE: Work placement is highly recommended, see your VET trainer.

UNIFORM:
Students attending CC are required to purchase and wear a polo top at a cost of approx. $30.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

BSB20120 Certificate II in
WORKPLACE SKILLS *CC & CRC*
BSB30120 Certificate III in
BUSINESS *PARTIAL COMPLETION AT CC & CRC*

This program provides students with knowledge and skill development for the achievement of competence to enhance their employment prospects within a broad range of business and industry settings.

Code	VCE UNITS 1&2 BUSINESS *VUSC ONLY*	Hrs
BSBWHS311	Assist with maintaining workplace safety	40
BSBTWK301	Use inclusive work practices	30
BSBTEC302	Design and produce spreadsheets	35
BSBTEC303	Create electronic presentations Elective	20
BSBTEC202	Use digital technologies to communicate in a work environment	20
BSBPEF201	Support personal wellbeing in the workplace	50
BSBCRT311	Apply critical thinking skills in a team environment	40
BSBSUS211	Participate in sustainable work practices	20

Code	VCE UNITS 1&2 WORKPLACE SKILLS *CC&CRC*	Hrs
BSBPEF101	Plan and Prepare for Work Readiness	20
BSBPEF202	Plan and Apply Time Management	20
BSBWHS211	Contribute to Health and Safety of Self and Others	20
BSBCMM21	Apply Communication Skills	40
BSBOPS201	Work Effectively in Business Environments	30
BSBTEC201	Use Business Software Applications	60
BSBTEC203	Research Using the Internet	30
BSBTEC202	Use Digital Technologies to Communicate in a Work Environment	20
BSBCRT201	Develop and Apply Thinking and Problem Solving Skills	30
BSBSUS211	Participate in Sustainable Work Practices	20

Code	VCE UNITS 3&4 BUSINESS *ALL DELIVERY LOCATIONS*	Hrs
BSBPEF301	Organise personal work priorities	30
BSBINS302	Organise workplace information	30
BSBTEC301	Design and produce business documents	80
BSBXCM301	Engage in workplace communication	40
BSBOPS304	Deliver and monitor a service to customers	35

*Victoria University will deliver the full Certificate III in Business over 2 years.

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM.

ATAR: Scored Assessment.

SWL: *CRC:* 20 days work placement is compulsory to successfully complete this course.
CC VCE-VM: 20 days of work placement is compulsory to successfully complete this course.

CHC32015 Certificate III in
COMMUNITY SERVICES

To provide access to a range of potential career paths within the community services industry. Provide training and skill development for the achievement of competence in areas such as casework, community development and advocacy.

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR202	Organise and complete daily work activities	20
CHCCOM001	Provide first point of contact	35
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
HLTWHS001	Participate in workplace health and safety	20
FSKLRG09	Use strategies to respond to routine workplace problems	15
FSKOCM07	Interact effectively with others at work	10
BSBWOR201	Manage Personal Stress In The Workplace	40
HLTAID011	Provide First Aid	18
Code	VCE VET UNITS 3 & 4	Hours
CHCCS016	Respond to client needs	60
CHCCDE003	Work within a community development framework	65
CHCCDE004	Implement participation and engagement strategies	85

Electives may vary at Delivery Schools

FUTURE PATHWAYS: Certificate IV, Diploma and Advanced Diploma in Community Services. See your VET trainer for more options.

OTHER INFORMATION: Students are required to work a minimum 1 week placement in the first year and a compulsory 10 days placement (or equivalent to) in the 2nd year.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: 20 days work placement is compulsory to successfully complete the is course. Successful completion of units 1&2 Cookery is required to enrol in units 3&4.

SIT20421 Certificate II in
COOKERY

To provide access to a range of potential career paths within the hospitality industry. This program will provide training and skill development for the achievement of competence in areas such as commercial cookery. It will enable participants to gain a recognised credential and make an informed choice of vocation or career path.

Code	VCE VET UNITS 1 & 2	Hours
SITXFSA005	Use hygienic practices for food safety	15
SITXWHS005	Participate in safe working practices	12
SITHKOP009	Clean kitchen premises and equipment	13
SITHCCC023	Use food preparation equipment	25
SITHCCC024	Prepare and present simple dishes	25
SITHCCC025	Prepare and present sandwiches	10
SITXCCS011	Interact with customers	20
SITHCCC027	Prepare dishes using basic methods of cookery	45
SITXINV006	Receive, store and maintain stock	20
Code	**VCE VET UNITS 3 & 4**	**Hours**
SITHCCC0028	Prepare appetisers and salads	25
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes	50
SITHCCC029	Prepare stocks, sauces and soups	35
SITHCCC034	Work effectively in a commercial kitchen	50

*Slight variations may occur in modules between delivery locations, but the course will comply with the VET Certificate. **Subject to change based on training package updates. Course details will be confirmed prior to the start of the 2024 academic year.***

FUTURE PATHWAYS: Certificate III in Hospitality, Certificate IV in Hospitality, Diploma of Hospitality (Management), Advanced Diploma of Hospitality (Management), Bachelor of Applied Science (Hospitality Management), Certificate III Commercial Cookery, Apprenticeships. Kitchen operations in organisations such as restaurants, hotels, catering operations, clubs, pubs, cafés and coffee shops, aged care facilities, hospitals, prisons and schools.

OTHER INFORMATION: Students will be required to participate in catering events and restaurant nights outside of these hours. Students will be advised by their VET trainer.

UNIFORM: Students are required to purchase neckerchief, chefs hat, bib apron, chef jacket and chef pants Approx cost of the uniform $100.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

SIT20421 Certificate II in COOKERY
SIT20322 Certificate II in HOSPITALITY

The dual program provides an incredible opportunity for students to undertake two qualifications simultaneously – SIT20421 and SIT20322 and receive additional credits towards their VCE/VCE-VM. The dual program provides participants with an overview of the hospitality industry as skills and development in both food preparation and food and beverage service.

Code	VCE VET UNITS 1 & 2 DUAL STREAM QUATREFOILS	Hrs
SITXFSA005	Use hygienic practices for food safety	15
SITXWHS005	Participate in safe work practices	12
SITHKOP009	Clean kitchen premises and equipment	13
SITHIND007	Use hospitality skills effectively	0
SITXCCS011	Interact with customers	20
SITHFAB021	Provide responsible service of alcohol	10
BSBTWK201	Work effectively with others	40
SITXCOM007	Show social and cultural sensitivity	20
SITHIND006	Source and use information on the hospitality industry	60
SITHCCC023	Use food preparation equipment	25
SITHCCC027	Prepare dishes using basic methods of cookery	45
SITHCCC024	Prepare and present simple dishes	25
SITXINV006	Receive, store and maintain stock	20
Code	**VCE VET UNITS 3 & 4 (HOSPITALITY)**	**Hrs**
SITHFAB004	Prepare and serve non-alcoholic beverages	20
SITHFAB005	Prepare and serve espresso coffee	30
SITHFAB036	Provide advice on food	40
SITHFAB007	Provide advice on food	80
SITXFIN001	Process financial transactions	25
Code	**VCE VET UNITS 3 & 4 (COOKERY)**	**Hrs**
SITHCCC0028	Prepare appetisers and salads	25
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes	50
SITHCCC029	Prepare stocks, sauces and soups	35
SITHCCC034	Work effectively in a commercial kitchen	50

FUTURE PATHWAYS: Certificate III in Hospitality, Certificate IV in Hospitality, Diploma of Hospitality (Management), Advanced Diploma of Hospitality (Management), Bachelor of Applied Science (Hospitality Management).

CLUSTER PROVIDER
Catholic Regional College

RTO
CRC CRCIT(22427)

DAY & TIME
Catholic Regional College
Units 1&2 (dual) Tuesday 1:50 pm – 6.00pm
Units 1&2 (dual) Wednesday 1.50pm – 6.00pm
Units 3&4 (hosp) Thursday 1.50pm– 6.00pm
CRC Year 2 Select Hospitality or Cookery

VCE: Students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: SWL is compulsory. SAC students are required to undertake 40 hours front of house work placement.

UNIFORM: CRC Students are required to wear a uniform, Front of House approx $175, Cookery approx $115, this is in addition to the course fee.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

Delivery hours are a guideline. CRC Students working in the college restaurant as part of the course requirement will be exceeding normal class times.

VCE: VCE students who complete Units 1 to 4 of the VCE VET Dance program will be eligible for four units of credit towards their VCE: two units at Units 1 & 2 and a Units 3 & 4 sequence. Year 3 con-tributes an additional two units towards VCE

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: To be eligible for a study score students must successfully achieve all units of competence designated as the Units 3 & 4 sequence and a solo performance examination in the end-of - year examination period. Year three is predominantly a practical year and has no examination but can contribute to a study score as a 5th or 6th subject increment increases only or be completed unscored.

SWL: A minimum of 10 days work placement is recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

CUA20120 Certificate II in
DANCE *YEAR 1*
CUA30120 Certificate III in
DANCE *YEAR 2 & YEAR 3*

To provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the performing arts industry. To enable participants to gain a recognised credential and to make a more informed choice of vocation or career paths.

Code	VCE VET UNITS 1 & 2	Hours
CUADAN211	Develop basic dance techniques	20
CUAPRF211	Prepare for live performances	35
CUAWHS111	Follow safe dance practices	60
CUAWHS211	Develop a basic level of physical fitness for dance performance	40
BSBTWK201	Work effectively with others	40

Choose 2 electives from jazz, ballet, cultural dance, contemporary, street, social tap or lyrical dance

Code	VCE VET UNITS 3 & 4	Hours
CUAPRF317	Develop performance techniques	35
CUADAN212	Incorporate artistic expression into basic dance performances	45
CUAIND211	Develop and apply Creative Arts industry knowledge	20
CUAPRF314	Develop audition techniques	25

Choose 2 electives from jazz, ballet, cultural dance, contemporary, street, social tap or lyrical dance

Code	VCE VET YEAR THREE OPTION	Hours
CUAMWB401	Develop and implement own self-care plan in the creative industries	50
CUAIND311	Work effectively in the creative arts industry	50
CUADTM311	Assist with dance teaching	35
CUADAN331	Integrate rhythm into movement activities	25
CUACHR311	Develop basic dance composition skills	30

(Unscored/scored only as a 5th of 6th subject as an increment increase)
Recommendations: An active interest in dance, prior dance experience is very beneficial. Students are strongly advised to complete Units 1 & 2 before enrolling in Units 3 & 4. Students who are interested in the third year should consider selecting VET Dance in year 10. Option for students to select the third year whilst also completing the second year.

FUTURE PATHWAYS: A number of pathways exist for further training at Certificate III through to Advanced Diploma qualifications in the form of state registered, privately owned certificate courses. In addition, a number of degree courses are available at universities throughout Australia.

CHC30121 CERTIFICATE III in
EARLY CHILDHOOD EDUCATION

PARTIAL COMPLETION

Start a purposeful career working with children and ensure their safety, well-being and development goals are achieved. Students will learn how to 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 in an inclusive way. Job outcomes include educator, recreation assistant, playgroup supervisor, kindergarten assistant.

Code	VCE VET UNITS 1 & 2	Hours
HLTWHS001	Participate in workplace health and safety	20
CHCECE056	Work effectively in children's education and care	65
CHCECE034	Use an approved learning framework to guide practice	80
HLTFSE001	Follow basic food safety practices	30
HLTAID012	Provide first aid in an education and care setting	22
BSBPEF403	Lead personal development	40
Code	VCE VET UNITS 3 & 4	Hours
CHCPRT001	Identify and respond to children and young people at risk	40
CHCECE030	Support inclusion and diversity	63
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55
CHCECE055	Meet legal and ethical obligations in children education and care	60
CHCECE037	Support children to connect with the natural environment	50

FUTURE PATHWAYS: On completion of this partial qualification, student may wish to complete the remaining units of the CHC30121 Certificate III in Early Childhood Education and Care.

OTHER INFORMATION: Access to a computer or smart device and the internet to complete your studies. You will require a Working with Children Check (WWCC) prior to commencing your placement if you are aged 18 or over during the placement period. The required Language, Literacy and Numeracy skills to complete a Certificate III level course. This will be assessed in your pre-training review during enrolment.

CLUSTER PROVIDER
Caroline Chisholm Catholic College

RTO
Melbourne College of Further Education - MCFE is a division of iAscend Polytechnic Pty. Ltd. (21340)

DAY & TIME
Units 1&2 Tuesday
1.30pm – 5.00pm
Units 3&4 Thursday
1.30pm – 5.00pm

VCE: Students gain 2 credits at Units 1 and 2, and 2 at Units 3 and 4.

VCE-VM: This program will contribute to the 180 hours requirement of the VCE-VM.

ATAR: 10% contribution

SWL: 80 hours of work placement, 40 hours each year is compulsory to successfully complete each year of the program.

UNIFORM: School uniform or as directed by trainer.

UEE22020 Certificate II in
ELECTROTECHNOLOGY
CAREER START

The satisfactory completion of this two year course will provide you with credit for the Electrical Pre-Apprenticeship course offered at VU or a pathway into the Advanced Diploma of Engineering Technology – Electrical.

Code	VCE VET UNITS 1 & 2	Hrs
CPCCWHS1001	Prepare to work safely in the construction industry	6
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	20
UEECD0019	Fabricate, assemble and dismantle utilities industry components	40
UEERE0001	Apply environmentally and sustainable procedures in the energy sector	20
UEERE0021	Provide basic sustainable energy solutions for energy reduction in residential premises	40
UEECD0020	Fix and secure electrotechnology equipment	20
UEECD0009	Carry out routine work activities in an energy sector environment	40
UEERL0001	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply	20
UEECD0021	Identify and select components, accessories and materials for energy sector work activities	20
Code	VCE VET UNITS 3 & 4	Hrs
UEECD0052	Use of routine equipment /plant/ technologies in an energy sector environ.	60
BSBOPS203	Deliver a service to customers	40
UEECD0035	Provide basic instruction in the use of electrotechnology apparatus	20
UEECD0038	Provide solutions and report on routine electrotechnology problems	60
UEECD0046	Solve problems in single path circuits	40

FUTURE PATHWAYS: Higher level certificates in the electrical/electronics.

UNIFORM: Students are required to wear safety boots, long cotton work pants & a cotton hi-vis top. At CC students will have polo top in place of the hi vis top.

OTHER INFORMATION: Competent Maths skills required. Students will be required to sit a numeracy test.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

CLUSTER PROVIDER
Copperfield College, Apprenticeships Group Australia.

RTO
AGA (3829)

DAY & TIME
CC Units 1&2 Tuesday 9.00am - 1.00pm
CC Units 1&2 Tuesday 1.30pm – 5.30pm
CC Units 3&4 Thursday 9.00am - 1.00pm
CC Units 3&4 Thursday 1.30pm – 5.30pm
AGA Units 1&2 Tuesday 8.00am – 12.00pm
AGA Units 1&2 Tuesday 12.30pm 4.30pm
AGA Units 3&4 Thursday 8.00am – 12.00pm
AGA Units 3&4 Thursday 12.30pm 4.30pm

VCE: On completion students are eligible for five VCE VET units, three units at 1-2 level and a 3-4 sequence. Work placement is highly recommended, see your VET trainer.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Students who receive a units 3 and 4 sequence for the VCE VET Electrical Industry will be eligible for an increment towards their ATAR

SWL: A minimum of 10 days work placement is recommended.

22589VIC Certificate III in
EMERGING TECHNOLOGIES

Gain the skills and knowledge needed for an entry-level job in the digital world where the use of emerging technology is a core function. You will develop transferrable skills and knowledge applicable in the use of emerging technologies in a range of industry, business and community contexts. You will be well placed for a job in an industry with an anticipated rate of high growth.

Develop enterprise skills and the technical knowledge needed to solve workplace challenges, the impact of evolving technology on jobs, and engage in product design, 3D printing and Smart Cities.

CLUSTER PROVIDER
Victoria University Polytechnic Sunshine Skills Hub

RTO
VU (3113)

DAY & TIME
Units 1&2 Tuesday 12.00pm – 4.00pm

VCE: TBC

**VCE-VM:** This program will contribute to the 180hrs requirement of the VCE-VM.

ATAR: TBC

SWL: TBC

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

Code	VCE VET UNITS 1 & 2	Hours
VU23136	Develop enterprise skills for solving work-place challenges	18
BSBWHS211	Contribute to the health and safety of self and others	12
VU23137	Apply enterprise skills in a team to develop solutions to workplace problems	12
VU23164	Explore and prepare 3D printing in industry	12
VU23151	Develop a career plan for technology and digital future	12
VU23152	Present information to support decision making using common business applications	18
VU23153	Explore evolving technology and impact on jobs	12
VU23142	Investigate applications for smart cities technologies	18

Code	VCE VET Units 3 & 4 Proposed 2025	Hours
CUADIG304	Create visual design components	18
ICTWEB305	Product digital images for the web	24
CUADIG311	Prepare video assets	21
CUADES201	Follow a design process	18
BSBCRT413	Collaborate in creative processes	24
CUADES202	Evaluate the nature of design in a specific industry context	36

FUTURE PATHWAYS: Certificate IV in Information Technology and Certificate IV in Cyber Security, through t Bachelor levels.

VICTORIA UNIVERSITY POLYTECHNIC
MELBOURNE AUSTRALIA
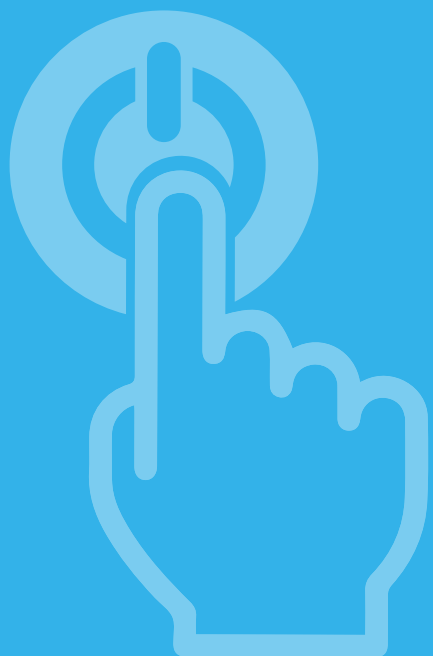
22588VIC Certificate III in
ENABLING TECHNOLOGIES

Gain the skills and knowledge needed for an entry-level job in the digital world where the use of enabling technology is a core function. You will develop transferrable skills and knowledge applicable in the use of enabling technologies in a range of industry, business and community contexts. You will be well placed for a job in an industry with an anticipated rate of high growth. Develop enterprise skills and the technical knowledge needed to solve workplace challenges, the impact of evolving technology on jobs, identify and report cyber security threats, and the functionality of ICT equipment.

Code	VCE VET UNITS 1 & 2	Hours
VU23136	Develop enterprise skills for solving work-place challenges	21
BSBWHS211	Contribute to the health and safety of self and others	14
BSBXC301	Protect own personal online profile from cyber security threats	21
VU23153	Explore evolving technology and the impact on jobs	14
ICTAS309	Maintain and repair ICT equipment and software	14
ICTICT303	Connect internal hardware components	14
VU23152	Present information to support decision making using common business applications	21
Code	**VCE VET Units 3 & 4 Proposed 2025**	**Hours**
ICTSAS305	Provide ICT advice to clients	21
BSBXCS303	Securely manage personally identifiable information and work-place information	21
VU23137	Apply enterprise skills in a team to develop solutions to work-place problems	14
BSBXCS402	Promote work-place cyber security awarness and best practices	21
BSBXCS302	Identify and report online security threats	21
ICTSAS308	Run standard diagnostic tests	14
VU23151	Develop a career plan for technology and digital futures	14
VU23151	Develop a career plan for technology and digital futures	14

CLUSTER PROVIDER
Victoria University Polytechnic Sunshine Skills Hub

RTO
VU (3113)

DAY & TIME
Units 1&2 Tuesday
12.00pm – 4.00pm

VCE: TBC

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM.
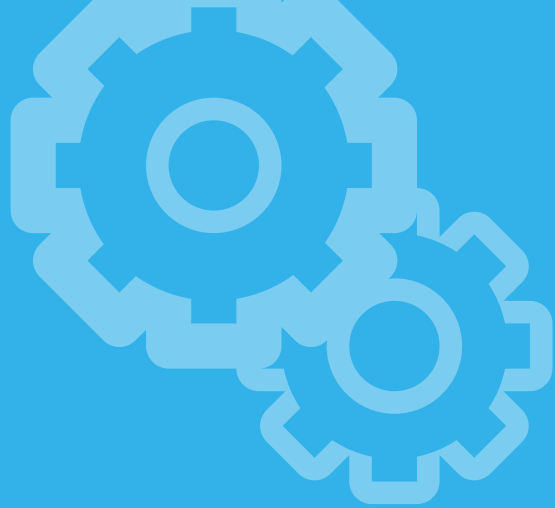
ATAR: TBC

SWL: TBC

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.

FUTURE PATHWAYS:
Certificate IV in Information Technology and Certificate IV in Cyber Security, through to Diploma and Bachelor levels.

VICTORIA UNIVERSITY POLYTECHNIC
MELBOURNE AUSTRALIA

VCE: Students who complete Units 1 to 4 of the VCE VET Engineering program are eligible for four units credit towards their VCE: two units at Units 1 and 2 and a Units 3 and 4 sequence.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: To receive an ATAR contribution for the scored units 3 and 4 sequence students must undertake scored assessment to achieve a study score.

SWL: A minimum of 10 days work placement.

UNIFORM: Students must wear a Hi-Vis top, work pants and safety boots. Information will be provided at Orientation.

ORIENTATION: For students enrolled in units 1&2 a compulsory Orientation will be held in Term 4.
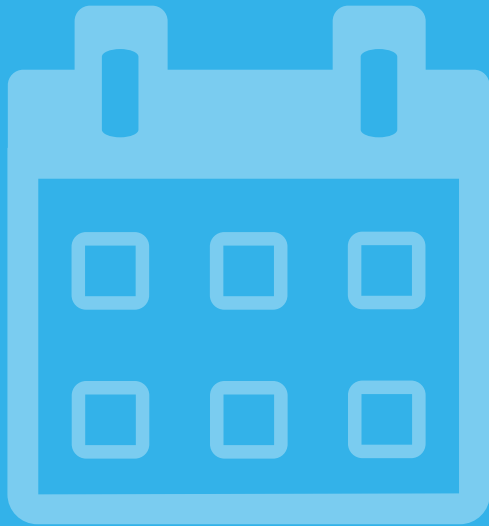
22470VIC Certificate II in
ENGINEERING STUDIES
2 YEARS

To provide participants with knowledge and skill development to enhance their employment prospects within the engineering industry. Enable participants to gain credit towards a nationally recognised credential and to make a more informed choice of vocational and career path.

Code	VCE VET UNITS 1 & 2	Hours
MEM13014A	Apply principals of OH&S in the work environment	10
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches and drawings	
VU22335	Perform metal machining operations	20
MEM18001	Use hand tools	20
VU22329	Report on a range of sectors in the manufacturing,engineering and related industries	15
MEM18002B	Use power tools/hand held operations	20
VU22331	Perform basic machining processes	40
VU22332	Apply basic fabrication techniques	40
Code	VCE VET UNITS 3 & 4	Hours
MEMPE006A	Undertake a basic engineering project	
VU22333	Perform intermediate engineering computation	
VU22334	Produce basic engineering components and products using fabrication and machining	

FUTURE PATHWAYS: Students who complete this qualification may articulate into higher nationally recognised qualification levels associated with metal and engineering careers. Students may enter engineering apprenticeships in the areas of mechanical, fabrication, automotive or electrical. Alternative VET pathways at Diploma and Advanced Diploma or the Bachelor of Engineering and the Associate degree are available in the Higher Education sector.

VICTORIA UNIVERSITY POLYTECHNIC
MELBOURNE AUSTRALIA

SIT30522 Certificate III in
EVENTS

This course is designed for students who want to pursue a career in Events Planning, Management or Tourism. It involves the preparation and delivery of events. This qualification reflects the role of individuals who use a range of well-developed events administration or operational skills and knowledge to complete event-related work activities. Using discretion and judgement, they work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

CLUSTER PROVIDER
Marian College

RTO
AIET (121314)

DAY & TIME
Units 1&2 Tuesday
1.30-5pm

VCE: VET Students are eligible for Units 1-4.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: 10% Increment

SWL: 5 days per year is recommended.

UNIFORM: Students will be provided with a BVC polo. Students must source their own black work pants and black work shoes.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
BSBTWK201	Work effectively with others	40
SITEEVT022	Provide event production support	31
SITXCOM007	Show social and cultural sensitivity	20
SITXWHS005	Participate in safe work practices	12
CAUSTA212	Assist with bump in and bump out shows	80
BSBSUS211	Participate in sustainable work practices	20
CUASTA211	Develop basic staging skills	30
Code	VCE VET Units 3 & 4 Proposed 2025	Hours
SITEEVT020	Source and use information on the events industry	20
SITXCCS014	Provide service to customers	25
SITEEVT021	Administer event registration	60
SITXMPR010	Create a promotional display or stand	30
BSBTEC201	Use business software applications	60
BSBTEC301	Design and produce business documents	80
SITXFIN007	Process financial transactions	30

FUTURE PATHWAYS: This qualification provides a pathway to work for event or exhibition organisations operating in a range of industries including the tourism and travel, hospitality, sport, cultural and community sectors. The diversity of employers includes event or exhibition management companies, event venues, or organisations that organise their own events. Work could be undertaken in an office environment where the planning of events takes place, on-site at venues where events are staged, or a combination of both. Possible job titles include: conference assistant, event or exhibition assistant, functions assistant, junior event or exhibition coordinator.

OTHER INFORMATION: These events may occur outside usual class time and students must be prepared to make themselves available, as they will include mandatory assessments.

MSF20516 Certificate II in
FURNITURE MAKING PATHWAYS

To provide young people with the opportunity to gain comprehensive entry level training in the furnishing industry. The program covers broad based and core skills in furnishing and specific skills in cabinet making.

Code	VCE VET UNITS 1 & 2	Hours
MSMENV272	Participate in environmentally sustainable work practices	30
MSMPC1103	Demonstrate care and apply safe practices at work	30
MGM16006A	Organise & Communicate Information	20
MSSFFP2006	Make Timber Simple Joints	40
MSFFP2005	Join Materials used in furnishing	10
MSFFP2007	Identify materials used in Furnishing Production	40
MSFFP2004	Apply Domestic Surface Coatings	40
MSMSUP106	Work in a team	30
MSFFP2010	Research and draw a basic kitchen or bathroom design	30
Code	VCE VET UNITS 3 & 4	Hours
MSFFM2001	Use furniture making sector hand and power tools	40
MSFFM2002	Assemble furnishing components	20
MSFFP2001	Undertake a basic furniture making project	100
MSFGN2001	Make measurements and calculations	30

This course is superseded. You will still enrol in this course, and you will be contacted if you need to transition into the next version.

FUTURE PATHWAYS: Certificate III in Furnishing, Certificate IV, Diploma of Furniture Technology, Diploma Arts (Furniture Design) Cabinet Making Apprenticeship.

CLUSTER PROVIDER
Catholic Regional College

RTO
AST (4603)

DAY & TIME
Units 1&2 Tuesday
1.50pm – 5.20pm
Units 1&2 Wednesday
1.50pm – 5.20pm
Units 3&4 Thursday
1.50pm – 5.20pm

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: Work placement is recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

HLT33021 Certificate III in

HEALTH SERVICES ASSISTANCE

This course is designed to educate & engage students in the health services industry and act as a platform for employment for further study upon completion. There is flexibility in the delivery of this course that is suited to students studying VCE-VM or VCE in either scored or unscored programs. Students with a strong interest in the health services industry may want to complete this course. This course provides an opportunity for students to gain a nationally recognised qualification.

Code	VCE VET UNITS 1 & 2	Hours
CHCCOM005	Communicate and work in health or community services	30
HLTINF001	Comply with infection prevention and control policies and procedures	25
HLTWHS001	Participate in workplace health and safety	20
BSBWOR301	Organise personal work priorities and development	30
CHCCCS002	Assist with movement	25
CHCCCS010	Maintain high standard of service	30
HLTAID003	Provide first aid	18
BSBINM301	Organise workplace information	30
CHCDIV001	Work with diverse people	40
CHCCCS020	Respond effectively to behaviours of concern	20
BSBWOR204	Use business technology only	20
Code	VCE VET UNITS 3 & 4	Hours
HLTAAP001	Recognise healthy body systems	70
BSBMED301	Interpret and apply medical terminology appropriately	60
CHCCCS009	Facilitate responsible behaviour	40
CHCPRP005	Engage with health professionals and the health system	40

FUTURE PATHWAYS: This course provides an opportunity for future work as nurses, ward assistants, theatre technicians, direct care assistants. Future careers may lead further into the medical field with ongoing professional training.

CLUSTER PROVIDER
Footscray High School
Catholic Regional College

RTO
AST (4603)
CRC CRCIT (22427)

DAY & TIME
FHS Units 1&2 Tuesday
1.35pm – 5.00pm
FHS Units 3&4 Thursday
1.35pm – 5.00pm
CRC Units 1&2 Tuesday
1.50pm – 5.00pm TBC
CRC Units 3&4 Thursday
1.50pm – 5.00pm TBC

VCE: A unit 2 and 4 sequence for VCE VET Horticulture, will entitle students for an increment towards their ATAR. (10% of the average of the primary four scaled studies).

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Contribution 10%.

SWL: A minimum of 10 days work placement is strongly recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

FUTURE PATHWAYS: This qualification is targeted to students who would like to become horticultural specialists by completing a higher qualification in the following industry areas: landscape design and construction, green infrastructure, urban agriculture, community gardening, nursery production and conservation and land management.

ACH20416 Certificate II in
HORTICULTURE

Certificate II in Horticulture provides students with the knowledge and skills that will enhance their employment prospects in the horticulture industry. Knowledge and skills gained from this qualification are from units of competency including developing and maintaining plants and landscapes, propagation, tending nursery plants and planting, pruning, treating weeds, pests and diseases.

Code	VCE VET UNITS 1 & 2	Hrs
AHCWHS201	Participate in work health and safety processes	20
AHCPMG201	Recognise plants	40
AHCPMG201	Treat weeds	40
AHCMOM203	Operate basic machinery and equipment	20
AHCSOL202	Assist with soil or growing media sampling and testing	30
AHCPGD201	Plant trees and shrubs (FHS only)	20
AHCPGD203	Prune shrubs and small trees (FHS only)	35
AHCWRK209	Participate in environmentally sustainable work practices (FHS only)	20
AHCPHT215	Plant horticultural crops (CRC only)	25
MEM18001C	Use hand tools (CRC only)	20
AHCNSY203	Undertake propagation activities (CRC only)	30
Code	VCE VET UNITS 3 & 4	Hrs
AHCPMG202	Treat plant pests, diseases and disorders	30
AHCNSY202	Care for nursery plants	30
AHCNSY204	Maintain indoor plants	30
AHCNSY203	Undertake propagation activity (FHS only)	30
AHCPCM202	Collect, prepare and preserve plant specimens	30
AHCLSC201	Assist with landscape construction (FHS only)	30
AHCWRK201	Observe and report on weather (FHS only)	25
AHCNSY201	Pot up plants (CRC only)	20
AHCPGD203	Prune shrubs and small trees (CRC only)	35
AHCIRG215	Assist with low volume irrigation operations (CRC only)	40
AHCWRK204	Work effectively in the industry (CRC only)	20
AHCWRK205	Participate in workplace communications (CRC only)	30

*Slight variations may occur in modules between delivery locations, but the course will comply with the VET Certificate. **Subject to change based on training package updates. Course details will be confirmed prior to the start of the 2024 academic year.***

INFORMATION DIGITAL MEDIA & TECHNOLOGY
PARTIAL COMPLETION

CLUSTER PROVIDER
Copperfield College –
Senior Campus
Catholic Regional College

RTO
IVET (40548)

DAY & TIME
Units 1&2 Tuesday
1.30pm – 5.00pm
Units 3&4 Thursday
1.30pm – 5.00pm
CRC Units 1&2 Tuesday
1.50pm – 5.20pm
CRC Units 1&2 Wednesday
1.50pm – 5.20pm
CRC Units 3&4 Thursday
1.50pm – 5.00pm

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: A minimum of 2 weeks or 80 hours work placement is strongly recommended.
CC VCE-VM: 20 days of work placement is compulsory to successfully complete this course.
VCE: VCE students are eligible for up to four VCE VET units.

UNIFORM: Students attending CC are required to purchase and wear a polo top at a cost of approx. $30.

To provide the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level could support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media. technologies.

Code	VCE VET UNITS 1 & 2	Hours
ICTICT214	Operate Application Software Packages	40
BSBCRT301	Develop and Extend Critical and Creative Thinking Skills	40
BSBXCS303	Securely Manage Personally Identifiable Information and Workplace Information	40
BSBXTW301	Work in a team	40
CUAANM301	Create 2D Digital Animation	35
ICTPRG302	Simple Programming Techniques	40
ICTGAM301	Apply Simple Modelling Techniques	50
Code	VCE VET UNITS 3 & 4	Hours
ICTSAS309	Maintain and Repair ICT Equipment and Software	20
ICTSAS304	Provide Basic System Administration	20
ICTICT313	Identify IP, Ethics and Privacy Policies in ICT Environments	50
ICTSAS305	Provide ICT Advice to Clients	40
ICTSAS310	Install, Configure and Secure a Small Office or Home Office Network	50

Slight variations may occur in modules between delivery locations, but the course will comply with the VET Certificate.

FUTURE PATHWAYS: Certificate III through to Diploma level in either Business Analysis, Systems Administration, Multimedia Integration, Software Development or Network Engineering.

ORIENTATION: Students enrolled in Units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

CLUSTER PROVIDER
Catholic Regional College

RTO CRCIT (22427)

DAY & TIME
Units 1&2 Tuesday
1.50pm – 5.20pm
Units 1&2 Wednesday
1.50pm – 5.20pm
Units 3&4 Thursday
1.50pm – 5.20pm

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: A minimum of 20 days work placement is recommended but not compulsory.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

MSL30118 Certificate III in
LABORATORY SKILLS

The VCE VET Laboratory skills course provides students with the necessary knowledge and skills associated with the day-to-day operation of a laboratory and associate technical tasks such as sampling and testing. Year 1 of the program includes recording and presenting data, planning and conducting laboratory/field work, maintaining the laboratory fit for purpose, and performing basic tests. Year 2 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.

Code	VCE VET UNITS 1 & 2	Hours
MSMENV272	Participate in environmentally sustainable work practices	30
MSL913003	Communicate with other people	40
MSL913004	Plan and conduct laboratory/field work	40
MSL922001	Record and present data	40
MSL943004	Participate in laboratory or field workplace safety	40
MSL973013	Perform basic tests	60
MSL973017	Assist with fieldwork	40
MSL933005	Maintain the laboratory/field workplace fit for purpose	30
Code	**VCE VET UNITS 3 & 4**	**Hours**
MSL933006	Contribute to the achievement of quality objectives	30
MSL973014	Prepare working solutions	50
MSL973015	Prepare culture media	30
MSL973016	Perform aseptic techniques	40
MSL973019	Perform microscopic examination	40

This course is superseded. You will still enrol in this course, and you will be contacted if you need to transition into the next version.

FUTURE PATHWAYS: The VCE VET Laboratory skills course is a nationally recognised qualification that provides students with knowledge and skills to be able to pursue a career in pathology, laboratory technology, food and beverage processing and scientific research.

DAY & TIME
Units 1&2 Tuesday
1.30pm – 6.00pm
Units 3-4 Thursday
1.30pm - 6.00pm

VCE: VCE students will receive up to four VCE VET units at the Units 1 and 2 level, and a Unit 3 and 4 sequence.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: 10% contribution.

SWL: 5 days per year is strongly recommended.

UNIFORMS: Students will be provided with a POLO shirt. They must wear their own professional black pants and footwear.

ORIENTATION: Students enrolled in Units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

SHB30215 Certificate II & Certificate III in

MAKEUP

The study of VET Hair and Beauty (Make-up) reflects the role of individuals employed as make-up artists to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries. Make-up artistry work is typically conducted as part of a team or on a freelance basis in settings such as make-up studios, retail cosmetic counters, fashion and media sets and photography studios.

Code	VCE VET UNITS 1 & 2	Hours
SHBBMUP002	Design and apply make-up	45
SHBBFAS001	Provide lash and brow services	15
SHBBMUP007	Work collaboratively on make-up productions	40
SHBBMUP006	Design and apply creative makeup	45
SHBXCCS001	Conduct salon financial transactions	25
SHBBRES001	Research and apply beauty industry information	20
SSHBXIND001	Comply with organisational requirements within a personal services environment	45
SHBXWHS001	Apply safe hygiene, health and work practices	40
Code	**VCE VET UNITS 3 & 4**	**Hours**
SHBBMUP006	Design and apply creative make-up	30
SHBBRES001	Research and apply beauty industry information	45
SHBXIND002	Communicate as part of a salon team	16
SHBXCCS002	Provide salon services to clients	15
Electives	Plus 5 electives to be confirmed	30

FUTURE PATHWAYS: A Cert III in Make-up can lead to employment as a make-up artist or beauty therapist in the fashion industry, hairdressing and beauty salons, and make-up studios. Completion of this program opens the pathway to a traineeship or further study at TAFE in Certificate III in Beauty Services.

OTHER INFORMATION: This course requires online theoretical and assessment components. Students are required to bring their own device.

CLUSTER PROVIDER
Copperfield College
St Albans College
Marian College
(Year 1 only)

RTO
COSAMP (41549)

DAY & TIME
Units 1&2 Tuesday
1.30pm – 5.00pm
Units 3&4 Thursday
1.30pm – 5.00pm

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: A minimum of 10 days work placement is recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

CUA30920 Certificate III in
MUSIC - PERFORMANCE

To provide students with skills and knowledge to improve their employment prospects in the music industry.

Code	VCE VET UNITS 1 & 2	Hours
CUACMP311	Implement Copyright Arrangements	20
CUAIND313	Work Effectively in The Music Industry	35
CUAIND314	Plan a Career in The Creative Arts Industry	35
CUAMCP313	Create Simple Musical Pieces Using Music Technology	35
CUAMPF213	Perform Simple Repertoire in Ensembles	50
CUAMPF314	Make Music Demos	40
Code	VCE VET UNITS 3 & 4	Hours
CUAMPF311	Develop technical skills in performance	20
CUAMPF315	Develop & perform musical improvisation skills	35
CUAMPF312	Prepare for musical performances	35
CUAMPF412	Develop and maintain stagecraft skills	70
Electives	Students choose one only of the following	Hours
CUAMPF414	Perform music as part of a group	70
CUAMPF416	Perform music as a soloist	70

Slight variations may occur in modules between delivery locations, but the course will comply with the VET Certificate.

FUTURE PATHWAYS: Higher level certificates and advanced diploma studies.

OTHER INFORMATION: This is a performance based course. All students will be required to attend an informal audition and interview.

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: SWL will be offered the Crate Theatre (CRC Campus) and at other College events. External work placement is also encouraged.

UNIFORM: Students are required to have the Crate Theatre polo shirt, available from the CRC uniform shop. The charge for this is included in the levies for the subject.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

CUA30920 Certificate III in
MUSIC - SOUND PRODUCTION

To provide the knowledge and skills for work in the music industry in areas such as sound track laying, digital editing and mixing, audio visual equipment operations and stage management.

Code	VCE VET UNITS 1 & 2	Hours
CUACMP311	Implement copyright arrangements	20
CUAIND313	Work effectively in the music industry	35
CUAIND314	Plan a career in the creative arts industry	35
CUASOU212	Perform basic sound editing	30
CUASOU211	Develop basic audio skills and knowledge	40
CUASOU312	Develop and apply knowledge of audio theory	60

Code	VCE VET UNITS 3 & 4	Hours
CUASOU306	Operate sound reinforcement systems	40
CUASOU317	Record and mix basic music demos	40
CUASOU308	Install and disassemble audio equipment	40
CUASOU321	Mix music in studio environments	60
CUASOU412	Manage audio input sources	30

FUTURE PATHWAYS: The Certificate III course can lead to a Certificate IV, Diploma, Advanced Diploma or Bachelor in Technical Production. Career options include working at live venues, in studios, working as a road crew or tour manager, or a number of other jobs in the music industry.

OTHER REQUIREMENTS: Students will be required to attend performances and other events for assessment outside of class time, including after school.

CLUSTER PROVIDER
Catholic Regional College

RTO
CRCIT (22427)

DAY & TIME
Units 1&2 Tuesday
9:20am – 1:20pm
2:20pm – 5:00pm
Units 1&2 Wednesday
9:20am – 1:20pm
2:20pm – 5:00pm
Units 3&4 Thursday
9:20am – 5:00pm
2:20pm – 5:00pm

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: No contribution.

SWL: Students undertake work placement in the college shop and workshop. Work placement in industry is also highly recommended.

ORIENTATION: Students enrolled in Units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

MSF20113 Certificate II in
FURNISHING
- PICTURE FRAMING

To provide skills in the area of picture framing, mounting basic and complex art work, repair frames, prepare textiles for framing and decoration of mat boards amongst other applications. Provide an insight into OH&S, correct handling of tools and working with others.

Code	VCE VET UNITS 1 &	Hours
MSMWHS200	Work Safely	30
MSFGN2001	Make measurements and calculations	30
MSFPF2009	Cut mouldings to length	28
MSFPF2013	Cut and handle glazing materials for framing	24
MSFPF2010	Join mouldings	40
MSFPF2014	Assemble basic artwork packages	40
MSMSUP106	Work in a team	30
Code	**VCE VET UNITS 3 & 4**	**Hours**
MSFPF2011	Mount artwork	52
MSFPF2012	Cut mat boards	40
MSFPF3016	Assemble complex artwork packages	60
MSMSUP102	Communicate in the workplace	20
MSMENV272	Participate in environmentally sustainable work practices	30
MSFPF3017	Install artwork	28
MSFPF3010	De-frame artwork	32

This course is superseded. You will still enrol in this course, and you will be contacted if you need to transition into the next version.

FUTURE PATHWAYS: The certificate II in Furnishing is a broad qualification that can be utilized as an introductory pre-vocational program or provide entry level skills for production. Work in picture framing by selecting the particular elective units of competence specific for this part of the furnishing industry.

22569VIC Certificate II in
PLUMBING PRE - APPRENTICESHIP

To provide students with an introduction into the industry and start you on your way to a Pre-Apprenticeship. You will learn basic welding and sheet metal skills, as well as gain knowledge about the broad range of areas that plumbers can specialise in, including roofing and gasfitting.

Code	VCE VET UNITS 1 & 2	Hours
CPCCWHS1001	Prepare to work safely in the construction industry	6
CPCCWHS2001	Apply OHS requirements, policies and procedures in the construction industry	20
VU23054	Use basic plumbing hand tools	50
HLTAID010	Provide basic emergency life support	12
CPCPCM2039A	Carry out interactive workplace communication	10
CPCCCM1015	Carry out measurements and calculations	20
VU23046	Apply basic sheet metal practices	50
VU23050	Perform basic oxyacetylene welding and cutting	20
VU23047	Cut and penetrate building materials and structures	30
BSBWRT311	Write simple documents	30
Code	VCE VET UNITS 3 & 4	Hours
CUAACD313	Produce technical drawings	50
VU23048	Fabricate simple plumbing pipe systems	30
VU23049	Identify career pathways in the plumbing industry	30
VU23055	Use basic power tools	20
CPCCCM2001	Read and interpret plans and specifications	36
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30
VU23053	Use basic electric welding equipment and techniques	20
VU23051	Prepare to work in the plumbing industry	20
VU23052	Use and apply basic levelling equipment for plumbing	8

FUTURE PATHWAYS: Higher level Certificates, employment in apprenticeships.

CLUSTER PROVIDER
Catholic Regional College

RTO
CRCIT (22427)

DAY & TIME
Units 1&2 Tuesday
9:30 am – 1:30 pm
1:50 pm – 5:20 pm
Units 1&2 Wednesday
9:30 am – 1:30 pm
1:50 pm – 5:20 pm
Units 3&4 Thursday
9:30 am – 1:30 pm
1:50pm – 5:20 pm

VCE: Recognition up to 5 units at units 1 & 2 level

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: TBC

SWL: Work placement is highly recommended see your VET trainer.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

UNIFORM: Students will be fitted for a top. Black pants and shoes are to be worn by the student with the top.

SHB20121 Certificate II
RETAIL COSMETICS

The Certificate II in Retail Cosmetics reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. They follow known routines and procedures, and work under direct supervision.

Code	VCE VET UNITS 1 & 2	Hours
SHBXWHS003	Apply safe hygiene, health and work practices	40
SHBBINF002	Maintain infection control standards	75
SHBBCCS004	Demonstrate retail skin care products	25
SIRXIND003	Organise personal work requirements	20
SHBXCCS007	Conduct salon financial transactions	25
SIRRINV001	Receive and handle retail stock	35
SHBXIND005	Communicate as part of a salon team	30
SHBBMUP009	Design and apply make-up	45

Code	VCE VET UNITS 3 & 4	Hours
SHBBCCS005	Advise on beauty products and services	30
SHBBRES003	Research and apply beauty industry information	20
SIRRMER001	Produce visual merchandise displays	35
SHBXIND003	Comply with organisational requirements within a personal services environment 45	35
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	50
SHBBMUP008	Apply eyelash extensions	40
SHBBFAS004	Provide lash and brow services	30
SHBBBOS007	Apply cosmetic tanning products (optional)	20

FUTURE PATHWAYS: This qualification provides a pathway tow work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores. Possible job roles and career pathways include: beauty counter assistant, retail hairdressing salon assistant, department store assistant, assistant cosmetics representative, nail salon assistant.

SALON ASSISTANT

PRE - APPRENTICESHIP 1 YEAR COURSE ONLY - *MARIAN COLLEGE*
PRE - APPRENTICESHIP COURSE WILL BE DELIVERED OVER 2 YEARS – *CRC SYDENHAM*

CLUSTER PROVIDER
Marian College
Catholic Regional College
Sydenham

RTO
MC IMVC (21732)
CRC TBC

DAY & TIME
MC Units 1&2 Wednesday
1.30pm – 5.00pm
CRC Units 1&2 Tuesday
9:30am – 1:00pm
1:50pm – 5:20pm
CRC Units 1&2 Wednesday
9:30am – 1:00pm
1:50pm – 5:20pm
CRC Units 3&4 Thursday
9:30am – 1:00pm
1:50pm – 5:20pm

VCE: VCE students will receive up to four VCE VET units at the Units 1 and 2 level.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: No contribution.

SWL: 40 hours of work placement is **compulsory** to successfully complete this certificate.

UNIFORMS: Students will be provided with a polo top and wear back pants suitable for industry.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

The study of hairdressing enables us to develop skills and acquire an understanding of the work that hairdressers do and the employment options that are available within the industry. It aims to provide knowledge and skills to achieve competencies which will enhance employment prospects within the hairdressing workforce, so that you can make a more informed choice of your career path.

Code	VCE VET UNITS 1 & 2	Hours
BSBWHS201	Contribute to health and safety of others	20
SHBHIND001	Maintain and organise tools, equipment and work areas	20
SHBXIND002	Communicate as part of a salon team	30
SHBXCCS003	Greet and prepare clients for salon services	10
SHBHBAS001	Provide shampoo and basin services	40
SHBHDES001	Dry hair to shape	40
SHBHCLS001	Apply hair colour products	30
Code	**VCE VET UNITS 1 & 2 CRC only**	**Hours**
SHBHDES002	Braid hair	30
SHBHBAS002	Provide head neck and shoulder massage	20
SHBHIND002	Research and use hairdressing industry information	15
SHBXCCS001	Conduct salon financial transactions	25
SHBXIND001	Comply with organisational requirements within a personal services environment	45
SHBXIND002	Communicate as part of a salon team	30

This course is a pathway into an apprenticeship to become a fully qualified hairdresser. Practical classes consist of design and analysis of hair style on mannequin heads first then proceed to live models for assessment. Photographs of before and after are essential part of evidence for this course with ongoing placement and communication with their employers. This is a guide only and units may vary at delivery locations. CRC will deliver the course over a 2 year period. Delivery of units will be advised prior to commencement in 2024.

FUTURE PATHWAYS: This area may lead to work as an apprentice hairdresser, a School Based Apprenticeship in Hairdressing or you can go on to further study including a Certificate III in Hairdressing. Students can also transfer into Year 2 of Make-up or Beauty for a partial completion.

CUA31020 Certificate III in
SCREEN AND MEDIA

Certificate III in SCREEN MEDIA is a creative industries pathway course. Certificate III level enables students to develop a range of skills in using Adobe Creative Suite software: Photoshop, Illustrator, InDesign, Dreamweaver Web applications, Animate and very basic Premiere video skills. Students will develop personal interests and choices when creating and solving design problems, improve design folios and have transferable computer skills for other VCE design subjects. During year 1, Units 1 & 2 provides the application of Adobe software foundation skills. Units 3 & 4 focuses on comprehensive 2D digital design applications (image manipulation, illustration, layout design), digital animations (story writing, story boarding, character development), basic video editing and web coding.

Code	VCE VET UNITS 1 & 2	Hours
BSBCRT311	Apply critical thinking skills in a team environment	40
CUAWHS312	Apply work health and safety practices	30
CUAIND311	Work effectively in the creative arts industry	50
CUAACD201	Develop drawing skills to communicate ideas	60
CUASOU304	Prepare audio assets	30
CUADIG211	Maintain interactive content	30
Code	**VCE VET UNITS 3 & 4**	**Hours**
BSBDES302	Explore and apply the creative design process to 2D forms	50
CUAANM301	Create 2D digital animations	35
CUADIG302	Author interactive sequences	40
CUADIG304	Create visual design components	30
CUAWRT301	Write content for a range of media	40

FUTURE PATHWAYS: TAFE Certificate IV, Diploma, Advanced Diploma, University: Bachelor Degree levels in Interactive Media, 2D Animation and Digital Design. Potential Careers include: 2D Artist, Animator, Character Animation, Content Creator, Creative Designer, Game Designer, Illustrator, Motion Graphics Designer, Art Design Producer, Storyboard Artist, Visual Artists.

OTHER INFORMATION: No prior experience of media related studies necessary, students who enjoy drawing/designing using manual or digital drawing methods welcome. Your home school can install the Adobe Creative Suite Licence on your personal school laptop. **Important:** See your IT support or VET Co-ord for assistance. You must bring your @schools.vic.edu.au password to every class. Non-government school students will need the latest Adobe Suite on your own school laptop. See your VET Co-ord for any other information.

CLUSTER PROVIDER
Taylors Lakes Secondary College

RTO
HELM (21732)

DAY & TIME
Units 1&2 Tuesday
1.30pm – 5.00pm
Units 3&4 Thursday
1.30pm – 5.00pm

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: A minimum of 10 days work placement is recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

DAY & TIME
Units 1&2 Tuesday
1.50pm – 5.20pm
Units 3&4 Thursday
1.50pm – 5.20pm

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment .

SWL: A minimum of 10 days work placement is recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

CUA31020 Certificate III in
SCREEN AND MEDIA (GAMING)

The Interactive digital media (IDM) course Year 1 is for students who wish to learn the process of game design and production. The course involves using the Unreal Engine 4 (UE4), a game engine by Epic Games, an industry leader in game production as well as Maya, the industry standard in 3D modelling and animation. It also involves the use of Dreamweaver and Flash to create a website portfolio.

Topics covered range from Level Design and Character Design to 3D Modelling and Node Based Scripting. Students will create their own game on a framework provided by AIE, with access to assets from the UE4 Marketplace.

The aim of the course is to expose students to industry standard practices and prepare them for further study in the game production and 3D animation fields.

Code	VCE VET UNITS 1 & 2	Hours
CUAIND311	Work effectively in the creative arts industry	50
CUADES201	Follow a design process	50
CUAWHS312	Apply work health and safety practices	30
CUAACD201	Develop drawing skills to communicate ideas	60
BSBCRT311	Apply critical thinking skills in a team environment	40
CUADES303	Explore and apply the creative design process to 3D forms	60

Code	VCE VET UNITS 3 & 4	Hours
BSBDES302	Explore and apply the creative design process to 2d forms	50
CUFDIG304	Create a digital visual design components	30
CUFANM301	Create 2D digital animations	35
CUFDIG312	Author interactive sequences	40
CUFWRT301	Write content for a range of media	40

FUTURE PATHWAYS: Certificate IV through to Diploma and Degree levels in Multimedia, Design and Communication, media and information design areas.

OTHER INFORMATION: Students will benefit from some prior experience in media related studies. Also having access to relevant software outside of class time.

SIGNAGE AND GRAPHICS

CLUSTER PROVIDER
Catholic Regional College

RTO
CRCIT (22427)

DAY & TIME
Units 1&2 Tuesday
9:20am – 1:20pm
2:20pm – 5:00pm

Units 1&2 Wednesday
9:20am – 1:20pm
2:20pm – 5:00pm

Units 3&4 Thursday
9:20am – 1:20pm
2:20pm – 5:00pm

VCE: VCE students are eligible for up to four VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: tbc.

SWL: Work placement in industry is also highly recommended and can be undertaken in the College Shop.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

This course prepares graduate with the basic skills and knowledge to undertake apprenticeship training with the Signage and graphics industry. Students will have the use of state-of-the-art equipment including modern digital printers and CNC router machine. The aim of the signage and graphics program is to provide students with the foundation knowledge and skills to enhance their employment prospects with the signage industry, provide knowledge and skills in the use of a range of job functions and enable participants to gain a recognised credential and make a more informed choice of vocational career paths.

Code	VCE VET UNITS 1 & 2	Hours
CPCCWHS1001	Prepare to work safely in the construction industry*	6
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20
HLTAID011	Provide first aid	18
CPCCCM1015	Carry out measurements and calculations	20
VU23071	Use sign industry tools and equipment	40
VU23072	Produce basic signs	100

Code	VCE VET UNITS 3 & 4	Hours
CPCCSG3016	Prepare surfaces for signs	20
CPCCCM1014	Conduct workplace communication	20
CPCCCM2010B	Work safely at heights	8
VU23073	Produce basic computer aided manufactured vinyl signs	130
VU23075	Operate a CNC machine to produce signage components	20

Delivered by an external RTO.
CPCCWHS2001, CPCCM1015 and CPCCWHS1001 are pre-requisites to enrolling in Units 3&4.

FUTURE PATHWAYS: The course is part of the CPC08 Construction, Plumbing and Services Integrated Framework Training Package. Occupational titles may include Signwriter or Sign Manufacturer. Graduates of this course may also have the ability to start their own business.

OTHER INFORMATION: Some hours may be delivered outside normal VET hours due to the nature of the workplace.

VCE: VCE students are eligible for up to five VCE VET units 3 at 1-2 level & 2 at 3-4 level.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: A minimum of 10 days will be required at a placement. *CC VCE-VM:* 20 days of work placement is compulsory to successfully complete this course. *VCE:* Work placement is highly recommended, see your VET trainer.

UNIFORM: Students attending CC are required to purchase a polo shirt approx. $35. Students attending VUSC are required to wear their home school sports uniform.

SIS30115 Certificate III in
SPORT AND RECREATION

This program aims to provide specific skills and knowledge required for an assistant level employee at an aquatic centre or gymnasium/dry area fitness centre. This course has a strong focus on the practical aspects of the recreation industry. The program is delivered within the school and students have the opportunity to utilise the facilities at the school.

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR301	Organise personal work priorities and development	30
BSBWOR204	Use business technology	20
SISXCAI003	Conduct non-instructional sport, fitness or recreation events	20
SISXCAI001	Provide equipment for activities	10
SISXFAC001	Maintain equipment for activities	5
HLTWHS001	Participate in workplace health and safety	20
HLTAID011	Provide first aid	18
SISXEMR001	Respond to emergency situations	18
SISXCCS001	Provide quality service	25
ICTWEB201	Use social media tools for collaboration and engagement	20
Code	**VCE VET UNITS 3 & 4**	**Hours**
BSBWHS303	Participate in WHS hazard identification, risk assessment & risk control	50
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50
SISXCAI004	Plan and conduct programs	35
SISXCAI006	Facilitate groups	25
SISXRES002	Educate user groups	25

Slight variations may occur in modules between delivery locations, but the course will comply with the VET Certificate. Successful completion of units 1&2 Sport and Recreation is required to enrol in units 3&4. At Marian an overnight snow trip is offered over the course of the two years but must be paid for by students.*
Subject to change based on training package updates.
Course details will be confirmed prior to the start of the 2024 academic year.

FUTURE PATHWAYS: Certificate IV to Diploma & Advanced Diploma of Sport & Recreation at TAFE and to Degree level courses at university.
ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

SIS30115 Certificate III in
SPORT AND RECREATION
- AFL

This qualification reflects the multi-skilled role of individuals in operational and customer support positions in the sport or community recreation industry. These individuals are competent in a range of activities and functions requiring autonomous work within a defined range of situations and environments.

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR301	Organise personal work priorities and development	30
BSBWOR204	Use business technology	20
SISXCAI003	Conduct non-instructional sport, fitness or recreation events	20
SISXCAI001	Provide equipment for activities	10
SISXFAC001	Maintain equipment for activities	5
HLTWHS001	Participate in workplace health and safety	20
HLTAID011	Provide first aid	18
SISXEMR001	Respond to emergency situations	18
SISXCCS001	Provide quality service	25
ICTWEB201	Use social media tools for collaboration and engagement	20
Code	VCE VET UNITS 3 & 4	Hours
BSBWHS303	Participate in WHS hazard identification, risk assessment & risk control	50
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50
SISXCAI004	Plan and conduct programs	35
SISXCA1006	Facilitate groups	25
SISXRES002	Educate user groups	25

Subject to change based on training package updates. Course details will be confirmed prior to the start of the 2024 academic year.

FUTURE PATHWAYS: Certificate IV in Sport & Recreation SIS40115, Certificate IV in Sport Development SIS40421 or Undergraduate University Course. Work in locations such as fitness centres, sporting grounds or complexes, leisure and aquatic centres and community recreation centres.

CLUSTER PROVIDER
Taylors Lakes Secondary College

RTO
Saville (45452)

DAY & TIME

Units 1&2 Tuesday 1.30pm – 5.00pm

VCE: VCE students are eligible for up to five VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: A minimum of 10 days work placement is recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

SIS30115 Certificate III in

SPORT AND RECREATION - SOCCER

The program aims to provide the skills and knowledge required to assist the conduct of sport and recreation activities in the community. This program has a coaching specialization. Content related to this program is based heavily around the sport of Soccer. Students have an opportunity to gain First Aid and Coaching Certificates.

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR301	Organise personal work priorities and development	30
BSBWOR204	Use business technology	20
SISXCAI003	Conduct non-instructional sport, fitness or recreation events	20
SISXCAI001	Provide equipment for activities	10
SISXFAC001	Maintain equipment for activities	5
HLTWHS001	Participate in workplace health and safety	20
HLTAID011	Provide first aid	18
SISXEMR001	Respond to emergency situations	18
SISXCCS001	Provide quality service	25
ICTWEB201	Use social media tools for collaboration and engagement	20
Code	VCE VET UNITS 3 & 4	Hours
BSBWHS303	Participate in WHS hazard identification, risk assessment & risk control	50
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50
SISXCAI004	Plan and conduct programs	35
SISXCA1006	Facilitate groups	25
SISXRES002	Educate user groups	25

Subject to change based on training package updates. Course details will be confirmed prior to the start of the 2024 academic year.

FUTURE PATHWAYS: Certificate IV to Diploma & Advanced Diploma of Sport & Recreation at TAFE and to Degree level courses at university.
Aerobic Instructor, Fitness Instructor, Physical Education Teacher, Management Administrator, Sports Coach, Recreation Officer, Sports-person, Leisure & Cultural Services, Outdoor Recreation Activity Leader, Dietician, Sports, Nutritionist, Physiotherapist, Referee, Broadcasting and Sports Journalism.

CLUSTER PROVIDER
Taylors Lakes Secondary College, Springside West Secondary College

RTO
Saville (45452)

DAY & TIME
Units 1&2 Tuesday
1.30pm – 5.00pm
Units 3&4 Thursday
1.30pm – 5.00pm

VCE: VCE students are eligible for up to five VCE VET units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: Scored Assessment.

SWL: A minimum of 10 days work placement is recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

22480VIC Certificate II in
SMALL BUSINESS MANAGEMENT
OPERATIONS / INNOVATION

To provide participants with the foundation knowledge and skills to achieve competencies which will enhance their employment prospects in small business workplaces.

Code	TAYLORS LAKES COLLEGE VCE VET UNITS 1 & 2	Hrs
BSBWHS201	Contribute to health and safety of self and others	20
VU22520	Contribute to small business operations and innovation	50
VU22521	Develop elementary professional skills for small business environments	40
VU22522	Follow small business policies and procedures	40
ICAWEB201	Use social media tools for collaboration and engagement	20

Code	MARIAN COLLEGE VCE VET UNITS 1 & 2	Hrs
VU22520	Contribute to small business operations and innovation	50
VU22522	Identify small business policies and procedures*	40
VU22523	Undertake basic market research and promotion for a small business product or service	60
BSBWHS201	Contribute to health and safety of self and others	20
VU22527	Contribute to small business planning	40
	Year 2 to be delivered in 2025	

Slight variations may occur in modules between delivery locations, but the course will comply with the VET Certificate.

Units 1&2 and Units 3&4 must be completed to achieve the Certificate.

OTHER INFORMATION: Students require their own device to complete online work tasks.

CLUSTER PROVIDER
Taylors Lakes Secondary College (Year 1 only)
Marian College (Year 1 only)

RTO
Ripponlea (21230)

DAY & TIME
Units 1-2 Tuesday
1.30pm – 5.00pm
Units 3-4 Thursday
1.30pm – 5.00pm

VCE: VCE students are eligible for up to three VCE VET 1 & 2 units.

VCE-VM: This program will contribute to the 180hrs requirement of the VCE-VM

ATAR: This program does not contribute to ATAR calculation.

SWL: 40 hours of SWL is highly recommended

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 21st November 1.30pm – 3.30pm.

FUTURE PATHWAYS: This certificate articulates into Cert III and IV in Business and the Diploma in Business.
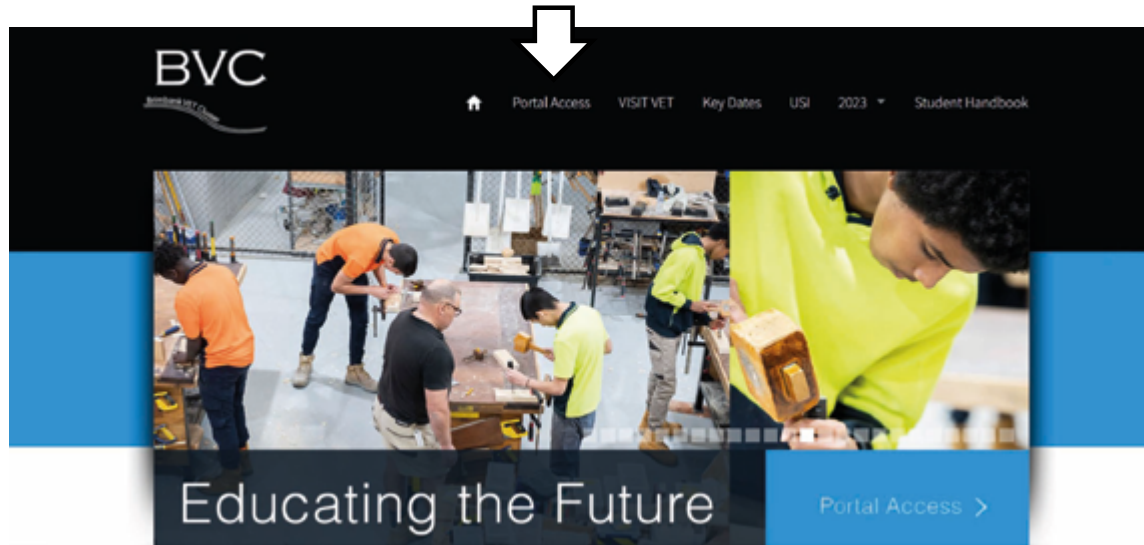
HOW TO ENROL

The portal will open for Expression of Interest on Monday 24th July 2023.

1 CREATE A USI NUMBER BEFORE REGISTERING
Certificates and Statements cannot be issued without one. To create a USI Number log on to http://www.usi.gov.au/create-your-USI/Pages/default.aspx

2 GO TO BVC HOMEPAGE - **www.bvc.vic.edu.au**
Select Student Login under PORTAL access section.

3 Submit a student expression of interest by selecting the
STUDENT APPLICATION ICON
This is applicable for both Unit 1 & 2 (Yr1) and Unit 3 & 4 (Yr2) students.
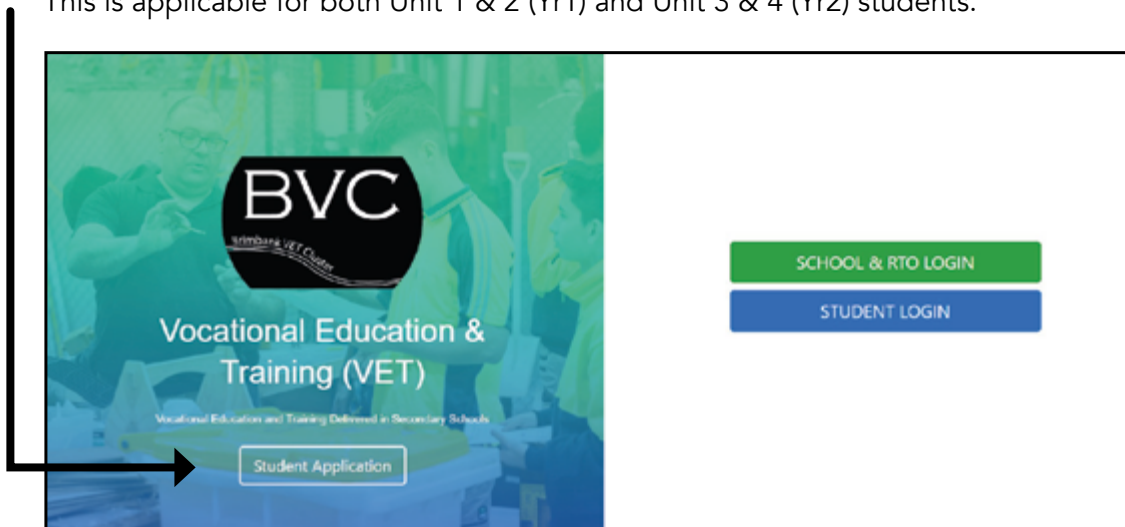
4 REGISTERING FOR THE FIRST TIME FOR A 2024 PROGRAM
Enter your details on the registration page. All fields must be completed so that your enrolment can be successfully submitted to BVC.

5 COMPLETE THE STUDENT CONTRACT IN THIS HANDBOOK
(on page 53) and give to your VET Co-ordinator.

VET CO-ORDINATORS

JO MAXWELL
LAKEVIEW SENIOR COLLEGE
PH: 9219 3100
COLLEGE ST CAROLINE SPRINGS 3023

JANINE THOMAS
CATHOLIC REGIONAL COLLEGE SYDENHAM
PH: 9361 0000
SYDENHAM RD SYDENHAM 3037

BELLA MOORE
COPPERFIELD COLLEGE
PH: 9307 5576
GOLDSMITH AVE DELAHEY 3037

CONNIE CORSO
SPRINGSIDE WEST SECONDARY COLLEGE
PH: 8357 7100
70 CITY VISTA COURT FRASER RISE 3336

JULIE PILIOGLOU
CAROLINE CHISHOLM CATHOLIC COLLEGE
PH: 296 5311
204 CHURCHILL AVE BRAYBROOK 3019

JENNY LOW
ROSMOND SCHOOL
PH: 9318 4511
15 ROSMOND ROAD MAIDSTONE 3012

BRUCE KNIGHTS
KEILOR DOWNS COLLEGE
PH: 9365 8000
ODESSA AVE KEILOR DOWNS 3038

LIZ POCKLINTON
VICTORIA UNIVERSITY SECONDARY COLLEGE – CAIRNLEA
PH: 8312 0200
43 JORDAN RD CAIRNLEA VIC 3023

GEN O'KEEFFE
MARIAN COLLEGE
PH: 9363 1711
GLENGALA RD SUNSHINE WEST 3020

DINA BECVINOVSKI
OVERNEWTON COLLEGE
PH: 9334 0000
OVERNEWTON RD KEILOR 3036

JULI BLACK
FOOTSCRAY HIGH SCHOOL
PH: 8387 1500
KINNEAR STREET FOOTSCRAY 3011

ALISON MITCHINSON
SUNSHINE COLLEGE
PH: 8311 5210
25A LACHLAN RD SUNSHINE WEST 3020

ANNE MURPHY
TAYLORS LAKES SECONDARY COLLEGE
PH: 390 3130
1-39 PARMELIA DVE TAYLORS LAKES 3038

CATHY ARMSTRONG
ST ALBANS SECONDARY COLLEGE
PH: 9366 2555
MAIN RD EAST ST ALBANS 3021

CONTRACT FOR STUDENTS ENROLLED IN VET CERTIFICATE STUDIES IN 2024

Name of Student: _____

Home School: _____

Name of VET Certificate: _____

USI Number: _____ **VSN:** _____

I agree to abide by the following conditions while I am enrolled in a VET Certificate Course.

1. I will make payment if there are any costs associated with my VET program.

2. I agree to attend my VET class as timetabled and punctually. Failure to attend VET classes as per cluster policy may result in NOT achieving the Certificate or being withdrawn from VET.

3. My ongoing enrolment in VET will be based on the Delivery Schools Code of Conduct my attendance, effort, attitude and behaviour. .

4. I will carry out the set work to the best of my ability and try to make as rapid progress as I can.

5. If I am unable to attend due to illness or other reason, I will inform my home school VET Co-ordinator as soon as possible.

6. I will follow the instructions of the VET teachers and other teachers and behave sensibly and appropriately at all times both in class and when travelling to and from the VET venue. I understand that I must remain at the delivery schools for duration of the VET class including breaks.

7. I agree to follow the rules of any school that I attend for VET programs.

8. I will wear correct home school uniform at all times. I will also wear protective clothing as required.

9. I will attend make up sessions as timetabled when required, work quietly during these sessions and cooperate with supervising teachers.

10. I will give my parents/guardian any notices or correspondence from the home school or the VET institution regarding fees to be paid, or any other matters.

11. I will organise and undertake appropriate work placement as part of my VET program if required at a time agreed upon by my home school.

12. **I understand that if I do not keep to these conditions, I may have to withdraw from the above VET Certificate.**

13. I agree to my photo being used for VET marketing and promotional purposes   YES ☐ NO ☐

Signed (student) _____

Signed (parent/guardian) _____

Date _____

DISCOVER

HOW A VET COURSE CAN LEAD TO DIVERSE AND EXCITING CAREERS

Go to bvc.vic.edu.au to register. For more information visit the website and talk to your VET program coordinator.

BVC

Brimbank VET Cluster

Sunshine College — Creating futures

CAROLINE CHISHOLM CATHOLIC COLLEGE

victoria university secondary college

Footscray High School

ROSAMOND SCHOOL — Lifelong Learning

Taylors Lakes SECONDARY COLLEGE

OVERNEWTON ANGLICAN COMMUNITY COLLEGE — THE LORD IS MY LIGHT

St ALBANS SECONDARY COLLEGE

LSC — Personal Achievement — EST. 2012 — Respect — Responsibility

Springside West Secondary College

KEILOR DOWNS COLLEGE

Copperfield COLLEGE

MARIAN COLLEGE — STRENGTH & KINDNESS

This handbook has been produced by Brimbank Vet Cluster. We would like to thank the Principals of all the participating schools for their willingness to support VET programs between schools and the VET/ VCE-VM Co-ordinators who have provided this valuable information.

A special thanks to Future Connect for supporting students' SWL placements and for the printing of the handbook.

FUTURECONNECT — LOCAL LEARNING & EMPLOYMENT NETWORK