

SUBJECT SELECTION HANDBOOK

# SENIOR

# VET 2024

WERRIBEE SECONDARY COLLEGE

*Live Worthily*





## OUR MOTTO

Live worthily.

## OUR VISION

Werribee Secondary College is a leader in international education in the Victorian state education system. We implement the best quality educational practices evident throughout Australia and internationally. The Werribee Secondary College community “lives worthily”.

We are adaptable life-long learners, who are confident, creative and resilient individuals, empowered to shape the world in which we live.

## OUR MISSION

At Werribee Secondary College we strive for success in all the chosen endeavours of our students. We nurture the values of respect and responsibility. We **respect** and are **responsible** for embracing our identity and that of others; taking care of our local and global communities, and valuing the right to learn.

### We respect and are responsible for our:

- Learning** *I respect my own right to learn and that of others, and I recognise my responsibility to become a lifelong learner.*
- Identity** *I respect the diverse cultures, religions, languages, beliefs, genders, sexual orientation and the specific needs of those around me. I respect my own role within this community and take responsibility to show respect for both myself and others.*
- Community** *I respect the local and global communities within which I live. I understand my responsibility in protecting these communities to ensure a safe and sustainable future in which everyone feels they belong.*



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## WHAT IS VET?

### [VET Student Q&A Video](#)

### [Vet in the VCE and VCE VM Video](#)

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

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

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

## CONTRIBUTION TO THE VCE AND ATAR

VET is fully incorporated into the VCE.

### Key features include:

- VET programs usually have a Unit 1 - 4 structure.
- Of the 16 units that make up the VCE, a number can be VET units.
- VET programs contribute directly to the ATAR with a study score derived from scored assessment OR as 10% increment as a 5<sup>th</sup> or 6<sup>th</sup> subject. **However, in some instances there is nil contribution towards ATAR when Units are at 1 and 2 level only.**
- For more information, you can access the [Victorian Curriculum and Assessment Authority \(VCAA\) website](#). Please note not all courses can contribute to the credit of VCE unless units 1&2 and 3&4 in sequence are completed. Check with your VET Coordinator at the HOST school if credit towards VCE applies.

For more information, download the VCE and VCE VM Administrative Handbook:  
[VCE and VCE VM Administrative Handbook \(vcaa.vic.edu.au\)](#)



## CONTRIBUTION TO THE VCE VM

A VCE VM student requires 16 credit points for a successful completion of a VCE VM Certificate.

The formula is (1 credit point=90 hours): 90 hours of VET gains one VCE VM credit. This usually represents one semester of classes.

The teacher will add up all the hours for the five compulsory components of VCE VM:

- Literacy and Numeracy Skills
- Work Related Skills
- Industry Specific Skills
- Personal Development Skills.
- Structured Workplace Learning Recognition

**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.

## BENEFITS OF VET

### **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 maybe awarded a nationally accredited vocational training certificate.
- VET qualifications articulate directly into further education and training at TAFE and may allow the student credits for higher certificates.
- VET provides access to a range of different technologies related to the workplace

### **VET Prepares Students for the Workforce**

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



## COURSES IN CLUSTER RELEVANT TO VCE SCORED ASSESSMENT

- HLT33015 ALLIED HEALTH ASSISTANCE
- BSB30120 BUSINESS
- CHC32015 COMMUNITY SERVICES
- CUA30120 DANCE
- 22470VIC ENGINEERING STUDIES
- MSF20516 FURNISHING
- ICT30120 INFORMATION TECHNOLOGY
- SIT20416 KITCHEN OPERATIONS
- CUA30920 MUSIC (PERFORMANCE)
- CUA30915 MUSIC (SOUND PRODUCTION)
- CUA31015 SCREEN AND MEDIA
- SIS30115 SPORT AND RECREATION

## GENERAL VETDSS PROGRAM INFORMATION

### Travel Arrangements

Some students will be required to travel independently to and from the venue of the course they have chosen. Wednesday and Friday are the agreed VET delivery time in the Wyndham VET Cluster. There will be a cluster bus provided on these days. It travels to all the schools in Wyndham Cluster (bus times provided at start of 2024).

### Student Behaviour

Students will abide by the teacher's rules and the rules of the Delivery School whenever they are on site. This includes meeting Occupational Health and Safety Requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard. Breaches of safety or serious offences will require students to be sent out of class. This action will result in a meeting between the Home School VET Co-ordinator, a representative from the principal class, a parent, and the student. A review of the student's continued participation in VET will be considered.

### Dress Code

Students are required to wear their Home school uniform when attending VET programs at delivery schools within the cluster. If attending University or TAFE students must comply with University/TAFE requirements. When students are completing a practical subject, students must bring their required safety or work clothes to the class and change once they have entered the school/venue. Students are not required to wear school uniform on SWL.

### Students Absences

Students are permitted a maximum of two absences per semester or four for the year. An additional two approved absences will be allowed per year for school camps, excursions etc. Any more absences may result in the student not satisfactorily completing the units/modules. Students need to notify their VET Co-ordinators, trainers and/or the workplace in advance.

### Student charges for VET

In the recent State Budget, the Victorian Government announced that from 2022, new funding will be available to schools to pay for the cost of materials used for VET courses for senior school students undertaking VCE or VCE VM. This acknowledges the important contribution that VET makes to our students' learning in their senior certificate and future careers. Schools will continue to provide for the cost of tuition, and this new funding will assist to also pay for the items used in training and assessment. This means that you will no longer have to pay for essential learning materials in VET programs. As with other subjects in VCE or VCE VM, parents will still pay for some costs such as for uniform requirements or personal protective equipment, that are used and retained by the student. We are pleased to be able to reduce costs for families and help our students to participate in VET programs.

### Student Charges for SBAT's

Please contact RTO for payment dates. Pay the RTO directly. Do NOT pay Werribee Secondary College SBAT fees.

### Minimum Class Sizes and Changes to Programs

Please be aware that if numbers are insufficient to meet a minimum class size, the VET program will be withdrawn. Please note the following arrangements and course outlines are subject to change. Courses delivered at different sites may include modules which vary from the sample course outline included in this booklet. Students will be notified of changes prior to course commencement.



<b>VET CERTIFICATES ON OFFER</b> <i>Some programs may be subject to change in 2024</i>		<b>DURATION &amp; S=SCORED FOR VCE</b>
1 VCE	*Allied Health Assistance Cert III (Gordon Tafe Werribee)	2 years + S
2	Animal Services Companion Cert III (Manor Lakes)	2 years
3 VCE	Applied Fashion (Design & Technology) Cert II (Kangan Richmond)	2 years
4 VCE	Automotive (Pre-App) Cert II Y1&2 (Kangan Docklands)	2 years
5	Beauty Cert III (Gordon Tafe)	2 years
6	Bricklaying (Pre-App) Cert II (Thomas Carr)	2 years
7 VCE	*Business Cert II (Hoppers Crossing SC)	2 years + S
8	Carpentry (Pre-App) Cert II (Thomas Carr)	2 years
9	Civil Construction Cert II (Point Cook Senior)	2 years
10 VCE	*Community Services Cert II (Partial Cert III) Year 1 (Werribee SC)	2 years + S
11 VCE	*Community Services Cert II (Partial Cert III) Year 2 (Werribee SC)	2 years + S
12 VCE	*Dance Cert II (Hoppers Crossing SC)	2 years + S
13 VCE	Early Childhood Education & Care Cert III (Wyndham Community Education Centre)	2 years + S
14 VCE	Electrotechnology (Pre-App) Cert II (Wyndham Central)	2 years
15 VCE	*Engineering (Pre-App) Cert II (MacKillop College)	2 years + S
16 VCE	*Furniture (Pre-App) Cert II (Thomas Carr)	2 years + S
17	Horticulture Cert III (Werribee Park, K Rd)	2 years
18 VCE	*Hospitality II (Front of house) (William Angliss, City)	2 years + S
19 VCE	*Information Technology Cert III Year 1 (Werribee SC)	2 years + S
20 VCE	Information Technology Year 2 (Wyndham Central)	2 years + S
21	Cert II Automotive Preparation; "Supported Program" (Grange)	2 years
22 VCE	Cert II Hospitality; "Supported Program" (Vic Uni)	2 years + S
23 VCE	Cert II Kitchen Ops; Supported Program (Heathdale)	2 years + S
24 VCE	*Kitchen Operations II (Culinary) (William Angliss City)	2 years + S
25 VCE	*Laboratory Skills Cert III (Gordon Tafe Geelong)	2 years + S
26	Makeup Cert III (Gordon Tafe Geelong) (Grange SC)	2 years
27 VCE	*Music Performance Cert III (Manor Lakes)	2 years + S
28 VCE	*Music Sound Production Cert III (Thomas Carr)	2 years + S
29	Plumbing (Pre-App) Cert II (Wyndham Central/Old Geelong Rd)	2 years
30	Salon Assistant (Hairdressing) Cert II (Gordon Tafe)	1 Year
31 VCE	*Screen & Media Cert III (Werribee SC)	2 years + S
32 VCE	*Sport & Rec Cert III (Hoppers Crossing /Wyndham Central)	2 years + S
33 VCE	Visual Arts Cert III (Werribee SC)	2 Years



## CERTIFICATE III in ALLIED HEALTH ASSISTANCE (*Partial Completion*)

### [Introduction Video](#)

#### Program Description

Certificate III in Allied Health Assistance provides students with the knowledge and skills that will enhance their employment prospects in the Health industry. These qualifications cover workers who provide assistance to allied health professionals and other health professionals with the care of clients.

#### Pathways / Career Opportunities

Upon successful completion of the Certificate III in Allied Health Assistance you will be prepared for further training to establish your career in a range of health fields. This course has pathways, and possible credit into further study in allied health, remedial massage and nursing.

#### Contribution to VCE

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Health must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study. Where a student elects not to receive a study score for VCE VET Health, no contribution to the ATAR will be available.

#### Contribution to VCE VM


Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.

#### Holiday Training (may be subject to change) Holiday

Training may be expected for this course and will be confirmed at a later date.

#### Program Requirements

This course requires you to obtain a Working With Children Check. You MUST email [vetinschools@gordontafe.edu.au](mailto:vetinschools@gordontafe.edu.au) a copy of the check.

CERTIFICATE CODE	HLT33015
CERTIFICATE NAME	Certificate III in Allied Health Assistance (Partial Completion)
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	Recognition of one unit at Units 1 and 2 level, and a minimum of three units at Units 3 and 4 level.
ATAR	Scored assessment.
SWL	<b>Mandatory</b> Work placement of at least 10 days spread over two years is mandatory for assessments within this program. Work placement may occur during the term holidays.
Workplace Learning Record	 <a href="#">HLT33015 Certificate III in Allied Health Assistance workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday <b>morning session:</b> 9:30am – 12:30pm <b>afternoon session:</b> 1:30pm – 4:30pm
DELIVERY SCHOOL	THE GORDON TAFE 24 Watton Street, Werribee
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday <b>morning session:</b> 9.30am – 12.30pm <b>afternoon session:</b> 1:30pm – 4:30pm
DELIVERY SCHOOL	THE GORDON TAFE 24 Watton Street, Werribee





## YEAR 1

MODULE	MODULE NAME	HOURS	Scored Assessment
HLTWHS001	Participate in workplace health and safety	20	N
CHCCOM005	Communicate and work effectively in health or community services	30	N
BSBWOR301	Organise work priorities and development	30	N
HLTINF001	Comply with infection prevention and control policies and procedures	25	N
CHCCCS002	Assist with movement	25	N
CHCCCS010	Maintain high standard of service	30	N
CHCCCS020	Respond effectively to behaviours of concern	20	N

## YEAR 2

MODULE	MODULE NAME	HOURS	Scored Assessment
BSBMED301	Interpret and apply medical terminology appropriately	60	Y
HLTAAP001	Recognise healthy body systems	70	Y
HLTHPS001	Take clinical measurements	50	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE II in ANIMAL STUDIES

## [Introduction Video](#)

### Program Description:

This program provides training and skill development for the achievement of competencies in areas such as occupational health and safety, animal care, veterinary clinic duties, handling of animals and communication skills.

### Pathways / Career Opportunities:

Successful completion of this program will provide participants with access to a range of entry-level employment opportunities in veterinary clinics, animal shelters, pet shops, companion animal services, or animal training services. This course is also the preferred prerequisite to continue study in ACM30110 Certificate III in Animal Studies.

Major areas of study include:

- Working in the animal care industry
- Assisting with general care of animals
- First aid for animals.

### Contribution to VCE

On completion of the Certificate II in Animal Studies students will receive recognition of up to two units at Units 1 and 2 level and a Units 3 and 4 sequence. An ATAR increment for unscored VCE VET programs will be calculated using 10% of the lowest study score of the primary four.


NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

**Holiday Training** (may be subject to change) Holiday training may be expected for this course and will be confirmed at a later date.

CERTIFICATE CODE	Year 1: ACM20121 Year 2: ACM20117
CERTIFICATE NAME	Certificate II in Animal Studies (Release 1)
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	
ATAR	Not scored assessment
SWL	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
Workplace Learning Record	 <a href="#">ACM20117 Certificate II in Animal Studies workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:30pm – 4:30pm
DELIVERY SCHOOL	MANOR LAKES P-12 COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:30pm
DELIVERY SCHOOL	MANOR LAKES P-12 COLLEGE

**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ACMGAS201	Work in the animal care industry	30	N
ACMGAS202	Participate in workplace communications	20	N
ACWHS201	Participate in workplace health and safety processes	50	N
ACMGAS204	Feed and water animals	40	N
<b>Elective Units</b>			
ACMGAS207	Provide reception services for an animal care facility	30	N
ACMSPE305	Provide basic care of domestic cats	40	N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ACMGAS205	Assist in the health care of animals	40	N
ACMGAS206	Provide basic first aid for animals	30	N
ACMGAS203	Complete animal care hygiene routines	30	N
ACMGAS204	Feed and water animals	40	N
ACMSUS201	Participate in environmentally sustainable work practices	20	
<b>Elective Units</b>			
ACMSPE310	Provide basic care of mammals	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE II in APPLIED FASHION DESIGN & TECHNOLOGY

## [Introduction Video](#)

### Program Description:

Certificate II in Applied Fashion Design and Technology provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the fashion or fashion related industries. Provides students with an introductory overview of fashion design. Provides a strong base for future fashion related studies.

### Pathways / Career Opportunities:

The VCE VET Applied Fashion Design and Technology program opens up many different training and employment pathways. VCAA recommends study at the lower levels to develop industry foundation skills before moving to higher qualifications.

Careers pathways may include employment into the roles such as:

- Fashion designer patternmaker
- Textile merchandiser
- Style forecaster
- Fashion buyer

### VCAA

**Certain units of competency will complement each other, leading to coordinated delivery that minimizes content overlap. \*VCAA**

CERTIFICATE CODE	MST 20616
CERTIFICATE NAME	Certificate II in Applied Fashion Design & Technology
TYPE	VES
RTO CODE	3077
RTO NAME	KANGAN
VCE CREDIT	Up to four units at Unit 1 and 2, and a 3/ 4 sequence
ATAR	Not scored assessment 10% of the lowest study score of the primary four
SWL	Strongly recommends 80 hours over two years
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:30pm-5pm
DELIVERY SCHOOL	KANGAN Cremorne Campus
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday
DELIVERY SCHOOL	KANGAN Cremorne Campus

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSMWHS200	Work Safely	30	N
MSS402051	Apply Quality Standards	30	N
MSTCL1001	Produce a simple garment	40	N
MSTCL2002	Provide hand sewing and finishing support	30	N
MSTCL2011	Draw and interpret a basic sketch	30	N
MSTCL2020	Lay up and mark uncomplicated fabrics and lays	50	N
MSTFD2006	Use a sewing machine for fashion Design	80	N
MSTTX1001	Produce a simple textile fabric or product	40	N



**YEAR 2**

<b>MODULE CODE</b>	<b>MODULE NAME</b>	<b>HOURS</b>	<b>Scored Assessment</b>
MSMENV272	Participate in environmentally sustainable work practice	30	
MSMUP106	Work in a team	30	
MSTD2001	Design and produce a simple garment	80	
MSTFD2005	Identify design process for fashion designs	40	
MSTFD3003	Prepare design concept for a simple garment	80	

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE II in AUTOMOTIVE VOCATIONAL PREPARATION

## [Introduction Video](#)

### Program Description:

This program provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the automotive industry. Training and skill development required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited. This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles.

### Pathways / Career Opportunities:

This program will prepare students with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry within the automotive repair, service and retail sectors. School-based new apprenticeships may also be available in addition to entry-level employment. The qualification offers a number of pre-vocational outcomes that provide credit into apprenticeship qualifications.

### Contribution to VCE

On completion of the Certificate II in Automotive Studies (Pre-vocational) students will receive two VCE VET units at units 1-2 level, and a 3-4 level sequence. An ATAR increment for unscored VCE VET programs will be calculated using 10% of the lowest study score of the primary four.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

CERTIFICATE CODE	AUR20716
CERTIFICATE NAME	Certificate II in Automotive Vocational Preparation (Mechanical Stream)
TYPE	VES
RTO CODE	3077
RTO NAME	Kangan Institute
VCE CREDIT	
ATAR	Not scored assessment
SWL	Strongly recommended
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:45pm-5:45pm
DELIVERY SCHOOL	KANGAN INSTITUTE DOCKLANDS CAMPUS
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:45pm-5:45pm
DELIVERY SCHOOL	KANGAN INSTITUTE DOCKLANDS CAMPUS



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURTTK102	Use and maintain tools and equipment in an automotive workplace	20	N
AURASA102	Follow safe working practices in an automotive workplace	20	N
AURAF103	Communicate effectively in an automotive workplace	20	N
AURETR103	Identify automotive electrical systems and components	25	N
AURTTD006	Remove and replace front suspension springs	25	N
AURLTA101	Identify automotive mechanical systems and components	25	N
AURTTJ003	Remove and replace wheel and tyre assemblies	10	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURAF1004	Resolve routine problems in an automotive workplace	20	N
AURAE1002	Follow environmental and sustainability best practice in an automotive workplace	25	N
AURETK003	Operate electrical test equipment	40	N
AURTT1008	Dismantle and assemble multi-cylinder four stroke petrol engines	40	N
AURTTX012	Dismantle and assemble conventional manual transmissions	40	N
AURTTA003	Use and maintain basic mechanical measuring devices	15	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE II in AUTOMOTIVE VOCATIONAL PREPARATION (Mechanics) “Supported Program”

## [Introduction Video](#)

### Program Description:

The main focus of this course is to support students with additional learning needs to meet their individual pathways. This program provides training and skill development required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited. This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles.

### Pathways / Career Opportunities:

This program will prepare students with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry within the automotive repair, service and retail sectors. School-based new apprenticeships may also be available in addition to entry level employment. The qualification offers a number of pre-vocational outcomes that provide credit into apprenticeship qualifications.

### Contribution to VCE

On completion of the Certificate II in Automotive Studies (Pre-vocational) students will receive two VCE VET units at units 1-2 level, and a 3-4 level sequence. An ATAR increment for unscored VCE VET programs will be calculated using 10% of the lowest study score of the primary four.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

**Holiday Training** (may be subject to change) Holiday training may be expected for this course and will be confirmed at a later date.

CERTIFICATE CODE	Year 1: AUR20720 Year 2: AUR20716
CERTIFICATE NAME	Certificate II in Automotive Vocational Preparation (Mechanics)
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	
ATAR	Not scored assessment
SWL	<b>Strongly recommended</b> A minimum of four weeks work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
Workplace Learning Record	<a href="#">AUR20716 Certificate II in Automotive Vocational Preparation workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday 8:30am – 12:30pm
DELIVERY SCHOOL	THE GRANGE P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Thursday 8:30am – 12:30pm
DELIVERY SCHOOL	THE GRANGE P-12 COLLEGE Trade Training Centre





### YEAR 1 - AUR20720

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURASA102	Follow safe working practices in an automotive workplace	20	N
AURTTK102	Use and maintain tools and equipment in an automotive workplace	20	N
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	25	N
AURLTA101	Identify automotive mechanical systems and components	25	N
AURETR103	Identify automotive electrical systems and components	25	N
<b>Elective Units</b>			
AURETR115	Inspect, test and service batteries	10	N
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40	N
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	20	N

### YEAR 2 - AUR20716

#### IMPORTANT INFORMATION FOR VASS COORDINATORS

Whilst students are enrolled at The Gordon under AUR20720, those in Year 2 will need to have their results entered in VASS under AUR20716. All of the unit titles remain the same across both versions, however some of the codes will differ.

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURAF103	Communicate effectively in an automotive workplace	20	N
<b>VASS:</b>			
AURAF003			
AURAF104	Resolve routine problems in an automotive workplace	20	N
<b>VASS:</b>			
AURAF004			
<b>Elective Units</b>			
AURTT004	Remove and replace radiators	20	N
AURTTD006	Remove and replace vehicle front suspension springs	25	N
AURTTB007	Remove and replace brake assemblies	20	N
AURETK003	Operate electrical test equipment	40	N
AURTTA127	Carry out basic vehicle servicing operations	40	N
<b>VASS:</b>			
AURTTA027			

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.






# CERTIFICATE III in BEAUTY SERVICES (Partial Completion)

## [Introduction Video](#)

### Program Description:

This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on beauty products and services. Work is typically conducted in beauty, waxing, brow and nail salons.

CERTIFICATE CODE	SHB30115
CERTIFICATE NAME	Certificate III in Beauty Services
TYPE	VES
RTO CODE	121314
RTO NAME	AIET
VCE CREDIT	Minimum two units at Units and 2, and a Units 3 and 4 sequence
ATAR	No scored assessment.
VCE VM	Contributes to the Industry strand of VCE VM
SWL	 SHB30115 Certificate III in Beau
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1.30pm -5.30pm
DELIVERY SCHOOL	THE GORDON Geelong City
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1.30pm -5.30pm

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBCC5005	Advise on beauty products and services	30	N
SHBBMUP009	Design and apply make-up	45	N
SHBBMUP010	Design and apply make-up for photography	30	N
SHBXCCS008	Provide salon services to clients	30	N
SHBXCCS009	Greet and prepare clients for salon services	10	N
SHBXIND003	Comply with organisational requirements within a personal services environment	45	N
SHBXWHS003	Apply safe hygiene, health and work practices	40	N



## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBBNLS001	Provide manicure and pedicure services	50	N
SHBXCCS002	Provide salon services to clients	40	N
SHBBCCS001	Advise on beauty products and services	30	N
SHBBMUP001	Apply eyelash extensions	30	N
ICTWEB201	Use social media tools for collaboration and engagement	20	N
SIRXHWB001	Maintain personal Health and wellbeing	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE II in BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (BRICKLAYING)

## [Introduction Video](#)

### Program Description

This course will equip you with comprehensive skills and knowledge to enter the bricklaying or building trades. The course is designed to enhance your bricklaying and/or associated building trades prospects and gives you an introduction to the industry specific trade skills such as hand and power tools and also the requirements of occupational health and safety procedures within the industry.

#### Pathways / Career Opportunities:

The immediate pathway and career opportunity is into a full-time apprenticeship in bricklaying. Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic. Tertiary pathways/degrees qualifications include building, building engineering, building surveying, architecture, civil/electrical/electronics, interior design and mechanical engineering.

#### Contribution to VCE


On completion of the Certificate II in Building and Construction (Bricklaying Pre-apprenticeship) students will receive up to four units at unit 1-2 level, two units at unit 3-4 level and an ATAR increment (10% of the lowest study score of the primary four VCE studies undertaken).

#### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

**Holiday Training** (may be subject to change) Holiday Training may be expected for this course and will be confirmed at a later date.

CERTIFICATE CODE	22338VIC
CERTIFICATE NAME	Certificate II in Building and Construction Pre-Apprenticeship (Bricklaying)
TYPE	VES
RTO CODE	3044/3113
RTO NAME	Victoria University Year 1 / The Gordon Year 2
VCE CREDIT	
ATAR	Not scored assessment
SWL	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
Workplace Learning Record	 <a href="#">22338VIC Certificate II in Building and Construction workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
DELIVERY SCHOOL	THOMAS CARR COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 8:30am – 12:30pm
DELIVERY SCHOOL	THOMAS CARR COLLEGE Trade Training Centre

*Please note: Depending on numbers of students enrolling The Gordon may need to separate the 1st and 2nd year students and run a morning class for one of the groups*

**Program Requirements** This course includes the delivery of First Aid & Construction Induction (White Card). If you already have completed these units previously it is a great benefit! You MUST email [vetschools@gordontafe.edu.au](mailto:vetschools@gordontafe.edu.au) your USI Transcript or Statement of Attainment prior to starting the course.



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCOHS2001A	Apply OHS requirements policies and procedures in the construction industry	20	N
CPCCWHS1001	Prepare to work safely in the construction industry	6	N
VU22017	Identify and handle bricklaying tools and equipment	76	N
VU22018	Apply basic bricklaying techniques	126	N
VU22016	Erect and safely use working platforms	24	N
VU22014	Prepare for work in the building and construction industry	16	N
CPCCCM2006	Apply basic levelling procedures	8	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCCM1014A	Conduct workplace communications	20	N
CPCCCM1012A	Work effectively and sustainably in the construction industry	20	N
VU22015	Interpret and apply basic plans and drawings	25	N
CPCCCM1015A	Carry out measurements and calculations	20	N
VU22019	Apply brick veneer construction techniques	80	N
VU22020	Apply cavity brick construction techniques	80	N
VU22021	Apply masonry blockwork techniques	50	N
HLTAID002	Provide basic emergency life support	12	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE II in BUILDING & CONSTRUCTION (CARPENTRY)

## [Introduction Video](#)

### Program Description:

This course will equip you with comprehensive skills and knowledge to enter the carpentry or building trades. The course is designed to enhance your carpentry and/or associated building trades prospects and gives you an introduction to the industry specific trade skills such as hand and power tools and also the requirements of occupational health and safety procedures within the industry.

### Pathways / Career Opportunities:

The immediate pathway and career opportunity is into a full-time apprenticeship in carpentry. You may receive training credits which reduces the off-the-job training requirement. Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic.

### Contribution to VCE

On completion of the Certificate II in Building and Construction (Carpentry Pre-apprenticeship) students will receive recognition of up to five units at Units 1 and 2 level and a Units 3 and 4 sequence and an ATAR increment (10% of the lowest study score of the primary four). These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

**Program Requirements:** This course includes the delivery of First Aid & Construction Induction (White Card). If you already have completed these units previously it is a great benefit! You MUST email [vetschools@gordontafe.edu.au](mailto:vetschools@gordontafe.edu.au) your USI Transcript or Statement of Attainment prior to starting the course.

**Holiday Training** (may be subject to change) Holiday training may be expected for this course and will be confirmed at a later date.

CERTIFICATE CODE	22338VIC
CERTIFICATE NAME	Certificate II in Building & Construction (Carpentry)
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	
ATAR	Not scored assessment
SWL	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
Workplace Learning Record	<a href="#">22338VIC Certificate II in Building and Construction workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 8:30am – 12:30pm 1:00pm – 5:00pm Thursday – Full day delivery 9:00am – 3:00pm Friday - Full day delivery 9:00am - 3:00pm <i>(This option will allow the students to complete the course at the end of term 3 as they will not be required to attend holiday training)</i>
DELIVERY SCHOOL	THOMAS CARR COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday Morning Session: 8:30am – 12:30pm Afternoon Session: 1:00pm – 5:00pm Thursday – Full day delivery 9:00am - 3:00pm Friday – Full day delivery 9.00am – 3.00pm
DELIVERY SCHOOL	THOMAS CARR COLLEGE



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCOHS2001A	Apply OHS requirements policies and procedures in the construction industry	20	N
CPCCWHS1001	Prepare to work safely in the construction industry	6	N
VU22022	Identify and handle carpentry tools and equipment	100	N
VU22015	Interpret and apply basic plans and drawings	25	N
CPCCCM1014A	Conduct workplace communications	20	N
VU22016	Erect and safely use working platforms	24	N
CPCCCM2006	Apply basic levelling procedures	8	N
VU22014	Prepare for work in the building industry	16	N
VU22023	Perform basic setting out	24	N
VU22031	Construct basic formwork for concrete	40	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU22024	Construct basic sub-floor	48	N
VU22025	Construct basic wall frames	48	N
VU22028	Install basic window and door frames	24	N
CPCCCM1015A	Carry out measurements and calculations	20	N
VU22027	Install basic external cladding	24	N
CPCCCM1012A	Work effectively and sustainably in the construction industry	20	N
VU22029	Install interior fixings	40	N
HLTAID002	Provide basic emergency life support	12	N
VU22026	Construct a basic roof frame	40	N
VU22030	Carry out basic demolition of timber structures	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE III in BUSINESS (Partial Completion) / CERT II in WORKPLACE SKILLS

## [Introduction Video](#)

**Program Description:**

This course will allow students to complete Certificate II in Workplace Skills in Year 1 with a partial completion of Certificate III Business in Year 2.

The Certificate II in Workplace Skills program prepares students for entry-level positions across a diverse range of business services settings and can help to open the door to a vast array of non-technical employment opportunities. It can also lead to further study in either technical or non-technical vocations and aims to develop the most common and transferable skills and knowledge required of almost any workplace.

The Certificate III in Business qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. Students will develop and build teamwork, interpersonal skills and organisational capabilities which can be used to further strengthen schooling. The importance of digital literacy in the workforce will be addressed, and students will gain a deeper understanding of its importance to their work lives.

**Pathways / Career Opportunities:**

Completion of the Certificate III in Business provides a pathway into training and employment in business and related industries. Potential occupations may include personal assistant, medical secretary, legal clerk or information desk manager. Further study through higher education pathways could lead to employment opportunities in commerce, management or marketing.

CERTIFICATE CODE	Year 1: Cert II BSB20120 Year 2: Cert III BSB30120
CERTIFICATE NAME	Year 1: Certificate II in Workplace Skills Year 2: Certificate III in Business Partial Completion
TYPE	VES
RTO CODE	40548
RTO NAME	IVET Institute
VCE CREDIT	Up to three units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
Workplace Learning Record	<a href="#"><u>BSB20115 Certificate II in Business workplace learning record booklet.</u></a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:30pm – 4:30pm
DELIVERY SCHOOL	HOPPERS CROSSING SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:30pm
DELIVERY SCHOOL	HOPPERS CROSSING SECONDARY COLLEGE





### YEAR 1 - BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBCMM211	Apply communication skills	40	N
BSBOPS201	Work effectively in business environments	30	N
BSBPEF202	Plan and apply time management	20	N
BSBSUS211	Participate in sustainable work practices	20	N
BSBWHS211	Contribute to the health and safety of self and other	20	N
BSBCRT201	Develop and apply thinking and problem solving skills	30	N
BSBTEC201	Use business software applications	60	N
BSBTEC202	Use digital technologies to communicate in a work environment	20	N
BSBTEC203	Research using the internet	30	N
BSBPEF101	Plan and prepare for work readiness	20	N

### YEAR 2 - BSB30120 CERTIFICATE III IN BUSINESS (PARTIAL COMPLETION)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBPEF301	Organise personal work priorities	30	Y
BSBINS302	Organise workplace information	30	Y
BSBTEC301	Design and produce business documents	80	Y
BSBXCM301	Engage in workplace communication	40	Y
BSBOPS304	Deliver and monitor a service to customers	35	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE II in CIVIL CONSTRUCTION

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

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

#### Skills include:

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

#### Program Description:


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

#### Pathway:

Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the civil construction industry.

#### Further study options:

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

CERTIFICATE CODE	RII20715
CERTIFICATE NAME	Certificate II in Civil Construction
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	Three units at Unit 1 and 2 level and Unit 3 and 4 sequence
ATAR	Not scored assessment
Structured Work Placement	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program. Placement may occur during the term holidays.
Workplace Learning Record	 <a href="#">0715 Certificate II in Civil Construction workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1:00pm – 4:30pm
DELIVERY SCHOOL	Point Cook Senior Secondary College
<b>YEAR 2</b>	
VCE UNITS	UNITS 3
DAY & TIME	Wednesday 1:00pm – 4:30pm
DELIVERY SCHOOL	Point Cook Senior Secondary College



### YEAR 1

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

### YEAR 2

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

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





# CHC22015 (CHC32015 Partial Cert III) CERTIFICATE II in COMMUNITY SERVICES

## [Introduction Video](#)

### Program Description:

VCE VET Community Services program offers students the opportunity to learn about the community services sector and explore specific contexts of work. They will develop skills in communication, information provision and processing, administration support, networking and group support.

### Pathways / Career Opportunities:

Certificate II in Community Services can provide pathways into work or further study in community services, in areas such as child care, aged care, home and community care, alcohol and other drugs work, disability work, social housing or mental health work. With additional training and experience, future employment opportunities may include a community health worker, counsellor, school support worker, case manager. Pathways are also available from this qualification into the Health Training Package in areas such as allied health assistance and nursing. Further study can also be undertaken in the higher education sector in areas such as social work and education.

CERTIFICATE CODE	Year 1: CHC22015 (Cert II) Year 2: CHC32015 (Cert III Partial)
CERTIFICATE NAME	Year 1: Certificate II in Community Services Year 2: Certificate III (partial completion)
TYPE	VES
RTO CODE	40548
RTO NAME	IVET Institute
VCE CREDIT	Three units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 120 hrs (3 weeks) of structured workplace learning over the duration of the VCE VET program. <b>Compulsory work placement of 25 hours.</b>
Workplace Learning Record	<a href="#">CHC22015 and CHC32015 Certificate II and Certificate III in Community Services workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
DELIVERY SCHOOL	WERRIBEE SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 5:00pm
DELIVERY SCHOOL	WERRIBEE SECONDARY COLLEGE



**YEAR 1 - CHC22015 CERTIFICATE II IN COMMUNITY SERVICES**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCCOM005	Communicate and work in health or community services	30	N
BSBWOR202	Organise and complete daily work activities	20	N
HLTWHS001	Participate in workplace health and safety	20	N
HLTAID011	Provide First Aid	18	N
CHCCOM001	Provide first point of contact	35	N
CHCDIV001	Work with diverse people	40	N
BSBWOR201	Manage personal stress in the workplace	40	N
FSKOCM07	Interact effectively with others at work	10	N
FSKLRG09	Use strategies to respond to routine workplace problems	15	N

**YEAR 2 - CHC32015 PARTIAL COMPLETION OF CERT III**

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

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE II in DANCE (Partial Completion)

### [Introduction Video](#)

#### Program Description:

Certificate II in Dance aims to provide students with the technical and performance skills to begin the process of establishing a career in the entertainment industry.

Students will learn the necessary knowledge and skills to enable them to participate in a variety of dance routines. Units 1 and 2 of the programs include developing basic levels of physical condition for dance performance and basic dance techniques, sourcing information on the history and theory of dance and applying it to an area of work.

Units 3 and 4 offers scored assessment and incorporates units such as sourcing and applying entertainment industry knowledge, preparing for a dance performance, refining basic dance techniques and applying basic dance techniques for performances.

**Pathways / Career Opportunities:** Completion of Certificate II in Dance will assist students in entering the dance industry. With additional training and experience, future employment opportunities may include dancer, performer, choreographer.

CERTIFICATE CODE	Year 1: CUA20120 Cert II Year 2: CUA30120 Cert III partial
CERTIFICATE NAME	Certificate II in DANCE (with selected units of competency from the CUA30120 CERT III)
TYPE	VES
RTO CODE	20949
RTO NAME	AUSDANCE
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment.
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
Workplace Learning Record	<a href="#">CUA20113 Certificate II in Dance workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:30pm – 4:30pm
DELIVERY SCHOOL	HOPPERS CROSSING SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:30pm
DELIVERY	HOPPERS CROSSING



**YEAR 1 - CUA20120 CERTIFICATE II IN DANCE**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBTWK201	Work effectively with others	15	N
CUADAN211	Develop basic dance techniques	20	N
CUAPRF211	Prepare self for performance	35	N
CUAWHS111	Follow basic safe dance practices	60	N
CUAWHS211	Develop a basic level of physical fitness for dance performance	40	N
CUADAN213	Perform basic jazz dance technique*	80	N
CUADAN218	Perform basic street dance technique*	45	N
CUADAN215	Perform basic contemporary dance technique*	45	N
CUADAN219	Perform basic cultural dance technique*	45	N

\*Students study 2 out of 4 styles offered

**YEAR 2 - CUA30120 PARTIAL COMPLETION OF CERT III**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUAPRF317	Develop Performance Techniques	25	Y
CUADAN212	Incorporate artistic expression into basic dance performances	40	Y
CUAIND211	Develop and apply creative arts industry knowledge	20	Y
CUAPRF317	Develop audition techniques	25	Y
CUADAN315	Increase depth of jazz dance technique*	50	Y
CUADAN319	Increase depth of street dance technique*	45	Y
CUADAN317	Increase depth of cultural dance technique*	45	Y
CUADAN318	Increase depth of contemporary dance technique*	45	Y
CUAPRF211	Prepare self for performance	35	Y

\*Students study 2 out of 4 styles offered

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE III in EARLY CHILDHOOD EDUCATION & CARE

### Program Description:

The Certificate III in Early Childhood Education & Care prepares students to be competent in a range of skills, knowledge and attributes identified by the Children’s Services sector. The program has specialist early childhood units to enable graduates to work in registered early learning facilities when the qualification is completed.

Wyndham CEC’s delivery model enables all students to achieve the full qualification after two years if they complete all the required work and fulfil the mandatory placement of 160 hours.

CERTIFICATE CODE	Year 1: CHC30121 Year 2: CHC30113
CERTIFICATE NAME	Certificate III in Early Childhood Education and Care
TYPE	VES
RTO CODE	4179
RTO NAME	Wyndham Community & Education Centre
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Not scored assessment.
SWL	<b>Mandatory</b> 160 hours (over two years) of work placement is required to fulfil the assessment requirements of the full qualification.
Workplace Learning Record	 <a href="#">CHC30113 Certificate III in Early Childhood Education and Care workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday Morning Session: 8.30am - 12.00pm Afternoon Session: 1.00pm - 4.30pm
DELIVERY SCHOOL	Wyndham CEC, delivered at Wayaperri House, 106 Duncans Road, Werribee 3030
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday Morning Session: 8.30am - 12.00pm Afternoon Session: 1.00pm - 4.30pm
DELIVERY SCHOOL	Wyndham CEC, delivered at Wayaperri House, 106 Duncans Road, Werribee 3030





### YEAR 1 - CHC3011

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCECE056	Work effectively in children’s education and care	65	N
CHCECE034	Use an approved learning framework to guide practice	80	N
CHCECE031	Support children’s health, safety, and wellbeing	160	N
HLTWHS001	Participate in workplace health and safety	20	N
CHCECE055	Meet legal and ethical obligations in children’s education and care	60	N
CHCPRP003	Reflect on and improve own professional practice	120	N
CHCPRT001	Identify and respond to children and young people at risk	40	N
BSBSUS411	Implement and monitor environmentally sustainable work practices	40	N
CHCECE037	Support children to connect with the natural environment	50	N
HLTAID012	Provide First Aid in an education and care setting	22	N

### YEAR 2 - CHC30113

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCECE010	Support the holistic development of children in early childhood	70	N
CHCECE011	Provide experiences to support children's play and learning	40	N
CHCECE013	Use information about children to inform practice	40	N
CHCECE012	Support children to connect with their world	40	N
CHCECE003	Provide care for children	70	N
CHCECE004	Promote and provide healthy food and drinks	35	N
CHCECE005	Provide care for babies and toddlers	60	N
CHCECE007	Develop positive and respectful relationships with children	70	N
CHCECE006	Support behaviour of children and young people	30	N
HLTAID004	Provide an emergency first aid response in an education and care setting	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE II in ELECTROTECHNOLOGY (Pre-vocational)

## [Introduction Video](#)

### Program Description:

The Certificate II in Electrotechnology aims to provide students with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the electrical industry. It also provides students with increased opportunities of gaining an electrical apprenticeship. The program also provides experiences across a number of electrical trades including electrical, electronics, refrigeration and mechanical engineering.

### Pathways / Career Opportunities:

The program will prepare students for entry-level employment in the electrical industry and enhance their opportunity of gaining an electrical apprenticeship. The Certificate II qualification has a clear relationship with further training in the electrical/electronic industry. It is anticipated that students progressing to an apprenticeship may receive credits towards their off- the-job training in the apprenticeship.

### Contribution to VCE

Students who complete the Certificate II in Electrotechnology will receive up to three units at unit 1-2 level and a unit 3-4 sequence. NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.

### Additional Costs:

Protective clothing and minor equipment may also need to be purchased.

### Holiday Training (may be subject to change)

Holiday training may be expected for this course and will be confirmed at a later date.

### Program Requirements

This course includes the delivery of First Aid & Construction Induction (White Card). If you already have completed these units previously it is a great benefit! You MUST email [vetinschools@gordontafe.edu.au](mailto:vetinschools@gordontafe.edu.au) your USI Transcript or Statement of Attainment prior to starting the course.

CERTIFICATE CODE	22499VIC
CERTIFICATE NAME	Certificate II in Electrotechnology (Pre-vocational)
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	
ATAR	Not scored assessment
SWL	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
Workplace Learning Record	<a href="#">22499VIC Certificate II in Electrotechnology Studies (Pre-vocational) workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday Morning Session: 8:30am – 12:30pm Afternoon Session: 1:00pm – 5:00pm
DELIVERY SCHOOL	WYNDHAM CENTRAL COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday Morning Session: 8:30am – 12:30pm Afternoon Session: 1:00pm – 5:00pm
DELIVERY SCHOOL	WYNDHAM CENTRAL COLLEGE Trade Training Centre



## YEAR 1

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

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEE103A	Solve problems in ELV single path circuits	40	N
VU22671	Use test equipment in the electrotechnology industry	20	N
VU21544	Install a sustainable extra low voltage energy power system	30	N
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30	N
VU22672	Carry out basic electro technology project	40	N
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE II in ELECTROTECHNOLOGY STUDIES (PRE-VOCATIONAL)

**Program Description:**

This course with Victoria University Polytechnic can help you get your foot in the door. It will give you the industry skills and knowledge to gain access to a wide range of apprenticeships offered in the electrotechnology industry.

You will develop technical skills and knowledge that will ensure you are ready for work in the electrical trade, including:

- basic electrical theory and workshop practices
- basic network cabling for extra low voltage (ELV) equipment and devices
- use of test instruments in the electrotechnology industry
- wiring and installation
- provision of basic sustainable energy solutions in domestic premises
- fabrication, assembling and dismantling utilities industry components
- working with electrotechnology equipment and use of test instruments
- workplace safety and first aid.

You will graduate with a nationally recognised qualification as well as credits for further training as an apprentice, or trainee in the electrotechnology industry in areas such as: electrical, renewable energy, air conditioning/refrigeration Instrumentation.

**Pathways / Career Opportunities:**

When you graduate, you could find employment in roles such as:

- apprentice electrician
- apprentice electrical fitter
- apprentice air conditioning and refrigeration mechanic
- renewable energy systems installer
- electrical engineering technician
- data and security installations.

**Equipment:** overalls or workpants with rule pocket, safety boots, PPE – earplugs, safety glasses, calculator / A4 ring binder / ballpoint pen and notebook.

CERTIFICATE CODE	22499VIC
CERTIFICATE NAME	Certificate II in Electrotechnology Studies (Pre-vocational)
TYPE	VES
RTO CODE	3113
RTO NAME	Victoria University
VCE CREDIT	Four VCE VET Units at Units 1 and 2 level, and a VCE VET Units 3 and 4 sequence
ATAR	Not scored assessment
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
Workplace Learning Record	<a href="#">22499VIC Certificate II in Electrotechnology Studies (Pre-vocational) workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 9:00am - 3:30pm
DELIVERY SCHOOL	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday or Friday
DELIVERY SCHOOL	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE



**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCOHS1001A	Work safely in the construction industry	6	N
HLTAID003	Provide first aid	18	N
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace	20	N
UEENEEE102A*	Fabricate, assemble and dismantle utilities industry components	40	N
UEENEEE103A*	Solve problems in ELV single path circuits	40	N
UEENEEE105A*	Fix and secure electrotechnology equipment	20	N
VU22333	Perform intermediate engineering computations	40	N
VU21544	Install a sustainable extra low voltage energy power system	30	N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEJ104A*	Establish the basic operating conditions of air conditioning systems	20	N
VU22670	Provide an overview of the electrotechnology industry	30	N
VU22671	Use test instruments in the electrotechnology industry	20	N
VU22672	Carry out basic electrotechnology project	40	N
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30	
UEENEEJ102A*	Prepare and connect refrigeration tubing and fittings	40	N
VU22669	Perform energy sector installations of extra low voltage (ELV) single path circuits	40	N

An asterisk (\*) against a unit code indicates that there is a prerequisite requirement that must be met. Prerequisite unit(s) must be assessed before assessment of any unit of competency with an asterisk.

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE II in ENGINEERING STUDIES

### [Introduction Video](#)

#### Program Description:

This program provides students with the knowledge and skills to achieve competence that will enhance their employment prospects in the engineering or engineering related industries.

#### Pathways / Career Opportunities:

The Certificate II program provides pre-employment training for pathways into engineering apprenticeships. Articulation into higher level courses is also available.

#### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.

#### Additional Costs:

Protective clothing and minor equipment may also need to be purchased.

CERTIFICATE CODE	22470VIC
CERTIFICATE NAME	Certificate II in Engineering Studies
TYPE	VES
RTO CODE	3784
RTO NAME	Educational Living
VCE CREDIT	Up to four VCE VET units, two units at unit 1-2 level and a unit 3-4 sequence.
ATAR	Scored Assessment
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
Workplace Learning Record	<a href="#">22470VIC Certificate II in Engineering Studies workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday Morning Session: 8:30am – 12.30pm Afternoon Session: 1.00pm – 4.00pm
DELIVERY SCHOOL	MACKILLOP COLLEGE WERRIBEE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday Morning Session: 8:00am – 12.00pm Afternoon Session: 1.00pm – 5.00pm
DELIVERY SCHOOL	MACKILLOP COLLEGE WERRIBEE Trade Training Centre



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MEM13014A	Apply principles of OH&S in the work environment	10	N
MEM18001C	Use hand tools	20	N
MEM18002B	Use power tools/handheld operations (F / M)	20	N
VU22329	Report on a range of sectors in the manufacturing, Engineering and related industries	30	N
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches and drawings	20	
VU22331	Perform basic machining process	40	N
VU22332	Apply basic fabrication techniques	40	N
VU22335	Perform metal machining operations	60	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MEMPE006A	Undertake a basic engineering project	80	Y
VU22333	Perform intermediate engineering computations (F / M / T)	40	Y
VU22334	Produce basic engineering components and products using fabrication and machining operations (F / M)	60	Y





# CERTIFICATE II in FURNITURE MAKING PATHWAYS

## [Introduction Video](#)

### Program Description:

This course is designed to provide students with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the furnishing industry.

### Pathways / Career Opportunities:

This program will prepare students for work in the furnishing, cabinet making and joinery industries.

Students will have the skills and knowledge required to work in a production environment in both manufacturing of free-standing furniture or built-in cabinets, and provide on-site assistance in the installation of those items.

Successful completion of the Certificate II in Furniture Making will enable a student to enter a cabinet making or joinery apprenticeship with advanced standing.

### Contribution to VCE

Students who successfully complete the two year program will receive up to four VCE VET units, two units at unit 1-2 level and a unit 3-4 sequence.

Students will have the option to undertake Scored Assessment and the study score can be fully counted as one of the student's best four scores for ATAR purposes or will count as a fifth or sixth study increment if not one of the student's four highest scores.

Where a student elects not to receive a study score for VCE VET Furnishing, no contribution to the ATAR will be available.


### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Holiday Training (may be subject to change)

Holiday training will be arranged for all students to attend.

CERTIFICATE CODE	MSF20516
CERTIFICATE NAME	Certificate II in Furniture Making Pathways
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	
ATAR	Scored Assessment
SWL	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
Workplace Learning Record	 <a href="#">MSF20516 Certificate II in Furniture Making Pathways workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1.30pm - 5.30pm
DELIVERY SCHOOL	THOMAS CARR COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 9.00am – 1.00pm
DELIVERY SCHOOL	THOMAS CARR COLLEGE

*Please note: Depending on numbers of students enrolling The Gordon may need to separate the 1st and 2nd year students and run a morning class for one of the groups*



**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSFFP2002	Develop a career plan for the furnishing industry	30	N
MSMENV272	Participate in environmentally sustainable work practices	30	N
MSMPCI103	Demonstrate care and apply safe practices at work	30	N
<b>Elective Units</b>			
MEM16006A	Organise and Communicate Information	20	N
MSFFP2005	Join materials used in furnishing	10	N
MSFFP2006	Make simple timber joints	40	N
MSMSUP106	Work in a team	30	N
MSFFP2003	Prepare Surfaces	24	N

**YEAR 2 – OFFERED IN 2023**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSFFM2001	Use furniture making sector hand and power tools (Core)	40	Y
MSFFM2002	Assemble furnishing components (Group B)	20	Y
MSFFP2001	Undertake a basic furniture making project	100	Y
MSFGN2001	Make measurements and calculations (Core)	30	Y



## CERTIFICATE II in HORTICULTURE

### Program Description:

Certificate II is regarded as an entry level course. Graduates will have skills and knowledge to become a valued and productive employee within the Amenity Horticulture Industry. Graduates assist with planting and maintaining lawns, shrubs and garden beds in public or private gardens and parks. Upon successful completion of the Certificate II in Horticulture students may choose to complete an apprenticeship or traineeship in Horticulture, Parks and Gardens or Landscape Construction.

The attire required for students are:

- Closed (safety) non-leather footwear - possible
- Long sleeve – high visibility shirt (preferably not yellow, and bees and bugs get attracted to it), and helmets for side-by-side driving
- Long Tradies Pants
- Disposable Coveralls will be provided
- Gardening gloves and will provide disposable nitrile gloves when handling other materials.
- Hat (summer months and when outside)
- Safety Goggles (it will be provided)
- Thermals (during winter)

CERTIFICATE CODE	AHC20416
CERTIFICATE NAME	Certificate II in Horticulture
TYPE	VES
RTO CODE	21316
RTO NAME	ACAH
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Not scored assessment.
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
Workplace Learning Record	<a href="#">AHC20116 Certificate II in Horticulture workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday, Thursday and Friday 9:30am 2:30pm
DELIVERY SCHOOL	Werribee Park/25 Whites Rd, Werribee South
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday & Friday 9:30am – 2:30pm
DELIVERY SCHOOL	Werribee Park/25 Whites Rd, Werribee South



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS201	Participate in work health and safety processes	20	N
AHCWRK209	Participate in environmentally sustainable work practices	20	N
AHCCHM201	Apply chemicals under supervision	30	N
AHCIRG221	Assist with pressurised irrigation operations	40	N
AHCMOM203	Operate basic machinery & equipment	20	N
AHCPGD201	Plant trees and shrubs	20	N
MEM18001	Use hand tools	20	N
AHCPGD206	Conduct visual inspection of park facilities	20	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCPMG201	Treat weeds	40	N
AHCPCM204	Recognise plants	40	N
AHCSOL203	Assist with soil or growing media sampling and testing	30	N
AHCPMG202	Treat plant pest, diseases, and disorders	30	N
AHCNSY207	Undertake propagation activities	30	N
AHCWRK204	Work effectively in the industry	20	N
AHCPGD203	Prune shrubs and small trees	35	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.






## CERTIFICATE II in HORTICULTURE “Supported Program”

### Program Description:

Certificate II is regarded as an entry level course. Graduates will have skills and knowledge to become a valued and productive employee within the Amenity Horticulture Industry. Graduates assist with planting and maintaining lawns, shrubs, and garden beds in public or private gardens and parks. Upon successful completion of the Certificate II in Horticulture students may choose to complete an apprenticeship or traineeship in Horticulture, Parks and Gardens or Landscape Construction.

The attire required for students are:

- Closed (safety) non-leather footwear - possible
- Long sleeve – high visibility shirt (preferably not yellow, and bees and bugs get attracted to it), and helmets for side-by-side driving
- Long Tradies Pants
- Disposable Coveralls will be provided
- Gardening gloves and will provide disposable nitrile gloves when handling other materials.
- Hat (summer months and when outside)
- Safety Googles (it will be provided)
- Thermals (during winter).

CERTIFICATE CODE	AHC20416
CERTIFICATE NAME	Certificate II in Horticulture
TYPE	VES
RTO CODE	21316
RTO NAME	ACAH
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Not scored assessment.
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
Workplace Learning Record	<a href="#">AHC20116 Certificate II in Horticulture workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday 9:30am – 2:30pm
DELIVERY SCHOOL	Werribee Park/25 Whites Rd, Werribee South
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday 9.30am – 2.30pm
DELIVERY SCHOOL	Werribee Park/25 Whites Rd, Werribee South

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS201	Participate in work health and safety processes	20	N
AHCWRK209	Participate in environmentally sustainable work practices	20	N
AHCCHM201	Apply chemicals under supervision	30	N
AHCIRG221	Assist with pressurised irrigation operations	40	N
AHCMOM203	Operate basic machinery & equipment	20	N
AHCPGD201	Plant trees and shrubs	20	N
MEM18001	Use hand tools	20	N
AHCPGD206	Conduct visual inspection of park facilities	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCPMG201	Treat weeds	40	N
AHPCPM204	Recognise plants	40	N
AHCSOL203	Assist with soil or growing media sampling and testing	30	N
AHCPMG202	Treat plant pest, diseases and disorders	30	N
AHCNSY207	Undertake propagation activities	30	N
AHCWRK204	Work effectively in the industry	20	N
AHCPGD203	Prune shrubs and small trees	35	N



# SIT20316 CERTIFICATE II in HOSPITALITY

## [Introduction Video](#)

### Program Description:

Begin training for a career in hospitality while you complete your secondary school studies, with the Certificate II in Hospitality. Get out of the library and into the kitchen with this industry known kitchen operations course. This introductory certificate teaches basic food preparation and cookery skills, paving a path to work in kitchen operations or get a jumpstart on your Certificate III in Commercial Cookery. This course gives you the basic knowledge and skills to start working in restaurants, hotels, catering, clubs, pubs, cafes and more. You'll learn in one of our live kitchen classrooms developing core skills and have a chance to experience unique opportunities like working alongside a famed international chef in the Great Chefs Program.

CERTIFICATE CODE	<b>SIT20316</b>
CERTIFICATE NAME	Certificate II in Hospitality
TYPE	VES
RTO CODE	3113
RTO NAME	William Angliss Institute
VCE/VCE VM CREDIT	Recognition of two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.
ATAR	Scored assessment
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
Workplace Learning Record	<a href="#">SIT20316 Certificate II in Hospitality workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday's 1:30pm – 6:00pm
DELIVERY SCHOOL	WILLIAM ANGLISS LA TROBE ST, MELBOURNE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday's 1:30pm – 6:00pm
DELIVERY SCHOOL	WILLIAM ANGLISS LA TROBE ST, MELBOURNE



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWOR203	Work effectively with others	15	N
SITHIND002	Source and use information on the hospitality industry	25	N
SITHIND003	Use hospitality skills effectively	0	N
SITXCCS003	Interact with customers	20	N
SITXCOM002	Show social and cultural sensitivity	20	N
SITXFSA001	Use hygienic practices for food safety	15	N
SITXWHS001	Participate in safe work practices	12	N
SITHCCC003	Prepare and present sandwiches	10	N
SITHFAB002	Provide responsible service of alcohol	10	N
SITHCCC002	Prepare and present simple dishes*	25	N
SITXINV002	Maintain the quality of perishable items*	10	N
SITXCCS006	Provide service to customers	25	

## YEAR 2

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

Commencement of program will be dependent on adequate student numbers for enrolment and funding.






# CERTIFICATE II in HOSPITALITY “Supported Program”

## [Introduction Video](#)

### Program Description:

The main focus of this course is to support students with additional learning needs to meet their individual pathways. Begin training for a career in hospitality while you complete your secondary school studies, with the Certificate II in Hospitality. This introductory course equips you with basic hospitality knowledge and skills. This qualification provides the practical skills and knowledge to be competent in a range of activities and functions in hospitality venues where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs cafes and coffee shops.

CERTIFICATE CODE	<b>SIT20316</b>
CERTIFICATE NAME	Certificate II in Hospitality
TYPE	VES
RTO CODE	3113
RTO NAME	Victoria University
VCE/VCE VM CREDIT	Recognition of two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.
ATAR	Scored assessment
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
Workplace Learning Record	 <a href="#">SIT20316 Certificate II in Hospitality workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday 9:30am – 3:30pm
DELIVERY SCHOOL	VICTORIA UNIVERSITY Footscray Nicholson Campus
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday 9.30am – 3.00pm
DELIVERY SCHOOL	VICTORIA UNIVERSITY Footscray Nicholson Campus





## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWOR203	Work effectively with others	15	N
SITHIND002	Source and use information on the hospitality industry	25	N
SITHIND003	Use hospitality skills effectively	0	N
SITXCCS003	Interact with customers	20	N
SITXCOM002	Show social and cultural sensitivity	20	N
SITXFSA001	Use hygienic practices for food safety	15	N
SITXWHS001	Participate in safe work practices	12	N
<b>ELECTIVE</b>			
SITHCCC003	Prepare and present sandwiches	10	N
SITHFAB001	Clean and tidy bar areas	15	N
SITHKOP001	Clean kitchen premises and equipment	13	N
SITXCOM001	Source and present information	10	N
SITXCCS006	Provide service to customers	25	N

## YEAR 2

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

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE III in INFORMATION TECHNOLOGY

**Program Description:**

This course will equip the student with comprehensive skills and knowledge to enter the information and communications technology (ICT) field. The course provides the introductory skills and knowledge with an emphasis on ICT support and computer networking. The course incorporates theoretical, practical and hands-on training in areas such as PC hardware and software maintenance; server administration; client operating systems; and workplace skills. The students will be enrolled in enough units over the two years to obtain the full certificate but VCAA requires only partial completion to obtain satisfactory VCE VET study score. These units are outlined below. The choice is with the students if they want to complete the full certificate by working on the additional units or follow the VCAA pathway which will only entitle the student to a Statement of Attainment from the RTO.

**Pathways / Career Opportunities:**

Upon the successful completion of the full certificate a student may seek employment as part of an ICT support team – network technicians, help desk assistant or software support being options. Tertiary pathways/degrees qualifications in ICT networking at Certificate IV or diploma level at TAFE or numerous university degrees in ICT.

NOTE: the support stream is the focus of the course at Wyndham Central.

CERTIFICATE CODE	ICT30120
CERTIFICATE NAME	Certificate III in Information Technology
TYPE	VES
RTO CODE	40548
RTO NAME	IVET Institute
VCE VM	Contributes to the Industry strand of VCE VM
ATAR	Scored assessment
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
Workplace Learning Record	<a href="#">ICT30118 Certificate III in Information, Digital Media and Technology workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
DELIVERY SCHOOL	WERRIBEE SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:00pm
DELIVERY SCHOOL	WYNDHAM CENTRAL COLLEGE



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBXTW301	Work in Team	40	N
BSBXCS303	Securely manage personally identifiable information and workplace information	40	N
BSBCRT301	Develop and extend critical and creative thinking skills	40	N
ICTPRG302	Apply introductory programming techniques	40	N
<b>ELECTIVES</b>			
ICTICT213	Use computer operating systems and hardware TBC	60	N
ICTICT214	Operate application software packages	60	N
ICTSAS308	Run standard diagnostic tests	20	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ICTSAS310	Install, configure and secure a small office or home network	50	Y
ICTSAS305	Provide ICT advice to clients	40	Y
ICTSAS309	Maintain and repair equipment and software	20	Y
ICTSAS304	Provide basic system administration	20	Y
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	50	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE II in KITCHEN OPERATIONS

### Program Description:

This course equips you with a range of practical skills to operate in a supervised kitchen workplace. During this hands-on program you will develop food handling, preparation skills and further hospitality industry knowledge, and will put your skills into practice at The Gordon’s training venue – the Davidson Restaurant.

### Pathways / career opportunities:

Upon successful completion of this program through The Gordon, you can receive a guaranteed place into the SIT30816 Certificate III in Commercial Cookery or SIT30116 Certificate III in Patisserie (studied on-campus) at The Gordon.

This program also has a direct pathway into a cookery or patisserie apprenticeship, and you may receive credit towards an apprenticeship qualification.

Successful completion of this program can also lead you to a range of entry-level employment opportunities where food is prepared and served, including restaurants, hotels, catering operations, clubs, cafes, cafeterias and coffee shops.

### Contribution to VCE

Upon successful completion of this program, you will be eligible for up to three units at 1-2 level, and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed.

CERTIFICATE CODE	SIT20416
CERTIFICATE NAME	Certificate II in Kitchen Operations (Release 1)
TYPE	VES
RTO CODE	3045
RTO NAME	William Angliss
VCE CREDIT	
ATAR	Scored assessment
SWL	<b>Strongly recommended</b> A minimum of 10 days’ work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
Workplace Learning Record	<a href="#">SITw 416 Certificate II in Kitchen Operations workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:30 pm - 6:00pm
DELIVERY SCHOOL	William Angliss La Trobe St Melbourne
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30 pm - 6:00pm
DELIVERY SCHOOL	William Angliss La Trobe St Melbourne

**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITXFSA001	Use hygienic practices for food safety	15	N
SITXWHS001	Participate in safe work practices	12	N
SITHCCC001	Use food preparation equipment	25	N
SITHCCC005	Prepare dishes using basic methods of cookery	45	N
SITHKOP001	Clean kitchen premises and equipment	13	N
SITXINV002	Maintain the quality of perishable items	10	N
BSBWOR203	Work effectively with others	15	N
<b>ELECTIVES</b>			
BSBCMM201	Communicate in the workplace	40	N
SITHCCC003	Prepare and present sandwiches	10	N

**YEAR 2**

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

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE II in KITCHEN OPERATIONS “Supported Program”

**Program Description:**

The main focus of this course is to support students with additional learning needs to meet their individual pathways.

This course equips you with a range of practical skills to operate in a supervised kitchen workplace. During this hands- on program you will develop food handling, preparation skills and further hospitality industry knowledge, and will put your skills into practice at The Gordon’s training venue – the Davidson Restaurant.

**Pathways / career opportunities**

Upon successful completion of this program through The Gordon, you can receive a guaranteed place into the SIT30816 Certificate III in Commercial Cookery or SIT30116 Certificate III in Patisserie (studied on-campus) at The Gordon.

This program also has a direct pathway into a cookery or patisserie apprenticeship, and you may receive credit towards an apprenticeship qualification. Successful completion of this program can also lead you to a range of entry- level employment opportunities where food is prepared and served, including restaurants, hotels, catering operations, clubs, cafes, cafeterias and coffee shops.

**Contribution to VCE**

Upon successful completion of this program, you will be eligible for up to three units at 1-2 level, and a unit 3-4 sequence. You also have the option to undertake Scored Assessment and the study score can be fully counted as one of your best four studies for ATAR purposes, or will count as a fifth or sixth study increment if not one of your four highest scores.

NB: These credits must be confirmed with the VET Coordinator at your school.

**Contribution to VCE VM**

Contribution to VCE VM is determined by the number of units successfully completed.

CERTIFICATE CODE	SIT20416
CERTIFICATE NAME	Certificate II in Kitchen Operations (Release 1)
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	
ATAR	Scored assessment
SWL	<b>Strongly recommended</b> A minimum of 10 days’ work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
Workplace Learning Record	<a href="#">SIT20416 Certificate II in Kitchen Operations workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1.30pm – 5:30pm
DELIVERY SCHOOL	HEATHDALE CHRISTIAN COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 8:00am – 1:00pm
DELIVERY SCHOOL	HEATHDALE CHRISTIAN COLLEGE



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITXFSA001	Use hygienic practices for food safety	15	N
SITXWHS001	Participate in safe work practices	12	N
SITHCCC001	Use food preparation equipment	25	N
SITHCCC005	Prepare dishes using basic methods of cookery	45	N
SITHKOP001	Clean kitchen premises and equipment	13	N
SITXINV002	Maintain the quality of perishable items	10	N
BSBWOR203	Work effectively with others	15	N
<b>ELECTIVES</b>			
BSBCMM201	Communicate in the workplace	40	N
SITHCCC003	Prepare and present sandwiches	10	N

## YEAR 2

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

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE III in MAKE-UP

### Program Description:

This course will equip you with the hands-on skills and knowledge required to provide make-up services in a salon or as a freelance artist. The program covers topics such as demonstrating and selling make-up and retail skincare products, and also develops your communication and customer service skills to prepare you to perform routine salon and store functions.

### Contribution to VCE

Upon successful completion, you will be eligible to receive up to four units at 1-2 level and a unit 3-4 sequence. NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed. See page 6 for more information.

### Pathways/career opportunities:

Upon successful completion of this qualification through The Gordon, you can receive a guaranteed place into a range of beauty and make-up courses at The Gordon. Successful completion of this program can also lead you to a range of entry level employment opportunities in the make-up industry, in roles such as a salon assistant or retail cosmetic sales assistant.

School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

### Holiday Training (may be subject to change)

Holiday training may be expected for this course and will be confirmed at a later date.

CERTIFICATE CODE	SHB30215
CERTIFICATE NAME	Certificate III in Make -Up
TYPE	
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	
ATAR	
SWL	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
Workplace Learning Record	<a href="#">View 30215 Certificate III in Make-Up workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 9:00am – 3:00pm
DELIVERY SCHOOL	THE GRANGE P-12 COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm – 5:30pm
DELIVERY SCHOOL	THE GORDON CITY CAMPUS



**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBXIND001	Comply with organisational requirements within a personal services environment	45	
SHBXWHS001	Apply safe hygiene, health and work practices	40	
SHBBMUP002	Design and apply make-up	45	
SHBBMUP004	Design and apply remedial camouflage make-up	30	
SHBBMUP003	Design and apply make-up for photography	30	
SHBBRES001	Research and apply beauty industry information	20	
<b><u>ELECTIVES</u></b>			
CUAPPM407	Create storyboards	40	
SHBBFAS001	Provide lash and brow services	15	

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBXCCS001	Conduct salon financial transactions	25	
SHBBMUP005	Apply airbrushed make-up	30	
SHBBMUP006	Design and apply creative make-up	45	
SHBXCCS002	Provide salon services to clients	40	
<b><u>ELECTIVES</u></b>			
BSBSMB403	Market the small business	50	
BSBSMB404	Undertake small business planning	50	
SHBBBOS001	Apply cosmetic tanning products	18	

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE III in MUSIC INDUSTRY (PERFORMANCE)

## [Introduction Video](#)


### Program Description:

The Certificate III in Music Industry (Performance) is provided by the school in partnership with COSAMP (41549). Certificate III in Music enables students to apply a broad range of knowledge and skills in varied work contexts in the music industry. Depending on the electives chosen, Units 1 and 2 include preparing for performances, writing song lyrics, developing ensemble skills and assisting with sound recordings. Units 3 and 4 offer scored assessment and include units such as developing improvisation skills, applying knowledge of genre to music making and performing music as part of a group or as a soloist.

### Pathways / Career Opportunities:

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

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

CERTIFICATE CODE	CUA30920
CERTIFICATE NAME	Certificate III in Music (Release 1)
TYPE	VES
RTO CODE	41549
RTO NAME	COSAMP
VCE CREDIT	Up to three units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
Workplace Learning Record	 <a href="https://www.vcaa.vic.edu.au/Documents/vet/publications/swlr/2022/2022WLCertIIIMusic.docx">https://www.vcaa.vic.edu.au/Documents/vet/publications/swlr/2022/2022WLCertIIIMusic.docx</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:30pm – 4:00pm
DELIVERY SCHOOL	MANOR LAKES COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:00pm
DELIVERY SCHOOL	MANOR LAKES COLLEGE

**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUACMP311	Implement copyright arrangements	20	N
CUAIND313	Work effectively in the music industry	35	N
CUAIND314	Plan a career in the creative arts industry	35	N
CUAMPF213	Perform simple repertoire in ensembles	50	N
CUAMCP311	Create simple Musical composition	35	N
CUAMCP312	Write song Lyrics	30	N

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUAMPF412	Develop and apply stagecraft skills	70	Y
CUAMPF311	Develop technical skills for musical performances	20	Y
CUAMPF312	Prepare for musical performances	35	Y
CUAMPF315	Develop and perform musical improvisation	35	Y
CUAMPF416	Perform music as a soloist OR	70	Y
CUAMPF414	Perform Music as part of a group	70	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE III in MUSIC INDUSTRY (SOUND PRODUCTION)


[Introduction Video](#)

**Program Description:**

The Certificate III in Music Industry (Sound Production) is provided by the school in partnership with COSAMP (41549). Certificate III in Music Industry (Sound Production) provides students with the practical skills and knowledge to record, mix and edit sound sources. Units 1 and 2 include developing music industry knowledge, establishing contractual and work relationships, and following health, safety and security practices. Units 3 and 4 offers scored assessment and includes units such as editing sound using digital systems, operating sound mixing consoles, operating sound reinforcement systems and mixing sound sources.

**Pathways / Career Opportunities:**

Completion of the Certificate III prepares students for work in the music industry in areas such as sound track laying, digital editing and mixing, audio visual equipment operations and stage management and can be applied to workplaces such as stage productions, radio and medium to large recording studios. With additional training and experience, potential employment opportunities may include sound technician, tour crew member, studio engineer, theatre/television audio technician.

CERTIFICATE CODE	CUA30920
CERTIFICATE NAME	Certificate III in Music (Sound Production)
TYPE	VES
RTO CODE	41549
RTO NAME	COSAMP
VCE CREDIT	Up to three units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
Workplace Learning Record	 <a href="https://www.vcaa.vic.edu.au/Documents/vet/publications/swlr/2022/2022WLRCertIIIMusic.docx">https://www.vcaa.vic.edu.au/Documents/vet/publications/swlr/2022/2022WLRCertIIIMusic.docx</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 4:45pm
DELIVERY SCHOOL	THOMAS CARR COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 4:45pm
DELIVERY SCHOOL	THOMAS CARR COLLEGE



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASOU212	Perform basic sound editing	30	N
BSBWHS211	Contribute to the health and safety of self and others	20	N
CUAMLT302	Apply knowledge of style and genre to music industry practice	40	N
CUACMP311	Implement copyright arrangements	20	N
CUAIND313	Work effectively in the music industry	35	N
CUAIND314	Plan a career in the creative arts industry	35	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASOU306	Operate sound reinforcement systems	40	Y
CUASOU317	Record and mix basic music demos	40	Y
CUASOU308	Install and disassemble audio equipment	40	Y
CUASOU321	Mix music in studio environments	60	Y
CUASOU412	Manage audio input sources	30	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE II in PLUMBING (PRE-APPRENTICESHIP)

### Program Description:

The Certificate II in Plumbing (Pre-Apprenticeship) will equip you with the basic skills and knowledge to enter the plumbing or associated building industries and is designed to enhance your apprenticeship prospects. The program covers relevant material, equipment, and occupational health and safety procedures to ensure you work safely and effectively on building sites.

### Pathways / Career Opportunities:

The direct career pathway from this program is being employed in a full-time apprenticeship. Graduates will need to be employed by a Licensed Plumber before they continue their training as an apprentice.

### Contribution to VCE

Students who complete the Certificate II in Plumbing will receive up to five VCE VET units at 1-2 level.

NB: These credits must be confirmed with the VET Coordinator at your school.

### Contribution to VCE VM

Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.


**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

### Holiday Training (may be subject to change)

Holiday training may be expected for this course and will be confirmed at a later date.

### Program Requirements:

This course includes the delivery of First Aid & Construction Induction (White Card). If you already have completed these units previously it is a great benefit! You MUST email [vetschools@gordontafe.edu.au](mailto:vetschools@gordontafe.edu.au) your USI Transcript or Statement of Attainment prior to starting the course.

CERTIFICATE CODE	22569VIC
CERTIFICATE NAME	Certificate II in Plumbing (Pre-apprenticeship)
TYPE	VFE
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	
ATAR	Not scored assessment
SWL	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
Workplace Learning Record	 <a href="#">VCE VET Plumbing Program workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday Morning Session: 8:00am – 12:15pm Afternoon Session: 12:45pm – 5:00pm
DELIVERY SCHOOL	WYNDHAM CENTRAL COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday Morning Session (Year 2): 9:00am – 1:00pm Afternoon Session: (Year 1&2): 1:30pm – 5:30pm
DELIVERY SCHOOL	GORDON HOPPERS THE CROSSING CAMPUS



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCCM1015	Carry out measures and calculations	20	N
CPCCCM2001	Read and interpret plans and specifications	36	N
CPCCWHS1001	Prepare to work safely in the construction industry	6	N
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	N
CUVACD303	Produce technical drawings	50	N
HLTAID002	Provide basic emergency life support	12	N
CPCPCM2039A	Carry out interactive workplace communication	10	N
VU23051	Prepare to work in the plumbing industry	20	N
VU23056	Use plumbing pipes, fittings & fixtures to simulate plumbing installations	30	N
VU23048	Fabricate simple plumbing pipe systems	30	N
VU23050	Perform basic oxy-acetylene welding and cutting	20	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23049	Identify career pathways in the plumbing industry	30	N
BSBWRT311	Write simple documents	30	N
VU23053	Use basic electric welding equipment and techniques	20	N
VU23052	Use and apply basic levelling equipment for plumbing	8	N
VU23054	Use basic plumbing hand tools	50	N
VU23055	Use basic power tools	20	N
VU23047	Cut and penetrate building materials and structures	30	N
VU23046	Apply basic sheet metal practices <b>(delivered over the two years)</b>	50	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE II SALON ASSISTANT

**Program Description:**

This course equips you with the foundation knowledge and skills required for a career in the hairdressing industry and is designed to enhance your opportunities for a hairdressing apprenticeship. The program provides basic training in key areas in order to provide assistance to other team members and perform a range of duties under supervision including a limited range of hairdressing tasks, customer service, and developing hairdressing

**Pathways / Career Opportunities:**

Upon successful completion of this qualification, you can receive a guaranteed place into a range of hair, beauty therapy or makeup courses at The Gordon. This program also has a direct pathway into a hairdressing apprenticeship and upon successful completion you may receive credit towards an apprenticeship qualification.

**Contribution to VCE**

On completion of the Certificate II in Salon Assistant students will receive recognition of up to two units at Units 1 and 2 level. VCE CREDIT: 2 units at Units 1 and 2 (Year 1 only) ATAR: VCE Units 1&2 only, therefore no ATAR contribution.

**Contribution to VCE VM**

Contribution to VCE VM is determined by the number of units successfully completed. When a student has been assessed as competent in units totalling 100 nominal hours, this will contribute one VCE VM unit towards satisfactory completion of VCE VM.

**Additional Costs:**

This program requires the purchase of additional items, which remain the property of the student. Details of these items will be provided to successful applicants.

CERTIFICATE CODE	SHB20216
CERTIFICATE NAME	Certificate II Salon Assistant
TYPE	VES
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	2 Units at Units 1 and 2
ATAR	Not scored assessment
SWL	Work placement is mandatory for assessments within this program and may occur during the term holidays
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1.30pm – 5:00pm
DELIVERY SCHOOL	GORDON TAFE





**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
<b>BSBWHS201</b>	Contribute to health and safety of self and others	20	N
<b>SHBXCCS001</b>	Conduct salon financial transactions	25	N
<b>SHBXIND001</b>	Comply with organisational requirements within a personal services environment	45	N
<b>SHBXIND002</b>	Communicate as part of a salon team	30	N
<b>SHBHIND001</b>	Maintain and organise tools, equipment and work areas	20	N
<b>SHHBAS001</b>	Provide shampoo and basin services	40	N
<b>SHBHDES001</b>	Dry hair to shape	40	N
<b>SHBXCCS003</b>	Greet and prepare clients for salon services	10	N
<b>ELECTIVES</b>			
<b>SIRRMER001</b>	Produce visual merchandise displays	35	N
<b>SHBXCCS004</b>	Recommend products and services	20	N
<b>SHBHIND002</b>	Research and use hairdressing industry information	15	N
<b>SHBHDES002</b>	Braid hair	30	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE III in SCREEN AND MEDIA

**Program Description:**

Units 1 and 2 include participating in occupational health and safety processes, developing and applying creative arts industry knowledge, working with others and applying critical thinking techniques. Units 3 and 4 offers scored assessment and incorporates units such as 2D digital animations, writing content for a range of media, authoring interactive sequences and creating visual design components.

**Pathways / Career Opportunities:**

With additional training and experience, potential employment opportunities may include, camera/lighting assistant, radio program maker/presenter, editing assistant, interactive media author, production assistant, web designer, games designer, animator, special effects producer.

CERTIFICATE CODE	CUA31020
CERTIFICATE NAME	Certificate III in Screen and Media
TYPE	VES
RTO CODE	121314
RTO NAME	AIET
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored assessment
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
Workplace Learning Record	<a href="#">CUA31015 Certificate III in Screen and Media workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday Afternoon Session: 1:00pm – 5:00pm
DELIVERY SCHOOL	WERRIBEE SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday Afternoon Session: 1:00pm – 5:00pm
DELIVERY SCHOOL	WERRIBEE SECONDARY COLLEGE



## YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ICTWEB306	Develop web presence using social media	30	N
CUACAM211	Assist with basic camera shoots	30	N
CUAWHS312	Apply work health and safety practices	30	N
CUAIND311	Work effectively in the creative arts industry	50	N
CUADIG303	Produce and prepare photo images	20	N
BSBCRT311	Apply critical thinking skills in a team environment	40	N

## YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADIG312	Author interactive sequences	40	Y
CUADES302	Explore and apply the creative design process to 2D forms	60	Y
CUAWRT301	Write content for a range of media	40	Y
CUAANM301	Create 2D digital animations	35	Y
CUADIG304	Create visual design components	30	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





# CERTIFICATE III in SPORT & RECREATION

## [Introduction Video](#)

### Program Description:


Certificate III in Sport and Recreation provides students with the skills and knowledge to work in the Sport and Recreation industry. In Units 1 and 2, students can choose from a range of electives to create a program of their choice, including teaching the fundamental skills of athletics, basketball, gymnastics or squash and implementing sports injury prevention. Units 3 and 4 offers scored assessment and includes core units such as conduct basic warm-up and cool-down programs, plan and conduct sport and recreation sessions and undertake a risk analysis of activities. Students also undertake electives drawn from the Aquatics, Fitness, Sport and Outdoor Recreation streams.

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study. Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au)

Where a student elects not to receive a study score for VCE VET Sport and Recreation, no contribution to the ATAR will be available.

### Pathways / Career Opportunities:

Completion of Certificate III in Sport and Recreation may lead to job outcomes including facilitating sport and recreation programs, maintaining grounds and facilities and working in the service industry in locations such as recreation and fitness centres, outdoor sporting grounds or aquatic centres. With additional training and experience, potential job outcomes may include coaching, teaching and sports administrating.

CERTIFICATE CODE	SIS30115
CERTIFICATE NAME	Certificate III in Sport & Recreation
TYPE	VES
RTO CODE	40548
RTO NAME	IVET Institute
VCE CREDIT	Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR	Scored Assessment is available for the Units 3 and 4 sequence of SIS30115 Certificate III in Sport and Recreation
SWL	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
Workplace Learning Record	 <a href="#">SIS30115 Certificate III in Sport and Recreation workplace learning record booklet.</a>
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday Morning Session: 9.00am – 12.15pm Afternoon Session: 1.00pm - 4.15pm
DELIVERY SCHOOL	WYNDHAM CENTRAL COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12.30pm – 4:30pm
DELIVERY SCHOOL	HOPPERS CROSSING SECONDARY COLLEGE



### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWOR301	Organise personal work priorities and development	30	N
HLTAID003	Provide first aid	18	N
HLTWHS001	Participate in workplace health and safety	20	N
ICTWEB201	Use social media tools for collaboration and engagement	20	N
SISSPAR004	Book athlete travel and accommodation		
SISSPAR009	Participate in conditioning for sport	20	N
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	20	N
SISXCCS001	Provide quality service	25	N
SISXEMR001	Respond to emergency situations	18	N
SISXIND006	Conduct sport, fitness and recreation events	55	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	50	Y
SISSSCO001	Conduct sport coaching at FND level	50	Y
SISXCAI004	Plan and conduct programs	35	Y
SISXCAI006	Facilitate groups	25	Y
SISXRES002	Educate user groups	25	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE I in TRANSITION EDUCATION (Partial Completion)

**Program Description:**

Certificate I in Transition Education is intended to support learners with permanent intellectual disabilities to develop the skills to find the most appropriate option for them in the community after leaving school. This may include employment, volunteer work or further study. The certificate includes the development of employability skills including communication, problem-solving, self-management and use of technology. Students are supported to develop strategies to identify information and resources about everyday activities such as travel, health and participation in recreational activities, develop independent living skills and participate in activities in the community.

**Pathways / Career Opportunities:**

Students who complete this partial program at school may choose to attend The Gordon TAFE post school to complete the Certificate I in Transition Education. Students' goals may also include transitioning to volunteer work or entry-level employment.

**Contribution to VCE**

Certificate I level programs do not contribute to VCE.

**Contribution to VPC**

This program contributes to VPC.

CERTIFICATE CODE	22567VIC
CERTIFICATE NAME	Certificate I in Transition Education (partial completion)
TYPE	FE
RTO CODE	3044
RTO NAME	The Gordon
VCE CREDIT	Nil
ATAR	Nil
SWL	Recommended
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday 9:30am – 2:00pm
DELIVERY SCHOOL	WARRINGA PARK SCHOOL Cayleys Rd Campus, 10 Cayleys Rd, Werribee South
<b>YEAR 2</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 9:30am – 2:00pm
DELIVERY SCHOOL	WARRINGA PARK SCHOOL Cayleys Rd Campus, 10 Cayleys Rd, Werribee South

**YEAR 1**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23038	Participate in the community	150	
<b>ELECTIVE UNITS</b>			
VU22359	Conduct a project with guidance	20	
VU23033	Explore a microbusiness opportunity	50	

**YEAR 2**

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23037	Explore future option for further training, work or community activities	150	
<b>ELECTIVE UNITS</b>			
VU23042	Identify processes to obtain a learner permit	50	
VU22789	Participate in job seeking activities	50	

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## CERTIFICATE III in VISUAL ARTS

### Program Description:

This qualification reflects the role of individuals who are developing a range of visual art skills and who may take responsibility for own outputs in work and learning. It applies to work in different visual arts, craft and design environments. Practice at this level is underpinned by the application of introductory art theory and history.

**Pathways / Career Opportunities:** This certificate may lead to a Certificate IV in Visual Arts or Diploma of Photography & Photo Imaging.

CERTIFICATE CODE	CUA31120
CERTIFICATE NAME	Certificate III in Visual Arts
TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
VCE CREDIT	Please note this course cannot receive credit towards VCE Score
ATAR	Not scored assessment
SWL	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
DELIVERY SCHOOL	WERRIBEE SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	Units 3 & 4
DAY & TIME	Wednesday 1:00pm – 5:00pm
DELIVERY SCHOOL	WERRIBEE SECONDARY COLLEGE

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWHS211	Contribute to the health and safety of self and others	20	N
CUAACD311	Produce drawings to communicate ideas	80	N
CUAPPR311	Produce creative work	45	N
CUARES301	Apply knowledge of history and theory to own arts practice	50	N
CUADRA311	Produce Drawings	50	N
CUAPA1311	Produce Paintings	50	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASCU311	Produce sculpture	50	N
CUADES201	Follow a design process	50	N
CUAPHI312	Capture photographic images	60	N
CUAPPR211	Make simple creative work	40	N
CUAACD201	Develop drawing skills to communicate ideas	60	N
BSBTWK201	Work effectively with others	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## VET CLUSTER BUS

- ✓ **Allied Health**
- ✓ **Animal Services**
- ✓ **Bricklaying**
- ✓ **Business**
- ✓ **Carpentry**
- ✓ **Dance**
- ✓ **Furniture**
- ✓ **Electrotechnology**
- ✓ **IDMT**
- ✓ **Music**
- ✓ **Plumbing**
- ✓ **Sport & Rec**
- ✓ **Kitchen operations**
- ✓ **Engineering**

There will be a bus (we will call it a VET Cluster Bus) supplied to the VET course venue, students will have to find their own way home.

**Timetable for the Cluster Bus will be distributed next year.**

Please be vigilant of emails from Gordon TAFE regarding online enrolment. You must follow The Gordon TAFE (e-Central – online portal) instructions and complete the courses requirements. Any issues, please see your VET Coordinator.

**Students will have to find their own way to and from the VET course venue for:**

- **Beauty**
- **Allied Health**
- **Early Childhood Education & Care**
- **Salon Assistance**
- **Civil Construction**
- **Warehouse**
- **Fashion**
- **Auto**
- **Hospitality**
- **Horticulture**





## SCHOOL BASED APPRENTICESHIPS & TRAINEESHIPS

### What is a School-based Apprenticeship?

- A School-based Apprenticeship is an Australian Apprenticeship which is undertaken part-time while the student is still at school.
- It combines paid on-the-job employment as an apprentice or a trainee, off-the-job vocational training and secondary school studies.
- A School-based Apprenticeship provides secondary school students with hands-on industry experience and the ability to work towards or complete a nationally recognised qualification, while they complete their secondary school certificate.
- Start your apprenticeship or traineeship while you're at secondary school!
- Get a head start into the career of your choice while you complete your VCE VM. An SBAT will give you the option of combining part-time employment and training with your schooling.
- In order to undertake an SBAT you will need an employer just like when you do a full apprenticeship.
- Your SBAT will also become an integral part of your secondary school education so you will need to get your training plan approved by your school as well as the Victorian Registration and Qualifications Authority (VRQA).
- The vocational training components of your SBAT will also give you credits towards your VCE VM certificate. So, once you finish secondary school, you will be able to move into a full-time apprenticeship with your employer or take your studies further at TAFE.



**VCE VM students are eligible to apply for SBAT programs.**

**(All courses are 1-year duration unless specified)**

**Please see your VET Coordinator for SBAT's on offer.**

STUDENT BASED APPRENTICESHIPS TRAINEESHIPS (SBAT) run as VET programs, however it is essential you work to the equivalent of 7 hours a week within the VET course industry that you have chosen (the RTO Registered Training Organisation that you sign up with will help you find work in relation to your VET course). You will be paid approx. \$10 to \$12 per hour depending on the school-based apprenticeship.

**If you are to undertake an SBAT course you must:**

- obtain a [TAX file number](#). If you need assistance, please contact our Careers Office.
- obtain a [USI 10 digit code](#). If you need assistance, please contact your VET coordinator.
- have a bank account with your name on it so the company can pay you.

**Some courses will also require you to have a:**

- [Working with Children Check WCC](#) – volunteer category.
- [Police Check](#)
- First Aid Certificate

All programs are one year in length and transport will not be provided to any of the courses. Direct payment to the RTO (Registered Training Organisation) is required; do not pay Werribee Secondary College any SBAT fees. Resume & interviews will be required; Between October & December will be a compulsory information evening/enrolment session (some cases it might be during the day) if you would like to apply for the following courses.

If you are successful, you must attend every work opportunity that the RTO gives you. You must be self-motivated, dedicated, enthusiastic in the industry you are studying, and a proactive student to undertake any of the SBAT courses.

Some SBAT courses may require you to start classes as soon as this November.



## VET CAREER VIDEOS

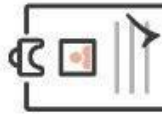
### VET COURSE

### SOURCE

<b>ALLIED HEALTH ASSISTANCE (Health)</b> <a href="https://vimeo.com/350641339">https://vimeo.com/350641339</a>	GET VET- VCAA
<b>ANIMAL STUDIES</b> <a href="https://vimeo.com/404799601">https://vimeo.com/404799601</a>	GET VET- VCAA
<b>APPLIED FASHION DESIGN &amp; TECHNOLOGY</b> <a href="https://vimeo.com/389137209">https://vimeo.com/389137209</a>	GET VET- VCAA
<b>AUTOMOTIVE</b> <a href="https://vimeo.com/379135716">https://vimeo.com/379135716</a>	GET VET- VCAA
<b>BEAUTY SERVICES</b> <a href="https://vimeo.com/364919650">https://vimeo.com/364919650</a>	GET VET- VCAA
<b>BUILDING &amp; CONSTRUCTION</b> <a href="https://vimeo.com/364919056">https://vimeo.com/364919056</a>	GET VET- VCAA
<b>BUSINESS</b> <a href="https://vimeo.com/389886598">https://vimeo.com/389886598</a>	GET VET- VCAA
<b>COMMUNITY SERVICES</b> <a href="https://youtu.be/p_ITnjbHREw">https://youtu.be/p_ITnjbHREw</a>	WERRIBEE SECONDARY COLLEGE
<b>DANCE</b> <a href="https://vimeo.com/389137090">https://vimeo.com/389137090</a>	GET VET- VCAA
<b>EARLY CHILDHOOD EDUCATION &amp; CARE</b>	
<b>ELECTRICAL INDUSTRY</b> <a href="https://vimeo.com/364919319">https://vimeo.com/364919319</a>	GET VET- VCAA
<b>ENGINEERING STUDIES</b> <a href="https://youtu.be/V6XN2B_Nmu8">https://youtu.be/V6XN2B_Nmu8</a>	MACKILLOP COLLEGE/EDUCATIONAL LIVING
<b>FURNITURE MAKING</b> <a href="https://vimeo.com/404799456">https://vimeo.com/404799456</a>	GET VET- VCAA
<b>HORTICULTURE</b> <a href="https://vimeo.com/427983896">https://vimeo.com/427983896</a>	GET VET - VCAA
<b>HOSPITALITY &amp; KITCHEN OPERATIONS</b> <a href="https://vimeo.com/350641551">https://vimeo.com/350641551</a>	GET VET – VCAA
<b>INFORMATION, DIGITAL MEDIA &amp; TECHNOLOGY</b> <a href="https://vimeo.com/395066788">https://vimeo.com/395066788</a>	GET VET- VCAA
<b>MUSIC – SOUND PRODUCTION</b> <a href="https://drive.google.com/file/d/1NPVdKZ72J1Qro8NwsB21LMoNbq8gKL-1/view?usp=drivesdk">https://drive.google.com/file/d/1NPVdKZ72J1Qro8NwsB21LMoNbq8gKL-1/view?usp=drivesdk</a>	THOMAS CARR COLLEGE
<b>PLUMBING</b> <a href="https://vimeo.com/403082120">https://vimeo.com/403082120</a>	GET VET VCAA
<b>SCREEN AND MEDIA</b> <a href="https://vimeo.com/378454730">https://vimeo.com/378454730</a>	GET VET - VCAA
<b>SPORT &amp; RECREATION</b> <a href="https://vimeo.com/359412894">https://vimeo.com/359412894</a>	GET VET - VCAA

# This is how VET is different

Here are the top five differences between a VCE VET program and a VCE study or a VCAL unit.



### 1. An extra qualification

You can gain a nationally recognised VET qualification while undertaking your VCE or VCAL. You receive the VET qualification from a Registered Training Organisation, such as a TAFE.

### 2. Connected to the workplace

VET qualifications give you industry exposure and experience in the workplace that reinforces your skills development. This connection also makes for a smooth transition between training and work.

### 3. Practical

VET can strengthen your education by giving you the opportunity to gain practical skills and knowledge that complement your VCE studies. For example, if you want to be an engineer and you are studying VCE Physics and VCE Mathematical Methods, you can develop practical skills, technical knowledge and industry insight by doing VCE VET Engineering.

### 4. Units of competency

Units of competency are the building blocks that make up a VET qualification. Each unit of competency includes specific skills and knowledge.

### 5. Competency based assessment

VET students are assessed as 'competent' or 'not yet competent' in each unit of competency. To be assessed as competent, you must show a consistent application of skills and knowledge to the standard required in the workplace. To make sure you are ready to begin your career or continue with further study, assessments take place in a real or simulated workplace environment.



Top to bottom: Sport and Recreation, Animal Studies, Cisco®



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# VET myths versus facts

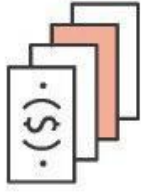


**1**

**Myth:**  
**Fact:**

**University graduates earn more than VET graduates.**

**University and VET both offer a wide range of qualifications that lead to a wide range of salaries. The salary you earn is a result of your qualification and what you do with it – not where you get it.**



To put this into perspective, the highest average starting salary for a university graduate is \$78,300 (Dentistry) (The Social Research Centre 2018). The highest average starting salary for a VET graduate is \$91,000 (Certificate IV in Hazardous areas – Electrical) (myskills 2018).

**2**

**Myth:**  
**Fact:**

**There are fewer job opportunities for VET graduates.**

**More than half of all new jobs projected to be created by 2022 will be achievable with a VET qualification.**



57% of new jobs projected by 2022 will be achievable with a VET qualification (Labour Market Information Portal 2017).

**3**

**Myth:**  
**Fact:**

**VET is only for VCAL students.**

**VET is for VCE and VCAL students.**

VET can provide credit towards the VCE and VCAL. It is important to choose studies that complement your pathway.

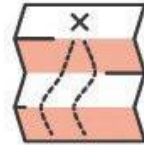


**4**

**Myth:**  
**Fact:**

**You cannot go to university if you do VET at school.**

**You can still go to university if you do VET at school.** If you are a VCE student, VET can be used in the calculation of your Australian Tertiary Admission Rank (ATAR).



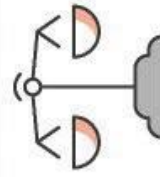
If you do not achieve the ATAR you need, or if you are a VCAL student, undertaking a VET qualification may give you an alternative pathway to university.

**5**

**Myth:**  
**Fact:**

**VET courses delivered to secondary students are not the same as VET courses delivered to everyone else.**

**VET courses delivered to secondary students are identical to VET courses delivered to everyone else.** VET has national standards. The same standards apply to everyone undertaking a qualification.



Top to bottom: Laboratory Skills, Integrated Technologies, Engineering



[www.vcaa.vic.edu.au/getvet](http://www.vcaa.vic.edu.au/getvet)

# This is what a VET pathway looks like

## Creating your pathway

A pathway shows the steps you plan to take to achieve your career goals. Pathways are flexible – not fixed. If your goals or job opportunities change, your pathway can change too. Sometimes a course from one institution will provide credit towards a course from another institution, so you do not repeat the same units. This can be between VET courses and in some cases between a higher level VET qualification and a bachelor degree.

## Designing your learning program

A VCE VET program can often complement a VCE study. For example, Certificate III in Screen and Media can complement VCE Media.



### Flexible pathway



Marilee included Certificate II in Hospitality in her VCE.



Marilee gained employment working in the kitchen at an aged care facility. Marilee liked the interaction with the residents and decided to do a Certificate III in Individual Support.



When Marilee received her qualification she was employed as an aged care worker.



Marilee went on to undertake a Diploma of Leadership and Management.

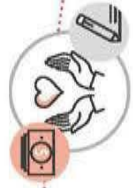


Marilee is now a manager at an aged care facility.

### Directional pathways



Chaun included Certificate III in Allied Health Assistance in his VCE.



Chaun gained employment as a nursing support worker in disability care. He was able to provide financial support for his family while he undertook a Diploma of Nursing.



When Chaun received his qualification he was employed as an enrolled nurse. He was also accepted into university to commence a Bachelor of Nursing.



Chaun graduated and was employed as a graduate registered nurse.



Emily included Certificate II in Building and Construction in Year 10, 11 and 12.



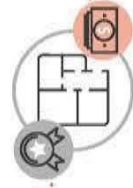
In Year 12, Emily commenced a Certificate III in Carpentry as a School Based Apprenticeship in her VCAL.



After secondary school, Emily continued her apprenticeship full-time.



Emily worked as a qualified carpenter while undertaking a Diploma of Building and Construction.



Emily became a Registered Domestic Builder (Unlimited).



VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY



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# This is how VET can prepare you for the jobs of the future

## Technology and globalisation are changing the jobs we do.

To make sure VET graduates are ready for these changes, industry and government work together to make sure VET courses give graduates the skills and knowledge that employers need – now and in the future.



### VET prepares you to be an adaptable worker by developing important employability skills.

On average, working or training in one job will provide you with the skills for 13 other jobs (The Foundation for Young Australians 2017).

### VET can lead to careers in the fastest growing industries.

Industries with the most new jobs created by 2022 (Labour Market Information Portal 2017):

- health care and social assistance
- professional, scientific and technical services
- construction
- education and training
- accommodation and food services

### VET can lead to employment in the fastest growing careers.

Careers with the most new jobs by 2022 (Labour Market Information Portal 2017):

- aged care
- disability care
- nursing
- early childhood education

### Starting VET at secondary school can give you a head start on joining the workforce with a qualification directly linked to employment.

90% of all new jobs will require post-school education (Labour Market Information Portal 2017).

### VET gives you the opportunity to get experience in the workplace and show employers that you have the right attitude towards work.

The two best ways to improve your job prospects are having experience in the workplace and a good attitude towards work (Australian Government Department of Employment n.d.).

### 84% of VET graduates achieved their goal for training (NCVER 2017):

- to get a job
- to develop or start their own business
- to try for a different career
- to get a better job or promotion
- it was a requirement of their job
- to gain extra skills for their current job
- as further study to get into another course of study
- as personal development

### 92% of VET graduates recommended their training (NCVER 2017).



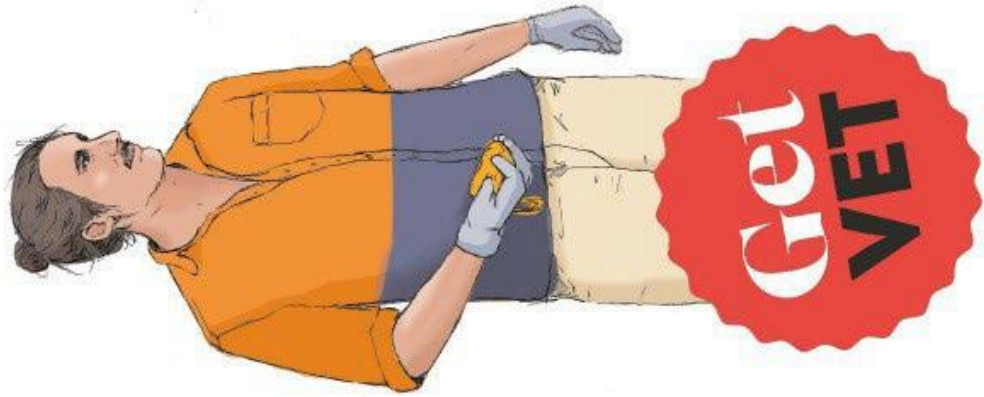
Top to bottom: Health, Laboratory Skills, Building and Construction



[www.vcaa.vic.edu.au/getvet](http://www.vcaa.vic.edu.au/getvet)



# This is what you get from VET



Top to bottom: Hair and Beauty, Engineering, Hospitality

- 

**Nationally recognised qualification**  
VET is a national system with qualifications that are recognised and can lead to employment anywhere in Australia.
- 

**Contribution towards VCE or VCAL**  
VET qualifications can contribute towards your VCE or VCAL.
- 

**Skills**  
**Technical skills**  
Develop technical skills through specialised training for a specific job or industry.

**Employability skills**  
Develop non-technical skills that can be applied across different jobs and industries. Skills include:

  - communication
  - teamwork
  - problem solving
  - initiative and enterprise
  - planning and organising
  - self-management
  - learning
  - technology
- 

**Knowledge**  
**Specialised knowledge**  
Gain knowledge through specialised training to understand and perform specific workplace tasks.

**Industry knowledge**  
Learn how an industry works – see the big picture and learn how to progress your career.
- 

**Employment opportunities**  
VET can lead to full-time, part-time or casual employment opportunities. This flexibility may allow you to follow multiple interests at the same time – like employment, education and volunteering.
- 

**Financial outcomes**  
**Earn while you learn**  
Apprenticeships and traineeships allow you to earn an income as you train, study and work.
- 

**Gain qualified employment to finance further studies**  
Once you receive a VET qualification you may be able to gain employment that can finance further studies – like a more advanced qualification.
- 

**Secure income**  
A VET qualification in an area with increasing job opportunities may provide you with a secure income.
- 

**Education pathways**  
VET can lead to TAFE or university – it is up to you and your goals.



[www.vcaa.vic.edu.au/getvet](http://www.vcaa.vic.edu.au/getvet)







# What can I get from my VET?



## VCE VET programs with scored units 3 and 4 sequences:

- Business\*
- Community Services\*
- Creative and Digital Media\*
- Dance
- Engineering
- Equine Studies
- Furnishing
- Health\*
- Hospitality
- Integrated Technologies
- Information, Digital Media and Technology\*
- Laboratory Skills
- Music Industry\*
- Sport and Recreation\*



\* Additional non-scored Units 3 and 4 sequences are available from these programs.



You get a study score which is reported on your VCE or VCAL statement of results.

Will you do the school assessed coursework and end of year examination?



You get credit towards your VCE or VCAL at all levels.

If you are a VCE student, your study score may contribute towards your ATAR.

You do not get a study score or contribution towards your ATAR.

You get credit towards your VCE or VCAL at all levels.



**Notes**

- If the scaled study score you receive for your VET is one of your three highest permissible (not including your highest score in either English, English EAL, English Language or Literature), it may contribute towards your ATAR as one of your primary four studies.
- If the scaled study score you receive for your VET is either your fifth or sixth highest permissible, it may contribute towards your ATAR as a fifth or sixth study increment, calculated using 10% of that study score.
- Increments for an additional non-scored Units 3 and 4 sequence from a scored VCE VET program are calculated using 10% of the lowest study score from the primary four.
- A maximum of two increments may contribute towards your ATAR.
- There are restrictions on some study area groupings when calculating the ATAR.

For further information about the ATAR, visit [vtac.edu.au](http://vtac.edu.au)



### Study area groupings:

VET programs and VCE studies are grouped by study areas, such as Hospitality, English, Mathematics or Information Technology. This is called a study area grouping. To check the list of study area groupings, the studies they include and the restrictions that apply, visit: [vtac.edu.au/studyareagroupings](http://vtac.edu.au/studyareagroupings)



[www.vcaa.vic.edu.au/getvet](http://www.vcaa.vic.edu.au/getvet)





# What can I get from my VET?



## VCE VET programs with non-scored units 3 and 4 sequences:

- Agriculture, Horticulture, Conservation and Land Management
- Animal Studies
- Applied Fashion Design and Technology
- Applied Language
- Automotive
- Building and Construction
- Business
- Cisco
- Civil Infrastructure
- Community Services
- Creative and Digital Media
- Electrical Industry
- Hair and Beauty
- Health
- Information, Digital Media and Technology
- Music Industry
- Plumbing
- Small Business
- Sport and Recreation

## Apprenticeship or Traineeship

## Other VET qualifications



You get a nationally recognised VET certificate.

Will you complete the qualification?

YES

NO

You get a statement of attainment for the units you complete.



Scored assessment is not available.

You get credit towards your VCE.

VCE

Are you doing VCE or VCAL?

VCAL

You get credit towards your VCAL at all levels.

Will you complete a Units 3 and 4 sequence?

YES

You may get a contribution towards your ATAR as a fifth or sixth study increment.

**Notes**

Fifth or sixth study increments for non-scored VCE VET programs are calculated using 10% of the lowest study score of the primary four.

- A maximum of two increments may contribute towards your ATAR.
- There are restrictions on how 'other VET qualifications' (also known as Block Credit) contribute to the ATAR.
- There are restrictions on some study area groupings when calculating the ATAR.

For further information about the ATAR, visit [vtac.edu.au](http://vtac.edu.au)



**Study area groupings:**

VET programs and VCE studies are grouped by study areas, such as Hospitality, English, Mathematics or Information Technology. This is called a study area grouping. To check the list of study area groupings, the studies they include and the restrictions that apply, visit: [vtac.edu.au/studyareagroupings](http://vtac.edu.au/studyareagroupings)

NO

There will be no contribution towards your ATAR.



[www.vcaa.vic.edu.au/getvet](http://www.vcaa.vic.edu.au/getvet)





## STRUCTURED WORKPLACE LEARNING

Structured Workplace Learning (SWL) recognition provides the formal framework and processes to enable students to their on-the-job experience and learning in a workplace with nationally recognised VET undertaken as part of either the VCE or the VCE Vocational Major.

Students will participate in two, two-week long block placements in each semester. This is a change from the current one day per week work placement. Changes to this were required due to employer's requests and the new Vocational Major Certificate.

Structured Workplace Learning (SWL) experiences help students relate theory to a real-world work environment while developing their skills. SWL is a valuable component of all VET qualifications, and where possible should be spread across the duration of the VET program. It provides context for:

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competency/modules, as determined by the Registered Training Organisation
- increased employment opportunities.

In all cases, SWL is strongly recommended. Several VCE VET programs have a mandated SWL component. The SWL requirements are expressed in hours and weeks and are expected to be carried out over the duration of VCE VET programs.

SWL recognition is available for students who undertake SWL in an industry aligned to the VCE VET program they are enrolled in. SWL recognition is also available for students undertaking a school-based apprenticeship or traineeship (SBAT). In order to receive VCE or VCE VM credit, students need to maintain and complete their Workplace Learning Record (WLR). It should be noted that industrial agreements may stipulate the length of a working week in a particular industry and this may differ from the VCAA recommendation. The industry requirements are to be adhered to.

WLRs are available for download on the relevant [VCE VET programs](#) page.

A complete list of VCE VET WLRs will be made available in the resources below. The SBAT WLRs are available for download on the [Apprenticeships and Traineeships page](#). The SWL assessment record, to be filled out and signed by the assessor or teacher, can be found on the SWL recognition [assessment guidelines page](#).

### SWL CREDIT RECOGNITION

SWL recognition benefits:

- Students experience a high-quality placement with employers who understand their VCE VET program.
- Students are better prepared for employment, with a greater understanding of their personal strengths and career opportunities.
- Students achieve VCE or VCE VM credit by learning in the workplace.

School-based apprenticeships or traineeships:

- Students are able to receive credit for workplace learning recognition while undertaking a SBAT. It works in the same way as SWL recognition with three stages required to achieve credit into the VCE or VCE VM.

In order for a student to be eligible for credit they should:

- be enrolled in a minimum of 180 hours in the VCE VET program or SBAT for the year
- undertake a minimum of 10 days full-time equivalent of structured work placement
- complete the WLR according to the VCAA assessment guidelines
- report on at least six UoCs in Section 2 of the WLR one UoC must be a work, health and safety unit.

SWL recognition provides credit at VCE units 1 and 2 level only and for all three levels of VCE VM as general credits.

Credit is limited to one unit per year with a maximum of three units in any single VCE VET program, with four units of credit being available for all types of VET training.

Credit for SBATs is limited to two units per year.

Further information regarding SWL is available at: <https://www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/Index.aspx>



## SWL ARRANGEMENTS

All structured workplace learning arrangements must comply with [Ministerial Order 55 — Structured Workplace Learning Arrangements](#) and the accompanying arrangement forms must be used — refer to the [Resources](#) tab.

The Department has developed comprehensive guidance, on the [Guidance](#) tab, to support schools to comply with their obligations under Ministerial Order 55.

## SWL ARRANGEMENT FORM

This [Structured Workplace Learning Arrangement Form](#) must be completed and signed before the structured workplace learning commences. It must be signed by:

- the employer
- the student
- the parent/guardian of the student — if the student is under 18 years of age
- the Principal or Acting Principal — this authority cannot be delegated to an Assistant Principal or other member of staff.

The Principal must ensure a copy of the signed Arrangement Form is provided to each party. The Principal should retain the original copy.

Variations or amendments to the Arrangement Form may only be made in writing and must be signed by the employer, student, parent/guardian (if the student is under 18 years of age) and the Principal.

## SWL TRAVEL AND ACCOMMODATION FORM

The [Structured Workplace Learning Travel and Accommodation Form](#) must be used:

- if it is proposed that the student may need to undertake vehicle travel with their employer and/or supervisor during the arrangement, including travel to-or-from the workplace
- if the student is required to stay in accommodation other than their normal place of residence while undertaking structured workplace learning

This form must be signed by:

- for travel — both the employer and the parent/guardian — or the student if they are aged 18 years or over
- for accommodation — the parent/guardian — or the student if they are aged 18 years or over

## OCCUPATIONAL HEALTH AND SAFETY

Principals must be satisfied that a student is either undertaking or has completed occupational health and safety (OHS) training prior to commencing structured workplace learning as follows:

- where a student is undertaking structured workplace learning as part of a VET program within VCE or VCE VM — the principal must be satisfied that the student
  - is undertaking, or
  - has completed the OHS training unit of competency within the VET program.
- where a student is undertaking structured workplace learning which is not part of a VET program, or structured workplace learning which is not related to their VET program within VCE or VCE VM — the principal must be satisfied that the student has completed an OHS program required by the Department as follows:
  - if the student is undertaking VCE Industry and Enterprise — they must complete [safe@work](#)
  - if the student is undertaking VCE VM — they must complete Work Related Skills Unit 1 and [safe@work](#).



## CHILD SAFE STANDARDS

To create and maintain a child safe organisation, all Victorian schools must comply with [Ministerial Order 870 — Child Safe Standards](#)

Child Safe Standard 6 requires schools to develop and implement risk management strategies to ensure students' safety in the school environment. The school environment includes workplace learning environments where students undertake:

- work experience
- structured workplace learning
- school community work/volunteering, and School Based Apprenticeships and Traineeships

For more information, visit the [Department PROTECT page](#).

## RELEVANT LEGISLATION

[Education and Training Reform Act 2006 \(Vi](#)

Find current work placements and opportunities offered by employers across Victoria

There are many ways that secondary school students can connect to the world of work. Click on Start Search Now or learn more using the links below.

1,187	Positions Available
13,293	Positions Used

The Department has established the **SWL Statewide Portal** — a website which provides students and teachers with a single, easy to navigate, information and referral point for structured workplace learning opportunities offered by a diverse range of employers.

**Searching on the portal can be done by:**

- location
- Industry, or
- VET certificate

WynBay LLEN helps school students undertaking VET as part of their VCE and VCE VM studies, including School-based Apprenticeships and Traineeships (SBATs), to access Structured Workplace Learning (SWL) placements in industry and business. We have contacts with employers in automotive, building and construction, electro-technology and other sectors.

If you are a student or teacher looking for structured workplace learning opportunities, visit the [SWL Statewide Portal](#):

<http://www.workplacements.education.vic.gov.au/>