

BVC

Brimbank VET Cluster



VET STUDENT HANDBOOK

2021

BVC

Brimbank VET Cluster

PROVIDING QUALITY VOCATIONAL
PROGRAMS FOR THE STUDENTS
OF BRIMBANK



St ALBANS
SECONDARY COLLEGE



KEILOR DOWNS COLLEGE



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Taylors Lakes
SECONDARY COLLEGE



Springside
West
Secondary College



Copperfield
COLLEGE



Footscray
High School



victoria university
secondary college



CAROLINE
CHISHOLM
CATHOLIC COLLEGE



Sunshine College
Creating Futures



BRIMBANK VET CLUSTER

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

The Brimbank VET Cluster comprises of the following schools:

- **CAROLINE CHISHOLM CATHOLIC COLLEGE (CCCC)**
- **COPPERFIELD COLLEGE (CC)**
- **CATHOLIC REGIONAL COLLEGE SYDENHAM (CRC)**
- **FOOTSCRAY HIGH SCHOOL (FHS)**
- **KEILOR DOWNS COLLEGE (KDC)**
- **LAKEVIEW SENIOR COLLEGE (LV)**
- **MARIAN COLLEGE (MC)**
- **OVERNEWTON ANGLICAN COMMUNITY COLLEGE (OC)**

- **ROSMOND SCHOOL (RS)**
- **SPRINGSIDE WEST SECONDARY COLLEGE (SW)**
- **ST ALBANS SECONDARY COLLEGE (SAC)**
- **SUNSHINE COLLEGE (SUN)**
- **TAYLORS LAKES SECONDARY COLLEGE (TLC)**
- **VICTORIA UNIVERSITY SECONDARY COLLEGE (VUSC)**

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

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

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12

**Certificate III in
ACTING (SCREEN)**



13

**Certificate III in
ALLIED HEALTH
ASSISTANCE**



14

**Certificate II in
APPLIED FASHION
DESIGN TECHNOLOGY**



15

**Certificate II in
AUTOMOTIVE**



16

**Certificate III in
BAKING**



17

**Certificate III in
BEAUTY**



18

**Certificate II in
BUILDING &
CONSTRUCTION**



19

**Certificate II & III in
BUSINESS**



20

**Certificate III in
COMMUNITY SERVICES**



21

**Certificate II in
DANCE**



22	Certificate II in ELECTROTECHNOLOGY
23	Certificate II in ENGINEERING
24	Certificate II in FURNITURE MAKING
25	Certificate III in HEALTH SERVICES ASSISTANCE
26	Certificate II in HORTICULTURE
27	Certificate III in INFORMATION DIGITAL MEDIA & TECHNOLOGY
28	Certificate II in KITCHEN OPERATIONS
29	Certificate II in HOSPITALITY & II IN KITCHEN OPERATIONS
30	Certificate III in LABORATORY SKILLS
31	Certificate II in MAKEUP

32	Certificate III in MUSIC PERFORMANCE
33	Certificate III in SOUND PRODUCTION
34	Certificate II in PICTURE FRAMING
35	Certificate II in PLUMBING
36	Certificate II in SALON ASSISTANT
37	Certificate III in SCREEN MEDIA
38	Certificate III in SCREEN MEDIA GAMING
39	Certificate II in SIGNAGE & GRAPHICS
40	Certificate III in SPORT & RECREATION
41	Certificate III in SPORT & RECREATION SOCCER
42	Certificate II in SMALL BUSINESS

Articulate

Simple way of connecting one level of training with another higher level.

Auspiced by

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

Competency

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

Module

A unit of study in a VET course.

Nationally accredited

A qualification which is valid and recognised throughout the nation.

Pathways

Ways to develop a person's career opportunities.

RTO

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

Stream

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

Structured Workplace Learning

Workplace learning that is undertaken as part of an accredited vocational training program such as VCAL or VET.

Vocation

Is a chosen field of work or career.

WHAT IS VET?

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

FEATURES OF VET

- VET is usually a two year program combining general VCE / VCAL studies with accredited vocational education and training.
- It enables students to complete a nationally recognised vocational qualification (e.g.. Certificate II Media) and the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) at the same time.
- VET allows students to go directly into employment or receive credit towards further study.
- Important Industry Specific Skills and workplace skills are learnt through the VET program.

HOW DOES VET WORK?

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

STRUCTURED WORKPLACE LEARNING (SWL)

Students undertake work with an employer that enables the student to demonstrate their

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

CONTRIBUTION TO THE VCE

- All VCE VET programs contribute to VCE Units that provide credit towards the VCE in the same way as a VCE study.
- Most VCE VET programs can provide credit for VCE Units 1 to 4. A small number of shorter qualifications can provide credit for VCE Units 1 and 2 only.
- Some VCE VET programs are scored and some VCE VET programs are unscored.
- VCE VET programs with a Units 3 and 4 sequence can be included in the calculation of your ATAR.
- Scored VCE VET programs give you a study score for the Units 3 and 4 sequence that is achieved through school-assessed coursework and an externally set examination.
- Scored VCE VET programs provide a study score that contributes directly to your ATAR, either as one of your primary four studies or as a fifth or sixth study increment.
- Unscored VCE VET programs do not give you a study score but they can still contribute to your VCE.
- When you receive a Units 3 and 4 sequence towards your VCE from an unscored VET program, they may contribute towards the calculation of your ATAR by VTAC.

CONTRIBUTION TO THE VCAL

- Contributes to the satisfactory completion of the VCAL - Industry Specific Skills.
- 90 hours of VET gains one VCAL credit. This usually represents one semester of classes.



AUTOMOTIVE TECHNOLOGY

Mechanic, Electrician, Body Repairer, Air-conditioning Fitter, Parts, Retail, Business Operator, Driver, Mechanical Engineering, Aircraft Engineering.

ALLIED HEALTH / HEALTH SERVICES ASSISTANCE

Nursing, Aged Care, Theatre Technicians, Dieticians and other related health care careers.

ACTING

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

APPLIED FASHION & DESIGN

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

BEAUTY

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

BUILDING AND CONSTRUCTION

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

BUSINESS ADMINISTRATION

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

COMMUNITY SERVICES

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

DANCE

Full time dance courses, Production Companies, Musical Theatre, Professional Agencies Linked To Television.

ELECTROTECHNOLOGY

Technician, Technologist, Tradesperson, Serviceperson, Engineer, Engineering Technologist.

ENGINEERING

Toolmaking, Fitting and Machining, Welding, Sheetmetal Work, Instrument Making, Aircraft Mechanic, Marine Mechanic, Electrical Mechanic, Lift Mechanic, Motor Mechanic, Drafting.

FURNISHINGS

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

FOOD PROCESSING (RETAIL BAKING)

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

SALON ASSISTANT

Hairdresser, Hair Stylist.

HORTICULTURE

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

HOSPITALITY / KITCHEN OPERATIONS

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

INFORMATION DIGITAL MEDIA & TECHNOLOGY

Network Engineer, Computer Hardware Service Technician, Computer Operator, Data Processing Operator.

MUSIC

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

LABORATORY SKILLS

Food, chemical, manufacturing, construction materials, biological, environmental and pathology industries.

PICTURE FRAMING

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

PLUMBING

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

SCREEN MEDIA

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

SIGNAGE (SIGN WRITING)

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

SPORT & RECREATION

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

SMALL BUSINESS MANAGEMENT

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





THE VET ADVANTAGE

VET INCREASES STUDENTS' LEARNING POTENTIAL

- Broadens VCE/ VCAL options.
- Develops the student's capacity to make decisions and solve problems.
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment.
- Matches student interest and career directions through the provision of strong pathways.

VET GIVES NATIONAL QUALIFICATIONS AND SKILLS

- Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.
- VET qualification articulates directly into further education and training at TAFE, e.g., Cert II in Automotive Technology provides students with a pre apprenticeship in this industry area.
- VET provides access to a range of different technologies related to the workplace.

VET PREPARES STUDENTS FOR THE WORKFORCE

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

VET COURSE REQUIREMENTS

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

STUDENTS ABSENCES

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

MAKE UP CLASSES

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

PUNCTUALITY

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

WORK REQUIREMENTS

All tasks as assigned by the trainer/ employer are to be completed BY THE DUE DATE. Students who fail to meet deadlines will be given a warning and a second submission date will be negotiated.

STUDENTS WHO FAIL TO COMPLETE SET TASKS, BY THE END OF THE TERM THAT THE TASKS WERE SET, WILL BE WITHDRAWN FROM THE PROGRAM.

UNIFORM

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

STUDENT BEHAVIOUR

Students will abide by the trainer's rules and the rules of the Delivery School whenever they are on the site. This includes meeting Occupational Health and Safety Requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard and comply with the VET Student Contract.

TRANSPORT ARRANGEMENTS

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

WORK PLACEMENTS

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

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



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

ENROLLING IN UNITS 3 & 4

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

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

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

COURSE FEES

As determined by the Cluster, all fees associated with the course, will be paid on time. (Please refer to school for more details.) Some courses also incur other costs for example uniform costs or excursions, on top of these fees. Consult your

HOW TO APPLY

It is strongly recommended that any students who are undecided regarding a VCE or VCAL program should select a VET subject as part of their senior school program.

Students who opt to undertake VCAL after the commencement of the school year may not be able to access VET due to demand. Interested applicants should complete the Online Expression of Interest and Student Contract.

- 1** Attend Course counselling at your school.
- 2** Fill in an expression of interest on the Brimbank VET Portal
- 3** Complete the VET Contract and pay a deposit. (There is a cost associated with each program, a deposit is required to secure your place)
- 4** Once your place is confirmed you must attend Orientation (for Units 1-2 only) on Tuesday 24th November 1.30pm – 3.30pm.

PLEASE NOTE:

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

22307VIC Certificate III in ACTING (SCREEN)

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

CLUSTER PROVIDER

Taylors Lakes Secondary
College

RTO

Australian College of
Dramatic Arts (3139)

DAY & TIME

Units 1&2 Tuesday

1.30pm – 4.30pm

Units 3&4 Thursday

1.30pm – 4.30pm

VCE: Block credit arrangements are available for this program.

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

ATAR: Contribution 10%.

SWL: Work placement is not required, but recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
CUECOR02C	Work with others	15
BSBWOR301	Organise personal work priorities	30
CUSOHS301A	Follow occupational health and safety procedures	10
ICPDMT263	Access and use the internet	20
CUFIND201A	Develop and apply creative arts industry knowledge	20
CUSMPF302A	Prepare for performances	35
VU21837	Prepare and present self for auditions	45
VU21838	Develop script knowledge and performance skills	45
VU21839	Develop acting techniques	45
Code	VCE VET UNITS 3 & 4	Hours
BSBDIV301	Work effectively with diversity	30
CUFIND401A	Provide services on a freelance basis	30
FNSCUS401	Participate in negotiations	20
VU21843	Write the script	50
VU21840	Expand skills for auditions	50
VU21841	Expand script knowledge and performance skills	50
VU21842	Extend acting techniques	50
ELECTIVE	Select 1 out of 5 modules	Hours
CUFMUP401A	Design, apply and remove make-up	160
CUFAIR302A	Develop techniques for presenting information to camera	30
CUFDRT602A	Audition and select performers	50
CUFCAM401A	Shoot a wide range of television content	70
CUFDRT502A	Direct performers	50

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

HLT33015 Certificate III in ALLIED HEALTH ASSISTANCE

This course is designed to educate & engage students in the health services industry and acts as a platform for employment or for further study upon completion. There is flexibility in the delivery of this course that it is suited to students studying VCAL or VCE in either scored or unscored programs.

Students with a strong interest in the health services industry may want to complete this course. This course provides an opportunity for students to gain a nationally recognized qualification and gain experience in a variety of health professions.

CLUSTER PROVIDER

Catholic Regional College

RTO

ACU College (3578)

DAY & TIME

Units 1&2 Tuesday

1.50pm – 5.20pm

Units 1&2 Wednesday

1.50pm – 5.20pm

Units 3 & 4 Thursday

1:50pm - 5:20pm

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

VCAL: This program contributes to Industry Specific Skills Strand.

ATAR: Scored Assessment.

SWL: 80 hours of work placement, over the 2 years, is compulsory for all students undertaking the course.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

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

Denotes compulsory units for scored assessment

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



MST20616 Certificate II in APPLIED FASHION DESIGN & TECHNOLOGY

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

CLUSTER PROVIDER

St Albans Secondary
College

RTO

Ripponlea (21230)

DAY & TIME

Units 1&2 Tuesday
1.30pm – 5.00pm

Units 3&4 Thursday
1.30pm – 5.00pm

VCE: VCE students will receive four VCE VET units.

VCAL: This program contributes to the Industry Specific Skills Strand

ATAR: contribution 10%

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
MSMWHS200	Work safely	30
MSS402051	Apply quality standards	30
MSTCL1001	Produce a simple garment	40
MSTCL2010	Modify patterns to create basic styles	50
MSTCL2011	Draw and interpret a basic sketch	30
MSTGN2003	Work in the TCF Industry	40
MSTFD2006	Use a sewing machine for fashion design	80
MSTTX1001	Produce a simple textile fabric or product	40
MSTFD3003	Prepare Design Concept For A Simple Garment	80
Code	VCE VET UNITS 3 & 4	Hours
MSMENV272	Participate in environmentally sustainable work practices	30
MSTGN2013	Identify fibres, fabrics & textiles used in the TCF Industry	80
MSTFD3003	Add Embellish Garment By Hand Or Machine	40
MSTFD2001	Design and produce a simple garment	80

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

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



CLUSTER PROVIDER

Copperfield College
Apprenticeship Groups
Australia

RTO

CC Chisholm (0260)
AGA (3829)

DAY & TIME

CC Units 1&2 Tuesday
9.00am – 1.00pm

CC Units 1&2 Tuesday
1.30pm – 5.00pm

CC Units 3&4 Thursday
9.00am – 1.00pm

CC Units 3&4 Thursday
1.30pm – 5.00pm

AGA Units 1&2 Tuesday
9.00am – 3.00pm

AGA Units 3&4 Thursday
9.00am – 3.00pm

VCE: VCE students will receive four VCE VET units.

VCAL: This program contributes to the Industry Specific Skills Strand Benefit for pathways to apprenticeship.

ATAR: contribution 10%

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

CC VCAL: 20 days of work placement is compulsory to successfully complete this course.

VCE: Work placement is highly recommended, see your VET trainer.

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

AUR20716 Certificate II in AUTOMOTIVE VOCATIONAL PREPARATION

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

Code	VCE VET UNITS 1 & 2	Hours
AURASA002	Follow Safe Working Practices in an Automotive Workplace	25
AURTTK002	Use & Maintain Tools & Equipment in an Automotive Workplace	20
AURAEA002	Follow Environmental & Sustainability Best Practice in an Automotive Workplace	20
AURTTA027	Carry Out Basic Vehicle Servicing Operations	40
AURTTB007	Remove and replace brake assemblies	20
AURETR003	Identify Automotive electrical Systems & Components	25
AURLTA001	Identify Automotive Mechanical Systems & Components	25
AURTTJ003	Remove and replace wheel and tyre assemblies	10

Code	VCE VET UNITS 3 & 4	Hours
AURETK003	Operate Electrical Test Equipment	40
AURTTE008	Dismantle and assemble multi-cylinder engines	20
AURETR006	Solder Electrical Wiring & Circuits	20
AURETR048	Construct & Test Basic Electronic Circuits	40
AURAF A003	Communicate Effectively in an Automotive Workplace	20
AURAF A004	Resolve Routine Problems in an Automotive Workplace	20
AURTTE007	Dismantle & Assemble Single Cylinder 4 Stroke Petrol Engines	40

FUTURE PATHWAYS: The Certificate can lead to advanced Certificate levels, Apprenticeships and Diploma Studies.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.



FBP30517 Certificate III in

BAKING

To provide skills in the area of retail bakery. The course is nationally recognised but is not scored and therefore cannot be included in the students best four scores.

CLUSTER PROVIDER

Catholic Regional College

RTO

William Angliss (3045)

DAY & TIME

Units 1&2 Tuesday
9.00am – 5.00pm *VCAL*

Units 1&2 Tuesday
2.15pm – 5.00pm *VCE*

Units 1&2 Wednesday
9.00am – 5.00pm *VCAL*

Units 1&2 Wednesday
2.15pm – 5.00pm *VCE*

Units 3&4 Thursday
9.00am – 5.00pm *VCAL*

Units 3&4 Thursday
2.15pm – 5.00pm *VCE*

VCE: VCE students will receive four VCE VET units.

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Contribution 10%.

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
FDFOP2016A	Use numerical applications in the workplace	30
FBPRBK3001	Produce laminated pastry products	100
FDFFS2001A	Implement the food safety program and procedures	30
FBPRBK3010	Produce cake and pudding products	120
FBPRBK3014	Produce sweet yeast products	100
FBPRBK3008	Produce sponge cake products	80
FBPRBK3009	Produce biscuit and cookie products	80
FBPRBK3018	Produce basic artisan products	100
FDFOHS2001A	Participate in OHS processes	40
FBPRBK2002	Use food preparation equipment to prepare fillings	40

Code	VCE VET UNITS 3 & 4	Hours
FBPRBK3006	Produce savoury bread products	100
FBPRBK3007	Produce speciality flour bread products	100
FBPRBK3002	Produce non laminated pastry products	80
FBPRBK3005	Produce basic bread products	120
FBPRBK3015	Schedule and produce bakery production	120
FBPRBK3016	Control and order bakery stock	40
FBPRBK4003	Produce gateaux, tortes and entremets	120
SITXHRM001	Coach others in job skills	20
FBPOPR3003	Identify cultural, religious and dietary considerations for food production	40

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

OTHER INFORMATION: Students are required to purchase and wear the CRC Bakery uniform, available from the CRC Bakery. Some hours may be delivered outside normal VET hours due to the nature of the workplace.



CLUSTER PROVIDER

Catholic Regional College

RTO

CRCIT (22427)

DAY & TIME

Units 1&2 Tuesday

10:00 am – 5:00pm

Units 1&2 Wednesday

1.50pm – 5.20pm

(partial completion)

Units 1&2 Thursday

10:00am - 5:00pm

Units 1&2 Thursday

1.50pm – 5.20pm

(partial completion)

Units 3&4 Tuesday

1.50pm – 5.20pm

(partial completion)

Units 3&4 Wednesday

1.50pm – 5.20pm

(partial completion)

Units 3&4 Thursday

10:00am – 5:00pm

Units 3&4 Thursday

1.50pm – 5.00pm

(partial completion)

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: 10% increment towards VTAC Aggregate.

SWL: Students undertake some work placement in the CRC Beauty Salon, however it strongly advised that students have a minimum of 10 hours in a salon for work experience each year.

UNIFORM: Students must wear the complete CRC Beauty services uniform and appearance must comply with OH&S standards.

SHB30115 Certificate III in BEAUTY SERVICES

This program is designed to provide an overview of the Beauty industry. It provides students with an opportunity to acquire skills, knowledge and personal attributes to work in the beauty industry.

Code	VCE VET UNITS 1 & 2	Hours
SHBBNLS001	Provide manicure and pedicure services	50
SHBXWHS001	Apply safe hygiene health work practices	40
SHBBMUP002	Design and apply makeup	45
SHBBMUP003	Design and apply make up for photography	30
SHBBRES001	Research and apply Beauty industry information	20
SHBXIND001	Comply with organisational requirements	45
SHBXCCS001	Conduct salon financial transactions	25
SHBBNLS004	Apply nail art	15
Code	VCE VET UNITS 1 to 4	Hours
SHBBMUP001	Apply eyelash extensions	30
SHBBOS001	Apply cosmetic tanning products	16
SHBBFAS001	Provide lash and brow services	15
SHBBCCS001	Advise on beauty products and services	30
HLTAID003	Provide First Aid	18
HLTAID001	CPR	4
SHBXCCS002	Provide salon service to clients	20

Please Note: Afternoon classes will result in partial completion not full certificate

FUTURE PATHWAYS: On successful completion of this program students will be able to gain employment and provide beauty and make-up services, both in Australia and internationally, typically in beauty salons, make-up studios, hairdressing salons, day spas, destination spas, on-board cruise ships, and as a freelance therapist. This course will create a pathway for further studies at TAFE or Private Providers, delivering the Certificate 4 Traineeship, Diploma in Beauty Therapy, Diploma in Make-up, and Dermal Sciences Degree.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm

CLUSTER PROVIDER

Keilor Downs College
Victoria University Secondary
College, Trade Training
Centre Cairnlea

RTO

KDC Kangan (3077)
VUSC VU (01377)

DAY & TIME

KDC Units 1&2 Tuesday
8.30am – 12.30pm

KDC Units 1&2 Tuesday
1.30pm – 5.30pm

KDC Units 3&4 Thursday
8.30am – 12.30pm

KDC Units 3&4 Thursday
1.30pm – 5.30pm

VUSC Units 1&2 Tuesday
1.30pm – 5.00pm

VUSC Units 3&4 Thursday
1.30pm – 5.00pm

VCE: VCE students will receive four VCE VET units.

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Contribution 10%.

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

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

FULL COMPLETION

OPTION: KDC 15 applied students may be able to complete a bridging course through Keilor Downs College at the end of units 3-4. (Full time intense programme for 4 weeks).

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

22338VIC Certificate II in BUILDING & CONSTRUCTION CARPENTRY PARTIAL COMPLETION

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

Code	VCE VET UNITS 1 & 2	Hours
CPCCCM1012A	Work effectively and sustainably in the construction industry	20
CPCCCM1014A	Conduct workplace communication	20
CPCCCM1015A	Carry out measurements and calculations	20
CPCCOHS2001A	Apply OHS requirements policies and procedures in the construction industry.	20
CPCCWHS1001	Prepare to work safely in the construction industry	6
HLTAID002	Provide basic emergency life support	12
VU22022	Identify and handle carpentry tools and equipment	100

Code	VCE VET UNITS 3 & 4	Hours
CPCCCM2006	Apply basic levelling procedures	8
VU22015	Interpret and apply basic plans and drawings	25
VU22023	Perform basic setting out	24
VU22024	Construct basic sub floor framing	48
VU22025	Construct basic wall frames	48
VU22026	Construct a basic roof frame	40
VU22027	Install basic external cladding	24

Electives may vary at delivery locations

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



CLUSTER PROVIDER

Copperfield College
Catholic Regional College
Victoria University Secondary
College Senior Campus

RTO

IVET (40548)

DAY & TIME

Units 1&2 Tuesday

1.30pm – 5.00pm

Units 3&4 Thursday

1.30pm – 5.00pm

CRC Units 1&2 Tuesday

1.50pm – 5.20pm

CRC Units 1&2 Wednesday

1.50pm – 5.20pm

CRC Units 3&4 Thursday

1.50pm – 5.20pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

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

CC VCAL: 20 days of work placement is compulsory to successfully complete this course.

VCE: Work placement is highly recommended, see your VET trainer.

UNIFORM:

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

BSB20115 Certificate II in BUSINESS

BSB30115 Certificate III in BUSINESS SELECTED MODULES

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

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR202	Organise and complete daily work activities	20
BSBINM201	Process and maintain workplace information	30
BSBCMM201	Communicate in the workplace	40
BSBITU213	Use digital technologies to communicate remotely	20
BSBWOR203	Work effectively with others	15
BSBCUS201	Deliver a service to customers	40
BSBIND201	Work effectively in a business environment	30
BSBSUS201	Participate in environmentally sustainable work practices	20
BMBINM202	Handle mail	15
BSBITU201	Produce digital text documents	60
BSBWOR204	Use business technology	20
BSBWHS201	Contribute to health and safety of self and others	20

Code	VCE VET UNITS 3 & 4	Hours
BSBCUS301	Deliver and monitor a service to customers	35
BSBINM301	Organise workplace information	30
BSBITU306	Design & produce business documents	80
BSBPRO301	Recommend products and services	20
BSBWOR301	Organise personal work priorities and development	30

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

FUTURE PATHWAYS: Business Services Training Package: including Business Admin, Information Management Services and Human Resource Management.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.



CHC32015 Certificate III in COMMUNITY SERVICES

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

CLUSTER PROVIDER

Copperfield College
Catholic Regional College

RTO

IVET (40548)

DAY & TIME

CC Units 1&2 Tuesday
9.00am – 12.30pm VCAL
1.35pm- 5.00pm VCE

CC Units 3&4 Thursday
9.00am – 12.30pm VCAL
1.35pm- 5.00pm VCE

CRC Units 1&2 Tuesday
1.50pm – 5.20pm

CRC Units 1&2 Wednesday
1.50pm – 5.20pm

CRC Units 3&4 Thursday
1.50pm – 5.20pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

SWL: **CRC:** 20 days work placement is compulsory to successfully complete this course.

CC: Work placement is highly recommended, see your VET trainer.

CC VCAL: 20 days of work placement is compulsory to successfully complete this course.

VCE: Work placement is highly recommended, see your VET trainer.

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR202	Organise and complete daily work activities	20
CHCCOM001	Provide first point of contact	35
CHCCOM005	Communicate and work in health or community services	30
CHCDIV001	Work with diverse people	40
HLTWHS001	Participate in workplace health and safety	20
FSKLRG09	Use strategies to respond to routine workplace problems	15
FSKOCM07	Interact effectively with others at work	10
FSKRDG10	Read and respond to routine workplace information	15
HLTAID002 *	Provide Basic Life Support	12
HLTAID003 *	Provide First Aid	18
Code	VCE VET UNITS 3 & 4	Hours
CHCCS016	Respond to client needs	60
CHCCDE003	Work within a community development framework	65
CHCCDE004	Implement participation and engagement strategies	85

**Electives may vary at Delivery Schools*

FUTURE PATHWAYS: Certificate IV, Diploma and Advanced Diploma in Community Services.

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

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.



CLUSTER PROVIDER

Taylors Lakes Secondary College
Catholic Regional College

RTO

AusDance (20949)

DAY & TIME

TLSC Year 1 Units 1&2

Tuesday 1.30pm – 5.00pm

CRC Units 1&2 Wednesday
1.50pm – 5.20pm

CRC Units 3&4 Thursday
1:50pm – 5:20pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: To be eligible for a study score students must successfully achieve all units of competence designated as the Units 3 & 4 sequence and a solo performance examination in the end-of-year examination period.

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

CUA20113 Certificate II in DANCE

WITH SELECTED UNITS FROM CERTIFICATE III IN DANCE

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

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR203	Work effectively with others	15
CUADAN201	Develop basic dance techniques (release 2)	20
CUAWHS101	Follow basic safe dance practices	60
CUAWHS201	Develop basic level physical condition for dance performance	40
Electives	Select 2 from Jazz, Contemporary or Street	
Code	VCE VET UNITS 3 & 4	Hours
CUAPRF201	Prepare self for performances	60
CUADAN202	Incorporate artistic expression into dance performances	65
CUAFIND201	Develop and apply creative arts industry knowledge	85
CUAPRF304	Develop audition techniques	
Electives	Select 2 from Jazz, Contemporary or Street	

Recommendations: An active interest in dance, prior dance experience is very beneficial. Students are strongly advised to complete Units 1 & 2 before enrolling in Units 3 & 4.

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

CLUSTER PROVIDER

Copperfield College,
Victoria University
Secondary College
Trade Training Centre
Cairnlea

RTO

Chisholm (0260)

DAY & TIME

CC Units 1&2 Tuesday

11.30am – 5.00pm

CC Units 3&4 Thursday

11.30am – 5.00pm

VUSC Units 1&2 Tuesday

11.00am – 5.00pm

VUSC Units 3&4 Thursday

11.00am – 5.00pm

VCAL students will be given preference due to the course delivery hours.

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

VCAL: This program contributes to the Industry Specific Skills Strand. CC VCAL 20 days of work placement is compulsory to successfully complete this course.

ATAR: Students who receive a units 3 and 4 sequence for the VCE VET Electrical Industry will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

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

UNIFORM: CC students are required to wear a uniform of work pants & safety top approx. \$60.

UEE22011 Certificate II in ELECTROTECHNOLOGY

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

Code	VCE VET UNITS 1 & 2	Hours
UEENEEE101A	Apply occupational H&S regulations, codes and practices in the workplace	20
CPCCWHS1001	Prepare to work safely in the construction industry	6
HLTAID001	Provide cardiopulmonary resuscitation	4
UEENEEA101A	Assemble electronic components	40
UEENEEA102A	Select electronic components for assembly	20
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40
UEENEEE105A	Fix and secure electrotechnology equipment	20
UEENEEE179A	Identify and select components, accessories and materials for energy sector work activities	20
UEENEEK142A	Apply environmentally and sustainable energy procedures in the energy sector	20
Code	VCE VET UNITS 3 & 4	Hours
UEENEEE104A	Solve problems in D.C. circuits	80
UEENEEE141A	Use of routine equipment /plant/ technologies in an energy sector environ.	60
UEENEEE148A	Carry out routine work activities in an energy sector environment	40

FUTURE PATHWAYS: Higher level certificates in the electrical/electronics. VUSC students who successfully complete this program will receive a guaranteed place at VU in the Advanced Diploma of Engineering 22228VIC providing they receive an intermediate or senior VCAL certificate (or VCE).

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.



CLUSTER PROVIDER

Catholic Regional College
Melton Campus

RTO

Educational Living Pty Ltd
(3784)

DAY & TIME

Units 1&2 Tuesday
1.00pm - 5.00pm

Units 3&4 Thursday
1.00pm - 5.00pm

This course is delivery by the Western Edge Cluster at CRC Melton. Places are limited.

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

VCAL: This program contributes to the Industry Specific Skills Strand.

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

SWL: A minimum of 10 days work placement.

UNIFORM: Students will receive a Hi-Vis top and jumper included in the Year 1 course fee. Students need to wear work pants and safety boots.

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

22470VIC Certificate II in ENGINEERING STUDIES

2 YEARS

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

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

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



MSF20516 Certificate II in FURNITURE MAKING PATHWAYS

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

CLUSTER PROVIDER

Catholic Regional College

RTO

AST (4603)

DAY & TIME

Units 1&2 Tuesday
1.50pm – 5.20pm

Units 1&2 Wednesday
1.50pm – 5.20pm

Units 3&4 Thursday
1.50pm – 5.20pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

SWL: Work placement is recommended.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
MSFFP2002	Develop a career plan for the furnishing industry	30
MSMENV272	Participate in environmentally sustainable work practices	30
MSMPC1103	Demonstrate care and apply safe practices at work	30
MGM16006A	Organise & Communicate Information	20
MSSFFP2006	Make Timber Simple Joints	40
MSFFP2005	Join Materials used in furnishing	10
MSFFP2007	Identify materials used in Furnishing Production	40
MSFFP2004	Apply Domestic Surface Coatings	40
MSMSUP106	Work in a team	30
MSFFP2002	Develop A Career Plan For The Furnishing Industry	30
Code	VCE VET UNITS 3 & 4	Hours
MSFFM2001	Use furniture making sector hand and power tools	40
MSFFM2002	Assemble furnishing components	20
MSFFP2001	Undertake a basic furniture making project	100
MSFGN2001	Make measurements and calculations	30

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



HLT33115 Certificate III in

HEALTH SERVICES ASSISTANCE

PARTIAL COMPLETION

INCORPORATING HLT33115 CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

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

CLUSTER PROVIDER

Copperfield College
Taylors Lakes Secondary College

RTO

IVET (40548)

DAY & TIME

Units 1&2 Tuesday

1.30pm – 5.00pm

Units 3&4 Thursday

1.30pm – 5.00pm

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

VCAL: This program contributes to Industry Specific Skills Strand.

ATAR: Scored Assessment.

SWL: Work placement is compulsory for VCAL students undertaking the course.

VCE: Work placement is highly recommended, see your VET trainer.

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
CHCCOM005	Communicate and work in health or community services	30
HLTINF001	Comply with infection prevention and control policies and procedures	25
HLTWHS001	Participate in workplace health and safety	20
BSBWOR301	Organise personal work priorities and development	30
CHCCCS002	Assist with movement	25
CHCCCS010	Maintain high standard of service	30
HLTAID003	Provide first aid	18
CHCCOM001	Provide first point of contact	35
CHCDIV001	Work with diverse people	40
CHCCCS020	Respond effectively to behaviours of concern	20
SITXCOM002	Show social and cultural sensitivity	20
Code	VCE VET UNITS 3 & 4	Hours
HLTAAP001	Recognise healthy body systems	70
BSBMED301	Interpret and apply medical terminology appropriately	60
CHCCCS009	Facilitate responsible behaviour	40
CHCPRP005	Engage with health professionals and the health system	40

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



CLUSTER PROVIDER

Footscray High School
Catholic Regional College

RTO

FHS Melbourne
Polytechnic (3075)
CRC TBC

DAY & TIME

FHS Units 1&2 Tuesday
1.30pm – 5.00pm

FHS Units 3&4 Thursday
1.30pm – 5.00pm

CRC Units 1&2

Wednesday
1.50pm – 5.20pm

CRC Units 3&4 Thursday
1.50pm – 5.20pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Contribution 10%.

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

ACH20416 Certificate II in HORTICULTURE

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

Code	VCE VET UNITS 1 & 2	Hrs
AHCWHS201	Participate in work health and safety processes	20
AHCPCM201	Recognise plants	40
AHCPMG201	Treat weeds	40
AHCSOL202	Assist with soil or growing media sampling & testing	30
AHCIRG215	Assist with low volume irrigation operations	40
AHCPGD201	Plant trees and shrubs	20
MEM18001C	Use hand tools (CRC Only)	20
Code	VCE VET UNITS 3 & 4	Hrs
AHCPMG202	Treat plant pests, diseases and disorders (Yr1 CRC)	30
AHCLSC201	Assist with landscape construction work (Yr1 CRC)	30
AHCLSC203	Install aggregate paths	20
AHCNSY201	Pot up plants	20
AHCNSY202	Care for nursery plants	20
AHCNSY203A	Undertake propagation activities	30
AHCPCM202	Collect, prepare and preserve plant specimens	30
AHCTRF203	Renovate grasses area	30
Code	VCE VET UNITS 3 & 4 CRC Sydenham	Hrs
AHCNSY204	Maintain indoor plants	20
AHCMOM203A	Operate basic machinery and equipment	20
AHCNSY203A	Undertake propagation activities	30
AHCNSY201	Pot up plants	20
AHCWRK201	Observe and report on weather	25
AHCWRK205	Participate in workplace communication	30
AHCIRG217	Assist with pressurised irrigation operations	40
AHCPGD203	Prune shrubs and small trees	35
AHCPGD202	Prepare and maintain plant displays	20

FUTURE PATHWAYS: Employment opportunities exist in a number of industry sectors such as landscaping, nursery, parks and gardens, and turf management.

CLUSTER PROVIDER

Copperfield College
Victoria University Secondary
College – Senior Campus
Catholic Regional College

RTO

IVET (40548)

DAY & TIME

Units 1&2 Tuesday

1.30pm – 5.00pm

Units 3&4 Thursday

1.30pm – 5.00pm

CRC Units 1&2 Tuesday

1.50pm – 5.20pm

CRC Units 1&2 Wednesday

1.50pm – 5.20pm

CRC Units 3&4 Thursday

1.50pm – 5.00pm

VCE: Students who undertake ICT30118 Certificate III in Information, Digital Media and Technology (partial completion) will be eligible for up to four units credit towards satisfactory completion of their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

SWL: A minimum of 2 weeks or 80 hours work placement is strongly recommended.

CC: Work placement is highly recommended, see your VET trainer.

CC VCAL: 20 days of work placement is compulsory to successfully complete this course.

VCE: Work placement is highly recommended, see your VET trainer.

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

ICT30118 Certificate III in

INFORMATION DIGITAL MEDIA & TECHNOLOGY PARTIAL COMPLETION

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

Code	VCE VET UNITS 1 & 2	Hours
BSBWHS304	Participate effectively in WHS communication and consultative processes (CORE)	20
BSBSUS401	Implement and monitor environmentally sustainable work practices	20
ICTICT202	Work and communicate effectively in an IT environment (CORE)	50
ICTSAS301	Run standard diagnostic tests (CORE)	40
Electives	Vary slightly based on different RTOs (Delivery locations). For example: Produce digital images for the web, Care for computer hardware, Operate application software packages	20

Code	VCE VET UNITS 3 & 4	Hours
ICTICT301	Create user documentation	20
ICTICT302	Install and optimise operating system software	20
ICTSAS307*	Install, configure and secure a small office or home office network	50
ICTSAS305*	Provide ICT advice to clients	40
ICTSAS306*	Maintain equipment and software	20
Electives	Vary slightly based on different RTOs (Delivery locations). For example: Review and maintain a website, Connect internal hardware components	

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

ORIENTATION: Students enrolled in Units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

CLUSTER PROVIDER DAY & TIME

Copperfield College

Units 1&2 Tuesday

1.30pm – 6.00pm

Units 3&4 Thursday

12.15pm – 5.30pm

Keilor Downs College

Units 1&2 Tuesday

1.30pm – 5.30pm

Marian College

Units 1&2 Tuesday

1.30pm – 6.00pm

Units 3&4 Thursday

1.30pm – 6.00pm

Footscray High School

Units 1&2 Tuesday

1.30pm – 5.30pm

Units 3&4 Thursday

1.30pm – 5.30pm

Catholic Regional College

Units 1&2 Tuesday 9:00am

-3:30pm (MANNA CRC)

Units 3&4 Thursday 9:00am

-3:30pm (MANNA CRC)

RTO

CC William Angliss (3045)

CRC CRCIT (22427) KDC

AIET (121314) FHS IVET

(40548) MC TBC

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

SWL: 20 days of work placement is compulsory to successfully complete this course.

CC VCAL: 20 days of work placement is compulsory to successfully complete this course.

VCE: Work placement is highly recommended, see your VET trainer.

SIT20416 Certificate II in KITCHEN OPERATIONS

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

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR203	Work effectively with others	15
SITXWHS001	Participate in safe working practices	12
SITHIND002	Source & use information on the hospitality industry	25
SITXFSA001	Use hygienic practices for food safety	15
SITHCCC002	Prepare and present simple dishes	25
SITXINV0002	Maintain the quality of perishable items	10
SITHCCC001	Use food preparation equipment	25
SITHCCC005	Prepare dishes using basic methods of cookery	45
SITHKOP001	Clean kitchen premises and equipment	13
Code	VCE VET UNITS 3 & 4	Hours
SITHCCC006	Prepare appetisers and salads	25
SITHCCC007	Prepare stocks, sauces and soups	35
SITHCC0008	Prepare vegetable, fruit, egg & farinaceous dishes	45
SITHCCC011	Use cookery skills effectively	50
SITHCCC012	Prepare poultry dishes	25

CRC deliver SITXCCS003 instead of SITHIND002 in units 1&2

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

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

UNIFORM: Students are required to wear neckerchief, chefs hat, bib apron, chef jacket and chef pants. Approx cost of the uniform \$100 in addition to the course fee.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

CLUSTER PROVIDER

Catholic Regional College
St Albans College

RTO

CRC CRCIT(22427)
SAC IMVC (21732)

DAY & TIME

Catholic Regional College

Units 1&2 (dual) Tuesday
1:50 pm – 6.00pm

Units 1&2 (dual) Wednesday
1.50pm – 6.00pm

Units 3&4 (hosp) Thursday
1.50pm– 6.00pm

CRC Year 2 Select Hospitality
or Kitchen Operations

St Albans College

Units 1&2 (dual) Tuesday
1.30pm – 5.30pm (SIT20316 &
partial completion SIT20416)

Units 3&4 (hosp) Thursday
1.30pm – 5.30pm (SIT20316)

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

VCAL: This program
contributes to the Industry
Specific Skills Strand.

ATAR: Scored Assessment.

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

UNIFORM: CRC Students are
required to wear a uniform,
Front of House approx \$175,
Kitchen Operations approx
\$115, this is in addition to
the course fee. SAC Students
Hospitality uniform is included
in the course fee.

ORIENTATION: Students
enrolled in units 1&2 a
compulsory Orientation will be
held Tuesday 24th November
1.30pm – 3.30pm.

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

SIT20316 Certificate II in HOSPITALITY

SIT20416 Certificate II in KITCHEN OPERATIONS

The dual program provides an incredible opportunity for students to undertake two qualifications simultaneously - SIT20316 Certificate II in Hospitality and SIT20416 Certificate II in Kitchen Operations (partial completion) and receive additional credits towards their VCE/VCAL. The dual program provides participants with an overview of the hospitality industry as well as the necessary training and skills development for the achievement of competence in both food preparation and food and beverage service.

Code	VCE VET UNITS 1 & 2	Hrs
BSBWOR203	Work effectively with others	15
SITHIND002	Source and use information on the hospitality industry	25
SITHIND003	Use Hospitality skills effectively	10
SITXCCS003	Interact with customers	20
SITXCOM002	Show social and cultural sensitivity	20
SITXWHS101	Participate in safe work practices	12
SITXFSA001	Use hygiene practices for food safety	15
SITHKOP001	Clean kitchen premises and equipment	13
SITHCCC002	Prepare and present simple dishes (SAC only)	25
SITXINV002	Maintain the quality of perishable items	10
SITHCCC001	Use food preparation equipment	25
SITHCCC005	Produce dishes using basic methods of cookery	45
BSBCMM201	Communicate in the workplace (SAC only)	40
SITFAB002	Provide responsible service of alcohol (CRC only)	10
Code	VCE VET UNITS 3 & 4 (Year 2 SAC & CRC)	Hrs
SITHFAB004	Prepare and serve non-alcoholic beverages	20
SITHFAB005	Prepare and serve espresso coffee	30
SITHFAB007	Serve food and beverage	80
SITHFAB016	Provide advice on food	40
SITXFIN001	Process financial transactions	25
Code	VCE VET UNITS 3 & 4 (Year 2 CRC Only)	Hrs
SITHCCC006	Produce appetisers and salads	25
SITHCCC007	Produce stocks, sauces and soups	35
SITHCCC008	Produce vegetable, fruit, egg and farinaceous dishes	45
SITHCCC011	Use cookery skills effectively	50
SITHCCC012	Prepare poultry dishes	25

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



CLUSTER PROVIDER
Catholic Regional College

RTO TBC

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

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

MSL30118 Certificate III in LABORATORY SKILLS

To provide skills and knowledge associated with the operation of a laboratory and associated technical tasks such as sampling and testing.

Code	VCE VET UNITS 1 & 2	Hours
MSMENV272	Participate in environmentally sustainable work practices	30
MSL913003	Communicate with other people	40
MSL913004	Plan and conduct laboratory/field work	40
MSL922001	Record and present data	40
MSL943004	Participate in laboratory or field workplace safety	40
MSL973013	Perform basic tests	60
MSL973017	Assist with fieldwork	40
MSL933005	Maintain the laboratory/field workplace fit for purpose	30

Code	VCE VET UNITS 3 & 4	Hours
MSL933006	Contribute to the achievement of quality objectives	30
MSL973014	Prepare working solutions	50
MSL973015	Prepare culture media	30
MSL973016	Perform aseptic techniques	40
MSL973019	Perform microscopic examination	40

FUTURE PATHWAYS: Certificate IV, Diploma, Degree in Science, employment in the food, chemical, manufacturing, construction materials, biological, environmental and pathology industries.



SHB30215 Certificate II & Certificate III (Partial Completion) in MAKEUP

The study of VET Hair and Beauty (Make-up) reflects the role of individuals employed as make-up artists to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries.

Make-up artistry work is typically conducted as part of a team or on a freelance basis in settings such as make-up studios, retail cosmetic counters, fashion and media sets and photography studios.

CLUSTER PROVIDER

Marian College

RTO

IMVC (21732)

DAY & TIME

Units 1&2 Tuesday

1.30pm – 6.00pm

Units 3-4 Thursday

1.30pm - 6.00pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: 10% contribution.

SWL: 5 days per year is strongly recommended.

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

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

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

CUA30915 Certificate III in MUSIC INDUSTRY - MUSIC PERFORMANCE SPECIALISATION

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

CLUSTER PROVIDER

Copperfield College
St Albans College

RTO

CC COSAMP (41549)
SAC Melb Polytechnic
(3075)

DAY & TIME

Units 1&2 Tuesday
1.30pm – 5.00pm

Units 3&4 Thursday
1.30pm – 5.00pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

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

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
BSBWHS201	Contribute to health and safety of self and others	20
CUACMP301	Implement copyright arrangements	20
CUAIND303	Work effectively in the music industry	35
CUAMLT302	Apply knowledge of style and genre to music industry practice	40
CUAMPF303	Contribute to backup accompaniment (CC only)	35
CUAMPF304	Make a music demo (CC & SAC)	40
CUAMP301	Compose simple songs or music pieces (SAC only)	60
Code	VCE VET UNITS 3 & 4	Hours
CUAMPF301	Develop technical skills in performance	20
CUAMPF305	Develop improvisation skills	35
CUAMPF302	Prepare for performances	35
CUAMPF402	Develop and maintain stagecraft skills	70
Electives	Students choose one only of the following	Hours
CUAMPF404	Perform music as part of a group	70
CUAMPF406	Perform music as a soloist	70

FUTURE PATHWAYS: Higher level certificates and advanced diploma studies.

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



CLUSTER PROVIDER

Catholic Regional College

RTO

COSAMP (41549)

DAY & TIME

CRC: Units 1&2 Tuesday
1.50pm – 5.20pm

CRC: Units 1&2 Wednesday
1.50pm – 5.20pm

CRC: Units 3&4 Thursday
1.50pm – 5.20pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

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

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

CUA20615 Certificate II to CUA30915 Certificate III in

MUSIC - SOUND PRODUCTION SPECIALISATION

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

Code	VCE VET UNITS 1 & 2	Hours
BSBWHS201	Contribute to health and safety of others	20
CUAIND201	Develop and apply creative arts industry knowledge	20
BSBWOR203	Work effectively with others	15
CUASOU202	Perform basic sound editing	30
CUASOU203	Assist with sound recordings	35
CUAMCP201	Incorporate technology into music making	50
CUASOU201	Develop basic audio skills and knowledge	40
CUASTA202	Assist with bump in and bump out of shows	80
Code	VCE VET UNITS 3 & 4	Hours
CUSCMP301	Implement Copyright Arrangements	20
CUAIND303	Work Effectively in the music industry	35
CUAMLT302	Apply knowledge of style and genre to music industry practice	40
CUASOU306	Operate sound reinforcement systems	40
CUASOU307	Record and mix a basic music demo	40
CUASOU308	Install and disassemble audio equipment	40
CUASOU311	Mix music in a studio environment	60
CUASOU402	Manage audio input sources	30

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

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



CLUSTER PROVIDER

Catholic Regional College

RTO

CRCIT (22427)

DAY & TIME

Units 1&2 Tuesday

10.15am – 5.00pm VCAL

Units 1&2 Tuesday

2.15pm – 5.00pm VCE

(partial completion)

Units 1&2 Wednesday

10.15am – 5.00pm VCAL

Units 1&2 Wednesday

2.15pm – 5.00pm VCE

(partial completion)

Units 3&4 Thursday

10.15am – 5.00pm VCAL

Units 3&4 Thursday

2.15pm – 5.00pm VCE

(partial completion)

Some hours may be delivered outside of these times.

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: No contribution.

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

ORIENTATION: Students enrolled in Units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

MSF20113 Certificate II in FURNISHING (PICTURE FRAMING)

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

Code	VCE VET UNITS 1 &	Hours
MSFPP2001	Picture Framing Sector Hand and Power Tools	40
MSFPP2009	Cut mouldings to length	28
MSFPP2010	Join mouldings	40
MSFPP2013	Cut and handle glazing materials for framing	24
MSFPP2014	Assemble basic artwork packages	40
MSFGN2001	Make measurements and calculations	30
MSMSUP106	Work in a team	30
Code	VCE VET UNITS 3 & 4	Hours
MSFPP2004	Mount artwork	52
MSFPP2005	Cut Matboard	44
MSFPP3001	De Frame Artwork	32
MSMSUP102	Communicate in the workplace	20
MSMWHS200	Work safely	30
MSFPP3009	Install artwork	28
MSMENV272	Participate in environmentally sustainable work practices	30

This course is yet to be finalised. Course details will be confirmed prior to commencement of 2020 academic year

FUTURE PATHWAYS: The course is part of the Furnishing Training package and the Cert. III is a building block into Cert. IV, diploma and higher qualifications. Qualifications can lead to employment in apprenticeships and future development into a small business operator.



22304VIC Certificate II in PLUMBING PRE - APPRENTICESHIP

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

CLUSTER PROVIDER

AGA Apprenticeships
Groups Australia
301 Foleys Rd Deer Park

RTO

AGA (3829)

DAY & TIME

Year 1 Units 1&2 Tuesday,
Wednesday and Thursday,
9.00am - 3.00pm

Year 2 Units 3&4 Thursday
9.00am - 3.00pm

VCE: on completion students are eligible for recognition of up to three units at Units 1 and 2 level and a Units 3 and 4 sequence.

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: 10% contribution.

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

UNIFORM: Students will need to wear a hi vis vest, long pants, safety goggles and safety boots. Approx cost \$100.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm - 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
CPCCOHS1001A	Work safely in the construction industry	6
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20
VU21797	Use basic plumbing hand tools	50
HLTAID002	Provide basic emergency life support	12
CPCPCM2039A	Carry out interactive workplace communication	10
CPCCCM1015A	Carry out measurements and calculations	20
VU21789	Apply basic sheet metal practices	50
VU21793	Perform basic oxy-acetylene welding and cutting	20
VU21790	Cut and penetrate building materials and structures	30
CUAACD303	Produce technical drawings (First Half)	25
Code	VCE VET UNITS 3 & 4	Hours
CUAACD303	Produce technical drawings (Second Half)	25
VU21791	Fabricate simple plumbing pipe systems	30
VU21792	Identify career pathways in the plumbing industry	30
VU21798	Use basic power tools	20
BSBWRT301	Write simple documents	30
CPCCCM2001A	Read and interpret plans and specifications	36
VU21799	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30
VU21796	Use basic electric welding equipment and techniques	20
VU21794	Prepare to work in the plumbing industry	20
VU21795	Use and apply basic levelling equipment for plumbing	8

FUTURE PATHWAYS: Higher level Certificates, employment in apprenticeships.





SHB20216 Certificate II in

SALON ASSISTANT

PRE - APPRENTICESHIP 1 YEAR COURSE ONLY

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

CLUSTER PROVIDER

Marian College

RTO

IMVC (21732)

DAY & TIME

Units 1-2 Tuesday
9.00am – 1.30pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: No contribution.

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

UNIFORMS: Students are required to purchase the BVC polo top and wear black pants suitable for the industry.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
BSBWHS201	Contribute to health and safety of self and others	20
SHBXCCS001	Conduct salon financial transactions	25
SHBXIND001	Comply with organisational requirements within a personal services environment	45
SHHBAS001	Provide shampoo and basin services	40
SHHBSS001	Provide head, neck and shoulder massages for relaxation	30
SHBHCLS001	Apply hair colour products	30
SHBHDES001	Dry hair to shape	40
SHBHDES002	Braid hair	30
SHBXCCS003	Greet and prepare clients for salon services	10
SHBXIND002	Communicate as part of a salon team	30
SIRRMER001	Produce visual merchandise displays	35

This course is a pathway into an apprenticeship to become a fully qualified hairdresser. Practical classes consist of design and analysis of hair style on mannequin heads first then proceed to live models for assessment. Photographs of before and after are essential part of evidence for this course with ongoing placement and communication with their employers.

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



CUA31015 Certificate III in SCREEN AND MEDIA

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

CLUSTER PROVIDER

Taylors Lakes Secondary
College

RTO

IMVC (21732)

DAY & TIME

Units 1&2 Tuesday

1.30pm – 5.00pm

Units 3&4 Thursday

1.30pm – 5.00pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
BSBCRT301	Develop and extend critical and creative thinking skills	40
BSBWHS201	Contribute to health and safety of self and others	20
CUAIND301	Work effectively in the creative arts industry	50
CUADIG201	Maintain interactive content	30
ICTWEB303	Produce digital images for the web	30
BSBCRT101	Apply critical thinking techniques	20
Code	VCE VET UNITS 3 & 4	Hours
BSBDES302	Explore and apply the creative design process to 2D forms	50
CUAANM301	Create 2D digital animations	35
CUADIG302	Author interactive sequences	40
CUADIG304	Create visual design components	30
CUAWRT301	Write content for a range of media	40

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

OTHER INFORMATION: No prior experience of media related studies is necessary. Students will develop skills and interest when undertaking modules. Students need to access software that their home school provides as they will be expected to practise skills outside of class time.



CUA31015 Certificate III in SCREEN AND MEDIA

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

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

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

CLUSTER PROVIDER

Catholic Regional College

RTO

AIE (88021)

DAY & TIME

Units 1&2 Tuesday

1.50pm – 5.20pm

Units 3&4 Thursday

1.50pm – 5.20pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment .

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
BSBWHS201	Contribute to the health and safety of self and others	20
BSBDES201	Follow a design process	40
CUFANM303	Create 3D digital models	75
BSBCRT301	Develop and extend critical and creative thinking skills	40
CUFIND301	Work effectively in the creative arts industry	50
CUAACD201	Develop drawing skills to communicate ideas	60
Code	VCE VET UNITS 3 & 4	Hours
BSBDES302	Explore and apply the creative design process to 2d forms	50
CUFDIG304A	Create visual design components	30
CUFANM301	Create 2D digital animations	35
CUFDIG302	Author interactive sequences	40
CUFWRT301	Write content for a range of media	40

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

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



22285VIC Certificate II in SIGNAGE AND GRAPHICS

The qualification provides a trade outcome in sign writing.

CLUSTER PROVIDER

Catholic Regional College

RTO

CRCIT (22427)

DAY & TIME

Units 1&2 Tuesday
10.15am – 5.00pm VCAL

Units 1&2 Tuesday
2.15pm – 5.00pm VCE
(partial completion)

Units 1&2 Wednesday
10.15am – 5.00pm VCAL

Units 1&2 Wednesday
2.15pm – 5.00pm VCE
(partial completion)

Units 3&4 Thursday
10.15am – 5.00pm VCAL

Units 3&4 Thursday
2.15pm – 5.00pm VCE
(partial completion)

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: tbc.

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
CPCCOHS1001A	Work safely in construction industry	6
CPCCOHS2001A	Apply OHS requirements in the construction industry	40
HLTAID002	Provide basic emergency life support	12
CPCCS12002A	Layout and design signs	20
VU21695	Produce basic computer aided manufactured vinyl signs	80
CPCCM1015A	Carry out measurement and calculations	20
CPCCS12003A	Prepare surfaces for signage	20
Code	VCE VET UNITS 3 & 4	Hours
VU21696	Conduct workplace communications	20
VU21694	Produce basic signs	80
CPCCS3011A	Use LED technology for signage	40
CPCCCM2010B	Work safely at heights	8
CPCCS12004A	Produce digital signage	36
VU21693	Operate a flatbed router	20
VU21692	Use sign industry tools and equipment	40

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

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

This course is yet to be finalised and may be subject to change to Certificate III. Course details will be confirmed prior to commencement of 2021 academic year.

CLUSTER PROVIDER

Copperfield College
Catholic Regional College
Marian College
Keilor Downs College
Taylors Lakes Secondary
College
Victoria University Secondary
College – Senior Campus

RTO

CRC CRCIT (22427),
CC MC KDC VUSC & TLC
IVET (40548)

DAY & TIME

Units 1&2 Tuesday
1.30pm – 5.00pm

Units 3&4 Thursday
1.30pm – 5.00pm

CRC Units 1&2 Tuesday
1.50pm – 5.20pm

CRC Units 1&2 Wednesday
1.50pm – 5.20pm

CRC Units 3&4 Thursday
1.50pm – 5.20pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

SWL: A minimum of 10 days will be required at a placement.

CC/MC VCAL: 20 days of work placement is compulsory to successfully complete this course.

VCE: Work placement is highly recommended, see your VET trainer.

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

SIS30115 Certificate III in SPORT AND RECREATION

This program aims to provide specific skills and knowledge required for an assistant level employee at an aquatic centre or gymnasium/dry area fitness centre. The functions of a person with this qualification may include assistance with the conduct of recreation activities and event, facility maintenance and general workplace operations. This course has a strong focus on the practical aspects of the recreation industry. The program is delivered within the school and students have the opportunity to utilise the facilities at the school.

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR301	Organise personal work priorities and development	30
HLTAID003	Provide first aid	18
HLTWHS001	Participate in workplace health and safety	20
ICTWEB201	Use social media tools for collaboration	20
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	20
SISXCCS001	Provide quality service	25
SISXEMR001	Respond to emergency situations	18
SISXIND006	Conduct sport, fitness or recreation events	55
SISSPAR009	Participate in conditioning for sport (not delivered at CRC)	30
SISSPAR004	Book athlete travel and accommodation (not delivered at CRC)	20
BSBADM307	Organise schedules (CRC ONLY)	15
SISSSOF002	Continuously improve officiating skills and knowledge (CRC ONLY)	20

Code	VCE VET UNITS 3 & 4	Hours
BSBWHS303	Participate in WHS hazard identification, risk assessment & risk control	50
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50
SISXCAI004	Plan and conduct programs	35
SISXCAI006	Facilitate groups	25
SISXRES002	Educate user groups	25

FUTURE PATHWAYS: Certificate IV to Diploma & Advanced Diploma of Sport & Recreation at TAFE and to Degree level courses at university.

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.



SIS30115 Certificate III in SPORT AND RECREATION

SOCCER

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

CLUSTER PROVIDER

Taylor's Lakes Secondary College

RTO

IVET (40548)

DAY & TIME

Units 1&2 Tuesday

1.30pm – 5.00pm

Units 3&4 Thursday

1.30pm – 5.00pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: Scored Assessment.

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

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

Code	VCE VET UNITS 1 & 2	Hours
BSBWOR301	Organise personal work priorities and development	30
HLTAID003	Provide first aid	18
HLTWHS001	Participate in workplace health and safety	20
ICTWEB201	Use social media tools for collaboration and engagement	20
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	20
SISXCCS001	Provide quality service	25
SISXEMR001	Respond to emergency situations	18
SISSPAR009	Participate in conditioning for sport	30
SISSPAR004	Book athlete travel and accommodation	20
Code	VCE VET UNITS 3 & 4	Hours
BSBWHS303	Participate in WHS hazard identification, risk assessment & risk control	50
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50
SISXCAI004	Plan and conduct programs	35
SISXCA1006	Facilitate groups	25
SISXRES002	Educate user groups	25

FUTURE PATHWAYS: Certificate IV to Diploma & Advanced Diploma of Sport & Recreation at TAFE and to Degree level courses at university.

Aerobic Instructor, Fitness Instructor, Physical Education Teacher, Management Administrator, Sports Coach, Recreation Officer, Sportsperson, Leisure & Cultural Services, Outdoor Recreation



22480VIC Certificate II in SMALL BUSINESS MANAGEMENT OPERATIONS / INNOVATION

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

CLUSTER PROVIDER

Taylors Lakes Secondary
College (Year 1 2021,
Year 2, 2022)
Marian College

RTO

TLC AIET (121314)
MC Ripponlea (21230)

DAY & TIME

Units 1-2 Tuesday
1.30pm – 5.00pm

Units 3-4 Thursday
1.30pm – 5.00pm

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

VCAL: This program contributes to the Industry Specific Skills Strand.

ATAR: This program does not contribute to ATAR calculation.

SWL: 40 hours of SWL is highly recommended

ORIENTATION: Students enrolled in units 1&2 a compulsory Orientation will be held Tuesday 24th November 1.30pm – 3.30pm.

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

Code	TAYLORS LAKES COLLEGE VCE VET UNITS 1 & 2	Hrs
BSBWHS201	Contribute to health and safety of self and others	20
VU22520	Contribute to small business operations and innovation	50
VU22521	Develop elementary professional skills for small business environments	40
VU22522	Follow small business policies and procedures	40
VU22525	Assist with the presentation of public activities and events	25
VU22526	Follow procedures for routine financial activities of a small business	20
ICAWEB201	Use social media tools for collaboration and engagement	20
Code	MARIAN COLLEGE VCE VET UNITS 1 & 2	Hrs
VU22520	Contribute to small business operations and innovation	50
VU22522	Identify small business policies and procedures*	40
VU22523	Undertake basic market research and promotion for a small business product or service	60
BSBWHS201	Contribute to health and safety of self and others	20
VU22527	Contribute to small business planning	40
Code	VCE VET UNITS 3 & 4	Hrs
VU22521	Develop elementary skills for small business environments	50
VU22524	Participate in small business quality processes	25
VU22525	Assist with the presentation of public activities and events	25
VU22526	Follow procedures for routine financial activities of a small business	20
SITXCCS006	Provide service to customers	25
ICTWEB201	Use social media for collaboration and engagement	20
FNSFLT401	Be MoneySmart through a career in small business	40

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

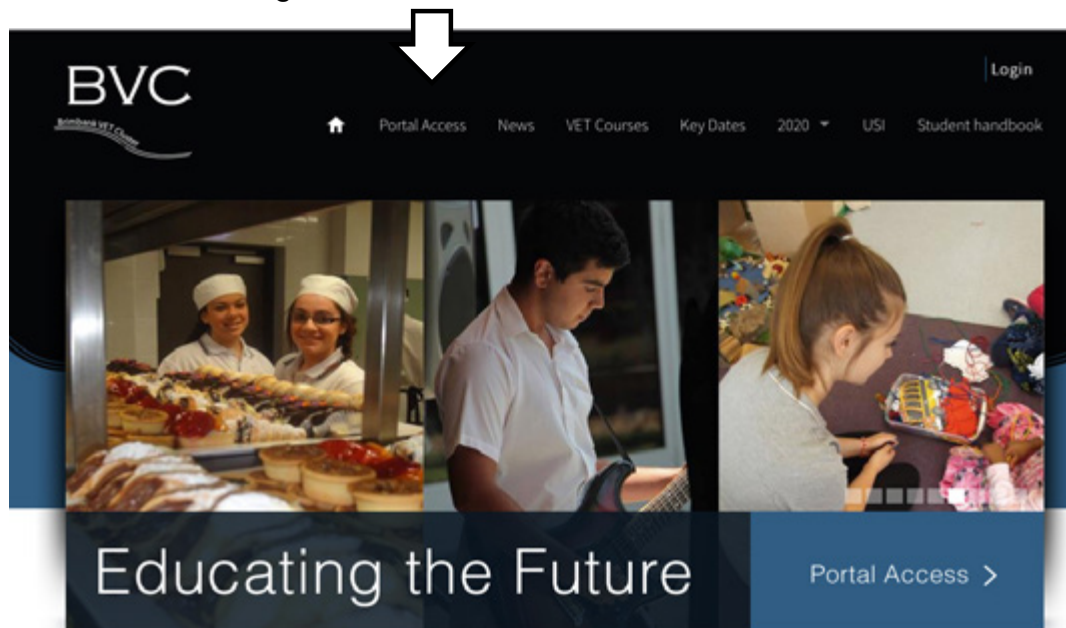
HOW TO ENROL

1 CREATE A USI NUMBER BEFORE REGISTERING

Certificates and Statements cannot be issued without one. To create a USI Number log on to <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

2 GO TO BVC HOMEPAGE - www.bvc.vic.edu.au

Select Student Login under PORTAL access section.



3 Select **SUBMIT A STUDENT EXPRESSION OF INTEREST**

icon to register your interest in a 2021 VET Program. This is applicable for both Unit 1 & 2 (Yr1) and Unit 3 & 4 (Yr2) students.



4 REGISTERING FOR THE FIRST TIME FOR A 2021 PROGRAM

Enter your details on the registration page. All fields must be completed so that your enrolment can be successfully submitted to BVC.

5 COMPLETE THE STUDENT CONTRACT IN THIS HANDBOOK

(on page 45) and give to your VET Co-ordinator.



VET CO-ORDINATORS

LIZ POCKLINGTON

VUSC - SENIOR CAMPUS PH: 8312 0200
JAMIESON ST ST ALBANS 3021

LIZ POCKLINTON

VUSC – TRADE TRAINING CENTRE
PH: 8312 0200
43 JORDAN RD CAIRNLEA VIC 3023

JO MAXWELL

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

GEN O'KEEFFE

MARIAN COLLEGE PH: 9363 1711
GLENGALA RD SUNSHINE WEST 3020

JANINE THOMAS

CRC SYDENHAM PH: 9361 0000
SYDENHAM RD SYDENHAM 3037

DINA BECVINOVSKI

OVERNEWTON COLLEGE PH: 9334 0000
OVERNEWTON RD KEILOR 3036

SAM DESILVA

COPPERFIELD COLLEGE PH: 9307 5576
GOLDSMITH AVE DELAHEY 3037

JULI BLACK

FOOTSCRAY HIGH SCHOOL PH: 8387 1500
KINNEAR STREET FOOTSCRAY 3011

KAITLIN EVERY

SPRINGSIDE WEST SECONDARY COLLEGE
PH: 8357 7100
70 CITY VISA COURT FRASER RISE 3336

PETER GITTINS

SUNSHINE COLLEGE PH: 8311 5210
GRAHAM ST SUNSHINE 3020

JULIE PILIOGLOU

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

MARIA VERACE-TALIA

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

BRIAN SMITH

ROSMOND SCHOOL PH: 9318 4511
15 ROSMOND ROAD MAIDSTONE 3012

CATHY ARMSTRONG

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

BRUCE KNIGHTS

KEILOR DOWNS COLLEGE PH: 9365 8000
ODESSA AVE KEILOR DOWNS 3037

CONTRACT FOR STUDENTS ENROLLED IN VET CERTIFICATE STUDIES IN 2021

Name of Student: _____

Home School: _____

Name of VET Certificate: _____

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

- 1. I will make payment of fees and course costs according to due dates and may be withdrawn if fees are not paid.**
- 2. I agree to attend my VET class** as timetabled and punctually. Failure to attend VET classes as per cluster policy may result in NOT achieving the Certificate or being withdrawn from VET.
- 3.** My ongoing enrolment in VET will be based on the Delivery Schools Code of Conduct my attendance, effort, attitude and behaviour. .
- 4.** I will carry out the set work to the best of my ability and try to make as rapid progress as I can.
- 5.** If I am unable to attend through illness or other cause I will inform the home school as soon as possible.
- 6.** I will follow the instructions of the VET teachers and other teachers and behave sensibly and appropriately at all times both in class and when travelling to and from the VET venue.
- 7.** I agree to follow the rules of any school that I attend for VET programs.
- 8.** I will wear correct home school uniform at all times. I will also wear protective clothing as required.
- 9.** I will attend make up sessions as timetabled when required, work quietly during these sessions and cooperate with supervising teachers.
- 10.** I will give my parents/guardian any notices or correspondence from the home school or the VET institution regarding fees to be paid, or any other matters.
- 11.** I will organise and undertake appropriate work placement as part of my VET program if required at a time agreed upon by my home school.
- 12. I understand that if I do not keep to these conditions, I may have to withdraw from the above VET Certificate. (Fees will not be refunded)**

Signed (student) _____

Signed (parent/guardian) _____

Date _____



DISCOVER

HOW A VET COURSE
CAN LEAD TO
DIVERSE AND
EXCITING CAREERS

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

BVC

Brimbank VET Cluster



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

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

