



**WYNBAY**  
LOCAL LEARNING &  
EMPLOYMENT NETWORK

# **HOBSONS BAY VET CLUSTER VETiS STUDENT HANDBOOK 2016**

**HOBSONS BAY**



**CLUSTER**

**Bayside P-12 College  
Emmanuel College  
Laverton P-12 College  
Point Cook Senior Secondary College  
Williamstown High School**

The Hobsons Bay VETiS Cluster arrangement is founded on a spirit of co-operation between schools and with the purpose of providing a wider breadth of learning opportunities for students.

# VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS (VET)

## WHAT IS VET?

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

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 in Community Services) and VCE/VCAL at the same time.

It provides the opportunity to trial a career and helps students explore possible areas of interest which promote further study and work choices.

VET allows students to go directly into employment or receive credit towards further TAFE study. VET matches student interest and career directions through the provision of strong pathways.

Important industry specific skills and workplace skills are learnt through the VET program. Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.

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

## CONTRIBUTION TO THE VCE AND ATAR

VET is fully incorporated into the VCE.

Key features include:

- VET programs usually have a Unit 1 - 4 structure.
- Of the 16 units that make up the VCE, a number can be VET units.
- All three sequences other than English, can be approved VCE VET Unit 3 and 4 sequences.
- VET programs contribute directly to the ATAR with a study score derived from scored assessment OR as 10% increment as a 5<sup>th</sup> or 6<sup>th</sup> subject. However, in some instances there is nil contribution towards ATAR when Units are at 1 and 2 level only.
- For more information you can access the Victorian Curriculum and Assessment Authority (VCAA) website. [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

## 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.
- **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.

## **ADVANTAGES OF STUDYING VET**

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

### **VET PREPARES STUDENTS FOR THE WORKFORCE**

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

# **VET COURSE REQUIREMENTS**

**Students enrolling in a VET program will be required to complete a commitment form 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. Some absences will be allowed for school camps, excursions etc. A medical certificate needs to be supplied for all other absences. Where possible, students need to notify their VET coordinators, trainers and / or workplace in advance.

## **Make-up classes**

Where necessary, students may be required to attend make-up classes after school, during the school holidays or on the weekend.

## **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.**

## **School Uniform**

Students are expected to attend VET classes in their home school uniform. For VET classes held at a TAFE, students are required to comply with the TAFE uniform requirements.

## **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**

Some students will be required to travel independently to and from the venue of the VET course they have chosen. There will be a cluster bus provided on a Wednesday and Thursday going to Bayside College, Emmanuel College, Laverton College, Point Cook Senior Secondary College and Williamstown High School (bus times will be provided at the start of 2016). Students are required to find their own way home at the end of class.

## **Fees**

As determined by the Cluster, all fees associated with the VET program must be paid on time. (Please refer to school for more details.) Some courses also incur material costs and/or uniform costs on top of these fees. Consult your VET Co-ordinator for more details.

## **Structured Workplace Learning**

Students will meet the Structured Workplace Learning requirements of the course.

### **Enrolling in Units 3 & 4**

It is highly recommended that students complete Units 1 & 2 before enrolling in Units 3 & 4.

### **Absence from Assessed Task – Units 3 & 4**

Students who are absent from class, on a day when an assessed task is held **must**:

- Phone their VET Coordinator at school and their VET classroom teacher by 9.00 am.
- Provide a detailed parental note immediately on return to school. A copy should be given to the VET Coordinator, and a copy sent to the VET classroom teacher.

#### **AND**

- Provide a Doctor's Certificate, immediately on return to school. The original to be given to the VET Coordinator, and a copy sent to the VET classroom teacher.

The VET Coordinator 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 Coordinators on their first day back will not have their assessment task rescheduled.

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

## **HOW TO APPLY**

**It is strongly recommended that any students, who are undecided regarding a VCE or 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 VET Application Form, Student Contract and Confidential Medical Report at the end of this handbook. Forms should be returned to VET Co-ordinators by **Friday 14th August, 2014.**

1. Students must carefully consider their VET choice and commitment as students will not be permitted to alter VET choices once an offer of a position has been confirmed.
2. There is a cost associated with each program. Applicants should contact their VET Co-ordinators for an estimate. **However, a deposit of \$200 is required by the end of Term 3, 2015, with the balance payable by Friday 27<sup>th</sup> November, 2014. Full payment must be made by this date or the student will be removed from the program.**
3. Please be aware that there is a student charge for all VET programs. VET programs can be very expensive and so the cost of the program should be considered carefully before selecting a VET. **Please be aware that there is no REFUND if you do not withdraw from the VET program before the withdrawal date (usually the end of February). Please see your VET Co-ordinator for details about withdrawing.**

### **MINIMUM CLASS SIZES and CHANGES TO PROGRAMS**

**Please be aware that if numbers are insufficient to meet a minimum class size the VET program will be withdrawn.**

**Please note the following arrangements and course outlines are subject to change. Courses delivered at different sites may include modules which vary from the sample course outline included in this booklet. Students will be notified of changes prior to course commencement.**

# CERTIFICATE III in ALLIED HEALTH ASSISTANCE

**Description:** Certificate III in Allied Health Assistance covers workers who, under direct supervision, provide assistance to allied health professionals. Core units of competency in the program include: assist with an allied health program, recognised healthy body systems in a health care context and assist with client movement.

**Career opportunities:** Certificate III in Allied Health Assistance may lead to employment as an allied health assistant in the areas of podiatry, physiotherapy, speech, pathology or occupational therapy. Through a higher education pathway, future employment outcomes may include physiotherapist, pharmacist, dietician or doctor.

**CERTIFICATE CODE: HLT32412**

**TYPE: VES**

**RTO NAME: *To be confirmed***

**VCE CREDIT: Two x Unit 3 & 4 sequences**

**ATAR: No scored assessment. Counted as a 5<sup>th</sup> and/or 6<sup>th</sup> subject and contributes 10% of the average of the primary 4 scaled scores**

**SWL: COMPULSORY WORK PLACEMENT of 10 days**

## YEAR 1

**VCE UNITS: UNITS 1& 2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE COLLEGE**

| CODE        | MODULE                                     | NO OF HOURS |
|-------------|--|-------------|
| HLTWHS200A  | Participate in WHS processes               | 20          |
| BSBFLM303C  | Contribute to effect workplace relations   | 40          |
| HLTCSD201D  | Maintain high standard of client services  | 30          |
| HLTCSD203D  | Prepare and maintain beds                  | 15          |
| HLTCSD208D  | Transport clients                          | 20          |
| HLTCSD305CD | Assist in client movement                  | 20          |
| HLTCSD306D  | Respond effect to behaviours of concern    | 20          |
| HLTAID003   | Apply first aid                            | 18          |
| HLTHIR301C  | Communicate and work effectively in health | 20          |
| HLTIN301C   | Comply with infection control policies     | 20          |
| BSBADM101A  | Use business equipment and resources       | 15          |
| BSBWOR203B  | Work effectively with others               | 15          |
| HLTHSE204D  | Follow safe manual handling and practices  | 20          |

## YEAR 2 in 2017

**VCE UNITS: UNITS 3 & 4**

**DAY & TIME: Wednesday PM**

**DELIVERY VENUE: BAYSIDE P-12 COLLEGE COLLEGE**

| CODE       | MODULE   | NO OF HOURS |
|------------|--|-------------|
| BSBMED305B | Apply the principles of confidentiality, privacy and security within a medical environment | 20          |
| BSBMED301B | Interpret and apply medical terminology appropriately                                      | 60          |
| HLTAH301C  | Assist with an allied health program   | 40          |
| HLTAP301B  | Recognise healthy body systems in a health care context                                    | 70          |
| BSBINM301A | Organise workplace information   | 30          |
| HLTCSD304D | Support the care of clients  | 20          |
| HLTHIR404D | Work effectively with Aboriginal &/or Torres Strait Islander people                        | 20          |
| HLTHIR403C | Work effectively with culturally diverse clients and co-workers                            | 20          |

\*These modules may change in 2016

---

# CERTIFICATE II in AUTOMOTIVE STUDIES

## Light Vehicles/Petrol

---

### *Course Aims*

To provide students with the skills and ability to achieve competencies which will enhance their employment and further training prospects within the automotive and automotive related industries. The Certificate II in Automotive Studies provides students with a broad base of skills necessary to maintain and service a wide range of motor vehicles. This solid grounding in the principles of automotive maintenance and repair will give you a head start in gaining an automotive apprenticeship.

**CERTIFICATE CODE: 22015VIC**

**TYPE: VFE**

**RTO NAME: KANGAN INSTITUTE**

**VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: No scored assessment. Counted as a 5<sup>th</sup> or 6<sup>th</sup> subject and contributes 10% of the average of the primary 4 scaled scores**

**SWL: 10 days per year is recommended**

### **YEAR 1**

**VCE UNITS: UNITS 1& 2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE COLLEGE**

| MODULE CODE | MODULE NAME                                       | NO OF HOURS |
|-------------|---|-------------|
| AURC270103A | Apply safe working practices                      | 20          |
| AURT270278A | Use & maintain workplace tools/equipment          | 20          |
| VBN644      | Carry out industry research                       | 40          |
| VBN654      | Remove and replace carburettor                    | 10          |
| VBN656      | Remove and replace fuel pump                      | 10          |
| VBN657      | Dismantle and assemble fuel pump                  | 20          |
| VBN666      | Remove and replace wheel/tyre assemblies          | 10          |
| VBN674      | Remove and refit batteries                        | 15          |
| VBB675      | Recharge batteries                                | 15          |
| VPAU209     | Participate in basic vehicle servicing operations | 40          |

### **YEAR 2**

**VCE UNITS: UNITS 3& 4**

**DAY & TIME: Wednesday PM**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE COLLEGE**

| MODULE CODE | MODULE NAME  | NO OF HOURS |
|-------------|--|-------------|
| AURT225667A | Use and maintain measuring equipment               | 15          |
| VBN651      | Dismantle/assemble engine 4 stroke single cylinder | 40          |
| VBN655      | Dismantle and assemble carburettor                 | 20          |
| VBN662      | Remove and replace clutch assembly                 | 20          |
| VBN663      | Remove/replace suspension, front springs           | 25          |
| VBN668      | Operate electrical test equipment                  | 40          |
| VBN671      | Dismantle and assemble an alternator               | 40          |

\*These modules may change in 2016

---

# CERTIFICATE II in AUTOMOTIVE STUDIES

## Diesel

---

The Certificate II in Automotive Studies (Diesel) trains students with knowledge and skills to gain competency in carrying out service and repair procedures. Through this qualification, students will develop the competencies required to repair and service diesel engines and associated components. After completion of this course and sufficient industry experience, students may seek trade recognition in Automotive Diesel.

This certificate will provide pathways to:

- Apprenticeships/Traineeships in the Automotive Industry
- TAFE courses in the Automotive Industry
- Auto- Mechanical / Body Fitting / Electrical /Diesel

**CERTIFICATE CODE: 22015VIC**

**TYPE: VES**

**RTO NAME: KANGAN INSTITUTE**

**VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: No scored assessment. Counted as a 5<sup>th</sup> or 6<sup>th</sup> subject and contributes 10% of the average of the primary 4 scaled scores**

**SWL: 10 days per year is recommended**

### YEAR 1

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

| MODULE CODE | MODULE NAME                                       | NO OF HOURS |
|-------------|---|-------------|
| AURC270103A | Apply safe working practices                      | 20          |
| AURT225667A | Use and maintain measuring equipment              | 15          |
| AURT270278A | Use & maintain workplace tools/equipment          | 20          |
| VBN644      | Carry out industry research                       | 40          |
| VBN653      | Remove and assemble engine cylinder head          | 20          |
| VBN666      | Remove and replace wheel/tyre assemblies          | 10          |
| VBN668      | Operate electrical test equipment                 | 40          |
| VPAU209     | Participate in basic vehicle servicing operations | 40          |

### YEAR 2

**VCE UNITS: UNITS 3 & 4**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

| MODULE CODE | MODULE NAME  | NO OF HOURS |
|-------------|--|-------------|
| VBN646      | Set up and use welding equipment                               | 40          |
| VBN652      | Dismantle & assemble engine four stroke multicylinder (petrol) | 40          |
| VBN659      | Dismantle and assemble transmission, manual (convention)       | 40          |
| VBN663      | Remove/replace suspension, front springs                       | 25          |
| VBN675      | Recharge batteries   | 15          |
| VBN676      | Construct basic electronic circuits                            | 40          |

\*These modules may change in 2016



## **CERTIFICATE II in Building & Construction Carpentry Pre-Apprenticeship**

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

**Career opportunities:** The immediate pathway and career opportunity is into a full-time apprenticeship in carpentry. Once indentured as an apprentice you will receive a training credit of up to 480 hours which reduces the off-the-job training requirement.

Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic. Tertiary pathways/degrees qualifications include building, building engineering, building surveying, architecture, civil/electrical/electronics, interior design and mechanical engineering.

**NOTE:** It is a requirement that students wanting the full pre-apprenticeship must attend 4-5 weeks of full day classes at the end of the Year 1 **and** 2 after exams have finished. To be eligible students must be competent in all the modules delivered during the year. There is an extra \$200 fee for this part of the program.

**CERTIFICATE CODE: 22216VIC**

**TYPE: VES**

**RTO NAME: FEDERATION UNIVERSITY**

**VCE CREDIT: Minimum two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: No scored assessment. Counted as a 5<sup>th</sup> or 6<sup>th</sup> subject and contributes 10% of the average of the primary 4 scaled scores**

**SWL: 10 days per year is recommended**

### **YEAR 1**

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME: Thursday 9-5pm**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)**

| <b>MODULE CODE</b> | <b>MODULE NAME</b>                                      | <b>NO OF HOURS</b> |
|--------------------|---|--------------------|
| CPCCOHS1001A       | Work safely in the construction industry                | 6                  |
| VU 20955           | Workplace safety and site induction                     | 34                 |
| VU 20982           | Basic environmental sustainability in carpentry         | 16                 |
| VU 20956           | Building structures                                     | 8                  |
| VU 20957           | Calculations for the building industry                  | 20                 |
| VU 20963           | Safe handling and use of plant and selected power tools | 16                 |
| VU 20971           | Carpentry hand tools                                    | 80                 |
| HLTFA211A          | Provide basic emergency life support                    | 8                  |
| VU20980            | Introduction to demolition                              | 16                 |
| VU20981            | Formwork for concrete                                   | 40                 |

### **YEAR 2**

**VCE UNITS: UNITS 3 & 4**

**DAY & TIME: Wednesday 11-5pm**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)**

| <b>MODULE CODE</b> | <b>MODULE NAME</b>            | <b>NO OF HOURS</b> |
|--------------------|-------------------------------|--------------------|
| VU 20961           | Levelling                     | 8                  |
| VU 20964           | Workplace documents and plans | 20                 |
| VU20973            | Basic setting out             | 24                 |
| VU20974            | Sub floor framing             | 36                 |
| VU20975            | Wall framing                  | 48                 |
| VU20976            | Roof framing                  | 40                 |
| VU20977            | External cladding             | 24                 |

\*These modules may change in 2016

---

# CERTIFICATE II in BUSINESS

---

The VCE VET Business program offers essential cross-industry skills for all enterprises. The Certificate II and III in Business provide a pathway for students wishing to continue on with their business studies into higher education.

**Description:** Certificate II with selected units from Certificate III offers a narrower choice of electives but provides students with a Units 3 and 4 sequence and scored assessment. Units 3 and 4 of the program incorporate units such as organising work priorities, organising workplace information, promoting innovation and design and producing business documents.

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

**CERTIFICATE CODE:** BSB20112 + selected modules from BSB30112

**TYPE:** VES

**RTO NAME:** IVET

**VCE CREDIT:** Up to three units at Units 1 and 2, and a Units 3 and 4 sequence

**ATAR:** Scored assessment

## YEAR 1

**VCE UNITS:** UNITS 1 & 2

**DAY & TIME:** Thursday PM

**DELIVERY SCHOOL:** BAYSIDE P-12 COLLEGE COLLEGE

| MODULE CODE | MODULE NAME   | NO OF HOURS |
|-------------|---|-------------|
| BSBWS201A   | Contribute to health and safety of others                 | 20          |
| BSBCUS201B  | Deliver a service to customers                            | 40          |
| BSBIND201A  | Work effectively in a business environment                | 30          |
| BSBINM202A  | Handle mail   | 15          |
| BSBCMM201A  | Communicate in the workplace                              | 40          |
| BSBITU201A  | Produce simple word processed documents                   | 60          |
| BSBITU202A  | Create and use spreadsheets                               | 30          |
| BSBITU203A  | Communicate electronically                                | 20          |
| BSBSUS201A  | Participate in environmentally sustainable work practices | 20          |
| BSBWOR202A  | Organise and complete daily work activities               | 20          |
| BSBWOR204A  | Use business technology                                   | 20          |
| BSBINM201A  | Process and maintain workplace information                | 30          |

## YEAR 2 in 2017

**VCE UNITS:** UNITS 1 & 2

**DAY & TIME:** Wednesday PM

**DELIVERY SCHOOL:** BAYSIDE P-12 COLLEGE COLLEGE

| MODULE CODE | MODULE NAME                                | NO OF HOURS |
|-------------|--|-------------|
| BSBWOR301A  | Organise work priorities and development   | 30          |
| BSBINM301A  | Organise workplace information             | 30          |
| BSBITU306A  | Produce business documents                 | 80          |
| BSBCUS301B  | Deliver and monitor a service to customers | 35          |
| BSBPRO301A  | Recommend products and services            | 20          |

\*These modules may change in 2016

# **CERTIFICATE III in CATERING OPERATIONS**

**Description:** Certificate III in Catering Operations provides students with the skills and knowledge to be competent in a range of kitchen functions and activities to work in various hospitality enterprises where food is prepared and served. Year 1 covers modules in both Front of House and Kitchen streams. Year 2/Units 3 and 4 offer scored assessment and incorporate units from the Kitchen stream OR Front of House Stream.

**CERTIFICATE CODES: SIT31013**

**TYPE: VES**

**RTO NAME: AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING (AIET)**

**VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: Scored assessment**

## **YEAR 1**

**VCE UNITS: UNITS 1& 2**

**DELIVERY SCHOOL: LAVERTON P-12 COLLEGE**

| <b>CODE</b> | <b>MODULE NAME</b>                                     | <b>NO OF HOURS</b> |
|-------------|--|--------------------|
| SITXFSA101  | Use hygienic practices for food safety                 | 15                 |
| BSBWOR203B  | Work effectively with others                           | 15                 |
| SITHCCC102  | Prepare simple dishes                                  | 25                 |
| SITHIND201  | Source and use information on the hospitality industry | 25                 |
| SITXINV202  | Maintain the quality of perishable items               | 10                 |
| SITXWHS101  | Participate in safe work practices                     | 12                 |
| SITHCCC103  | Prepare sandwiches                                     | 10                 |
| SITHIND202  | Use hospitality skills effectively                     |                    |
| SITXCCS202  | Interact with customers                                | 20                 |
| SITXCCS303  | Provide service to customers                           | 25                 |
| SITXCOM201  | Show social and cultural sensitivity                   | 20                 |
| SITHCCC101  | Use food preparation equipment                         | 25                 |
| SITHCCC201  | Produce dishes using basic methods of cookery          | 45                 |
| SITHKOP101  | Clean kitchen premises and equipment                   | 13                 |
| SITHFAB201  | Provide responsible service of alcohol                 |                    |

## **YEAR 2 Kitchen Stream**

**VCE UNITS: UNITS 3&4**

**DELIVERY SCHOOL: LAVERTON P-12 COLLEGE**

| <b>MODULE CODE</b> | <b>MODULE NAME</b>                                   | <b>NO OF HOURS</b> |
|--------------------|--|--------------------|
| SITHCCC202         | Prepare appetisers and salads                        | 25                 |
| SITHCCC203         | Prepare stocks, sauces and soups                     | 35                 |
| SITHCCC204         | Prepare vegetables, fruit, eggs & farinaceous dishes | 45                 |
| SITHCCC207         | Use cookery skills effectively                       | 50                 |
| SITXINV301         | Purchase goods                                       | 30                 |

## **YEAR 2 Front of House Stream**

**VCE UNITS: UNITS 3&4**

**DELIVERY SCHOOL: LAVERTON P-12 COLLEGE**

| <b>MODULE CODE</b> | <b>MODULE NAME</b>                        | <b>NO OF HOURS</b> |
|--------------------|---|--------------------|
| SITHFAB203         | Prepare and serve non-alcoholic beverages | 20                 |
| SITHFAB204         | Prepare and serve espresso coffee         | 30                 |
| SITHFAB206         | Serve food and beverage                   | 80                 |
| SITHFAB309         | Provide advice on food                    | 40                 |
| SITXFIN201         | Process financial transactions            | 25                 |

\*These modules may change in 2016

## **CERTIFICATE II in COMMUNITY SERVICES WORK**

**Description:** VCE VET Community Services program offers students the opportunity to learn about the community services sector and explore specific contexts of work. They will develop skills in communication, information provision and processing, administration support, networking and group support. Units 3 and 4 offers scored assessment and incorporates units such as working effectively with young people and operating under a casework framework.

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

**CERTIFICATE CODE: CHC20112**

**TYPE: VES**

**RTO NAME: *To be confirmed***

**VCE CREDIT: Three units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: Scored assessment**

**SWL: 10 days per year recommended**

### **YEAR 1**

**VCE UNITS: UNITS 1&2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)**

| <b>CODE</b> | <b>MODULE NAME</b>   | <b>NO OF HOURS</b> |
|-------------|--|--------------------|
| CHCCS211B   | Prepare for work in the community sector                     | 55                 |
| CHCCOM201C  | Communicate with people accessing the service                | 15                 |
| HLTFA311A   | Apply First Aid  | 18                 |
| HLTWHS200A  | Participate in the WHS processes                             | 20                 |
| CHCORG201C  | Follow policies, procedures and programs of the organisation | 15                 |
| CHCORG202C  | Work with others   | 15                 |
| CHCFC301A   | Support the development of children                          | 20                 |
| CHCFC316D   | Provide food services  | 15                 |
| CHCDIS220B  | Prepare of disability work                                   | 20                 |

### **YEAR 2** in 2017

**VCE UNITS: UNITS 3&4**

**DAY & TIME: Wednesday PM**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)**

| <b>MODULE CODE</b> | <b>MODULE NAME</b>                                   | <b>NO OF HOURS</b> |
|--------------------|--|--------------------|
| CHCRH401C          | Work effectively in the leisure and health industry  | 50                 |
| CHCCS421B          | Undertake community sector work within own community | 80                 |
| CHCAD401D          | Advocate for clients                                 | 20                 |
| CHCCW301C          | Operate under a casework framework                   | 20                 |
| CHCGROUP302D       | Support group activities                             | 20                 |
| CHCYTH301E         | Work effectively with young people                   | 40                 |

\*These modules may change in 2016

---

# CERTIFICATE II in DANCE

---

CUA20111 Certificate II in Dance is state accredited curriculum which enables students to develop the knowledge and skills to participate in a variety of dance routine roles. It provides the fundamental skills in a number of specialised dance disciplines and a pathway to further education and training in the entertainment industry.

**Description:** Certificate II in Dance aims to provide students with the technical and performance skills to begin the process of establishing a career in the entertainment industry. Students will learn the necessary knowledge and skills to enable them to participate in a variety of dance routines. Units 1 and 2 of the program include developing basic levels of physical condition for dance performance and basic dance techniques, sourcing information on the history and theory of dance and applying it to an area of work. Units 3 and 4 offers scored assessment and incorporates units such as sourcing and applying entertainment industry knowledge, preparing for a dance performance, refining basic dance techniques and applying basic dance techniques for performances.

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

**CERTIFICATE CODE: CUA20113**

**TYPE: VES**

**RTO NAME: AUSDANCE**

**VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: Scored assessment.**

## YEAR 1

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

| CODE       | MODULE  | NO OF HOURS |
|------------|---|-------------|
| BSBWOR203B | Work effectively with others                                      | 15          |
| CUADAN201  | Develop basic dance techniques                                    | 20          |
| CUAWHS101  | Follow basic safe dance practices                                 | 60          |
| CUAWHS201  | Develop a basic level of physical condition for dance performance | 40          |
| CUADAN203A | Perform basic jazz dance technique                                | 80          |
| CUADAN205A | Perform basic contemporary dance technique                        | 45          |

## YEAR 2 in 2017

**VCE UNITS: UNITS 3 & 4**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

| CODE       | MODULE  | NO OF HOURS |
|------------|---|-------------|
| CUAPRF201A | Prepare self for performance                                  | 35          |
| CUADAN202A | Incorporate artistic expression into basic dance performances | 45          |
| CUFIND201A | Develop and apply creative arts industry knowledge            | 20          |
| CUAPRF304A | Develop audition techniques                                   | 25          |
| CUADAN305A | Increase depth of jazz dance technique                        | 50          |
| CUADAN308A | Increase depth of contemporary dance technique                | 45          |

\*These modules may change in 2016

---

## CERTIFICATE III in EARLY CHILDHOOD EDUCATION & CARE

---

The Certificate III in Early Childhood Education & Care (formerly called Children's Services) prepares students to be competent in a range of skills, knowledge and attributes identified by the Children's Services sector. The course has specialist children services units to enable work in child care centres when completed.

**CERTIFICATE CODE: CHC30113**

**TYPE: VFE**

**RTO NAME: WYNDHAM COMMUNITY & EDUCATION CENTRE**

**VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: No scored assessment. Counted as a 5<sup>th</sup> or 6<sup>th</sup> subject and contributes 10% of the average of the primary 4 scaled scores**

### YEAR 1

**VCE UNITS: UNITS 1&2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: POINT COOK SENIOR**

| MODULE CODE | MODULE NAME  | NO OF HOURS |
|-------------|--|-------------|
| CHCORG303C  | Participate effectively in the work environment                                    | 20          |
| HLTWHS001   | Participate in workplace health and safety   | 20          |
| CHCECE002   | Ensure the health & safety of children   | 63          |
| CHCECE009   | Use an approved learning framework to guide practice                               | 70          |
| CHCECE005   | Provide care for babies and toddlers   | 60          |
| CHCECE003   | Provide care for children  | 70          |
| CHCECE004   | Promote and provide healthy food and drinks  | 35          |
| CHCPRT001   | Identify & respond to children & young people at risk                              | 40          |
| CHCPRT003   | Work collaboratively to maintain an environment safe for children and young people | 50          |
| CHCCS400C   | Work within a relevant legal and ethical framework                                 | 50          |

### YEAR 2

**VCE UNITS: UNITS 3&4**

**DAY & TIME: Wednesday PM**

**DELIVERY SCHOOL: POINT COOK SENIOR**

| MODULE CODE | MODULE NAME  | NO OF HOURS |
|-------------|--|-------------|
| CHCECE013   | Use information about children to inform practice                        | 40          |
| CHCECE010   | Support the holistic development of children in early childhood          | 70          |
| CHCECE011   | Provide experiences to support children's play and learning              | 40          |
| CHCECE007   | Develop positive and respectful relationships with children              | 70          |
| CHCECE006   | Support behavior of children and young people                            | 30          |
| CHCECE002   | Ensure the health and safety of children                                 | 63          |
| CHCECE001   | Develop cultural competence  | 70          |
| HLTHIR404D  | Work effectively with Aboriginal and/or Torres Strait Islander people    | 20          |
| HLTAID004   | Provide an emergency first aid response in an education and care setting | 20          |

\*These modules may change in 2016

# CERTIFICATE II in ELECTROTECHNOLOGY

## Electrical Pre-Apprenticeship

**Course Aims:** The Certificate II in Electrotechnology (Pre-Apprenticeship) aims to provide students with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the electrical industry. It also provides students with increased opportunities of gaining an electrical apprenticeship. The program also provides experiences in and knowledge of occupations at electrotechnology trade level enabling students to make informed choices in the selection of career paths.

**Career Opportunities:** This certificate will prepare students for entry level employment in the Electrical Industry and enhance their opportunity in gaining an electrical apprenticeship. Potential career opportunities include self-employed electrician, site/factory electrician, electrical inspector.

**CERTIFICATE CODE:** 22261VIC

**TYPE:** VFE

**RTO NAME:** KANGAN INSTITUTE

**VCE CREDIT:** Up to 3 units at Units 1 and 2 and a Unit 3&4 sequence.

**ATAR:** No scored assessment. Counted as a 5<sup>th</sup> or 6<sup>th</sup> subject and contributes 10% of the average of the primary 4 scaled scores

**SWL:** 10 days per year recommended

### YEAR 1

**VCE UNITS:** UNITS 1&2

**DAY & TIME:** Thursday ALL DAY

**DELIVERY SCHOOL:** EMMANUEL COLLEGE (NOTRE DAME CAMPUS)

| CODE         | MODULE   | NO OF HOURS |
|--------------|--|-------------|
| CPCCOHS1001A | Work safely in the construction industry   | 6           |
| HLTAID002    | Provide basic emergency life support   | 8           |
| UEENEEE101A  | Apply occupational health & safety regulations, codes and practices in the workplace | 20          |
| UEENEEE102A  | Fabricate, assemble & dismantle utilities industry components                        | 40          |
| UEENEEE103A  | Solve problems in ELV single path circuits   | 40          |
| UEENEEE105A  | Fix and secure electrotechnology equipment   | 20          |
| UEENEEE142A  | Produce products for carrying out energy sector work                                 | 80          |
| UEENEEE148A  | Carry out routine work activities in an energy sector work                           | 40          |
| UEENEEE122A  | Carry out preparatory energy sector work   | 60          |

### YEAR 2

**VCE UNITS:** UNITS 3 & 4

**DAY & TIME:** Wednesday ALL DAY

**DELIVERY SCHOOL:** EMMANUEL COLLEGE (NOTRE DAME CAMPUS)

| CODE        | MODULE  | NO OF HOURS |
|-------------|---|-------------|
| UEENEEE004B | Solve problems in multi path DC circuits                              | 40          |
| UEENEPP002B | Attach cords for electrical equipment                                 | 20          |
| UEENEPP008B | Conduct in service safety testing of electrical cords                 | 40          |
| UEENEEE040B | Identify and select components/accessories/materials                  | 20          |
| UEENEEE041B | Use routine equipment/plant/technologies in an electrical environment | 80          |
| UEENEEE042B | Produce routine products for carrying out electrical work             | 80          |
| UEENEED001B | Use basic computer applications relevant to a workplace               | 20          |
| UEENEED001B | Maintain documentation  | 20          |
| UEENEED001B | Provide basic sustainable energy solutions in residential premises    | 80          |

\*These modules may change in 2016

---

# CERTIFICATE II in ENGINEERING STUDIES

---

**Description:** Certificate II in Engineering Studies provides students with the skills and knowledge to undertake an apprenticeship in the engineering trades. Units 1 and 2 cover areas in basic machine processing, fabrication techniques, using power tools and using computers for engineering related work activities. Depending on the electives chosen, Units 3 and 4 offers scored assessment and incorporates units such as producing basic engineering sketches and drawings, handling engineering materials and assembling and testing electronic engineering equipment and making it operational.

**Career opportunities:** Certificate II in Engineering Studies provides a pathway into an engineering apprenticeship or traineeship which can lead into a range of careers in the engineering and manufacturing industries, including roles in conception, design, manufacture, installation and repair of a wide range of products. As a qualified tradesperson occupations may include boiler maker, welder, tool/die maker, hydraulics/avionics/mechanical technician, draftsman, mechanical fitter. This qualification also provides a pathway for students considering para professional careers in the engineering industry such as a Mechanical Engineer.

**CERTIFICATE CODE: 22209VIC**

**TYPE: VES**

**RTO NAME: KANGAN INSTITUTE**

**VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: Scored assessment**

**SWL: 10 days per year recommended**

## YEAR 1

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME: Thursday 9.00am-3.00pm ALL DAY**

**DELIVERY SCHOOL: LAVERTON P-12 COLLEGE**

| MODULE CODE | MODULE NAME  | NO OF HOURS |
|-------------|--|-------------|
| MEM 13014A  | Apply principles OH&S in work environment                      | 10          |
| MEM16006A   | Organise and communicate information                           | 20          |
| MEM16008A   | Interact with computing technology                             | 20          |
| MEM18001C   | Use hand tools   | 20          |
| MEM 18002B  | Use power tools/hand held operations                           | 20          |
| VU20909     | Develop an individual career plan for the engineering industry | 20          |
| VU20912     | Perform basic machining processes                              | 40          |
| VU20913     | Apply basic fabrication techniques                             | 40          |

## YEAR 2

**VCE UNITS: UNITS 3 & 4**

**DAY & TIME: Wednesday 9.00am-3.00pm ALL DAY**

**DELIVERY SCHOOL: LAVERTON P-12 COLLEGE**

| MODULE CODE | MODULE NAME  | NO OF HOURS |
|-------------|--|-------------|
| VU20910     | Produce basic engineering sketches and drawings                                  | 20          |
| MEM12024A   | Perform computations   | 30          |
| VU20911     | Handle engineering materials   | 20          |
| MSS402040A  | Apply 5S procedures  | 40          |
| MSAENV272B  | Participate in environmentally sustainable work practices                        | 30          |
| VU20903     | Produce basic engineering components and products using fabrication or machining | 60          |

\*These modules may change in 2016



---

## CERTIFICATE III in APPLIED FASHION DESIGN & TECHNOLOGY

---

**Description:** This certificate provides students with basic design and development skills and knowledge to prepare them for work in the fashion industry. This is a hands-on qualification that allows for some creative expression to develop and be displayed in the practical projects undertaken. Students will be provided with the opportunity to acquire and develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches, identifying fibres and fabrics, fabric performance and handling, garment repairs, alterations, basic patternmaking principles, preparing and marketing design concepts.

**Career opportunities:** Completion of Certificate II in Applied Fashion Design and Technology can provide students with the opportunity to be employed as a junior in the fashion industry. Completion of the Certificate III prepares students for supervisory roles, specialised technical tasks or multi-skilled roles within a production environment. With additional training and experience, employment opportunities may include clothing tradesperson, product tester/inspector, product dispatcher, garment cutter, pattern maker, designer or milliner. Established fashion designers can also undertake careers in small business focusing on the production of individual garments or seasonal clothing ranges.

**CERTIFICATE CODE: LMT21707 & selected modules from LMT31407**

**TYPE: VES**

**RTO NAME: KANGAN INSTITUTE**

**VCE CREDIT: Up to 4 units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: No scored assessment. Counted as a 5<sup>th</sup> or 6<sup>th</sup> subject and contributes 10% of the average of the primary 4 scaled scores**

### YEAR 1

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

| MODULE CODE | MODULE NAME  | NO OF HOURS |
|-------------|--|-------------|
| LMTGN2001B  | Follow defined OH&S policies and procedures          | 30          |
| LMTGN2002B  | Apply quality standards                              | 30          |
| LMTCL2001B  | Using a sewing machine                               | 40          |
| LMTFD2001B  | Design and produce a simple garment                  | 80          |
| LMTFD2005B  | Identify design process for fashion designs          | 40          |
| LMTCL2004B  | Sew components                                       | 50          |
| LMTCL2010B  | Modify patterns to create basic styles               | 50          |
| LMTCL2011B  | Draw and interpret a simple sketch                   | 30          |
| LMTGN2003B  | Work in the textiles, clothing and footwear industry | 40          |
|             |  |             |

### YEAR 2

**VCE UNITS: UNITS 3 & 4**

**DAY & TIME: Wednesday PM**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

| CODE       | MODULE NAME   | NO OF HOURS |
|------------|---|-------------|
| LMTCL2003B | Identify fibres and fabrics                               | 50          |
| MSAENV272B | Participate in environmentally sustainable work practices | 30          |
| LMTCL3002B | Prepare and produce a sewn garment                        | 60          |
| LMTFD3003B | Prepare a design concept for a simple garment             | 80          |
| LMTCL3007B | Embellish garment by hand or machine                      | 40          |

\*These modules may change in 2016

---

# CERTIFICATE II in HAIRDRESSING

---

The Certificate II in Hairdressing will equip students with foundation skills and knowledge for a career in the hairdressing industry. The course will also enhance a student's applications for a hairdressing apprenticeship by providing them with basic training in competencies included at the apprenticeship level. It is comprised of units of competence of qualification in **SIH20111 Certificate II in Hairdressing**

**CERTIFICATE CODE: SIH20111**

**TYPE: VFE**

**RTO NAME: AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING (AIET)**

**VCE CREDIT: 2 units at Units 1 and 2 (Year 1 only)**

**ATAR: VCE Units 1&2 only, therefore no ATAR contribution**

**SWL: 10 days per year is recommended**

## YEAR 1

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

| <b>MODULE CODE</b> | <b>MODULE NAME</b>  | <b>NO OF HOURS</b> |
|--------------------|---|--------------------|
| BSBSUS201A         | Participate in environmentally sustainable work practices | 20                 |
| SIHHBAS201A        | Perform shampoo and basin services                        | 30                 |
| SIHHCCS201A        | Greet and prepare clients for salon services              | 10                 |
| SIHHHDS201A        | Dry hair to shape   | 40                 |
| SIHHIND201A        | Maintain and organise tools, equipment and work areas     | 20                 |
| SIHHOHS201A        | Apply salon safety procedures                             | 20                 |
| SIRXCOM001A        | Communicate in the workplace                              | 40                 |
| SIRXIND001A        | Work effectively in a retail environment                  | 45                 |
| SIBXCCS201A        | Conduct financial transactions                            | 25                 |
| SIHHBAS202A        | Perform head, neck and shoulder massage                   | 20                 |
| SIHHHDS202A        | Apply hair braiding techniques                            | 30                 |
| SIRXRPK002A        | Recommend hair, beauty and cosmetic products and services | 25                 |
| SIRXSLS001A        | Sell products and services                                | 20                 |

\*These modules may change in 2016

---

## **CERTIFICATE II in HORTICULTURE/PARKS & GARDENS**

---

The Certificate II in Horticulture provides students with the knowledge and skills to enhance their employment prospects in the horticulture industry. The program covers a broad range of tasks in gardening, nursery work and landscaping as well as the foundation skills and knowledge required by the horticultural industry. This course is a work-ready pre-employment course designed to assist students in pursuing a career in the horticulture industry through study pathways options such as apprenticeship or higher education. Industry sectors include arboriculture, floriculture, landscaping, nurseries, parks and gardens and turf. With additional training and experience, future employment opportunities may include nursery worker, grounds keeper, horticulturist and landscaper.

**CERTIFICATE CODE: AHC20610**

**TYPE: VES**

**RTO NAME: ACAH**

**VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: No scored assessment. Counted as a 5<sup>th</sup> or 6<sup>th</sup> subject and contributes 10% of the average of the primary 4 scaled scores**

### **YEAR 1 (one year program only)**

**VCE UNITS: UNITS 1& 2, 3 & 4**

**DAY & TIME: Wednesday 9.30am-2.30pm**

**DELIVERY VENUE: WERRIBEE PARK**

| <b>CODE</b> | <b>MODULE NAME</b>  | <b>NO OF HOURS</b> |
|-------------|---|--------------------|
| AHCOHS201A  | Participate in OHS processes                              | 20                 |
| AHCWRK209A  | Participate in environmentally sustainable work practices | 20                 |
| AHCCHM201A  | Apply chemicals under supervision                         | 30                 |
| AHCIRG206A  | Maintain pressurised irrigation systems                   | 20                 |
| AHCMOM203A  | Operate basic machinery & equipment                       | 20                 |
| AHCPGD201A  | Plant trees and shrubs                                    | 20                 |
| AHCPGD206A  | Conduct visual inspection of park facilities              | 20                 |
| AHCPMG201A  | Treat weeds   | 40                 |
| AHCPCM201A  | Recognise plants  | 40                 |
| AHCSOL201A  | Determine basic properties of soils and/or growing media  | 20                 |
| AHCTRF201A  | Support turf establishment                                | 40                 |
| AHCNSY203A  | Undertake propagation activities                          | 30                 |
| AHCWRK204A  | Work effectively in the industry                          | 20                 |
| AHCPGD203A  | Prune shrubs and small trees                              | 35                 |
| AHCCHM303A  | Prepare and apply chemicals                               | 70                 |
| AHCCHM304A  | Transport, handle and store chemicals                     | 50                 |

\*These modules may change in 2016

---

# CERTIFICATE III in INFORMATION TECHNOLOGY

## (partial completion)

---

**Description:** Certificate III in Information Technology provides students with the skills and knowledge to be competent in introductory ICT technical functions. The qualification is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user. Units 1 and 2 include core skills from Certificate II in integrating and operating commercial computing packages, designing organisational documents and installing software applications. Units 3 and 4 offers scored assessment and incorporates units such as using advanced features of computer applications, installing and managing network protocols, connecting internal hardware components and managing customer relationships.

**Career opportunities:** Areas of employment may include working in personal computer support or network systems administration. With additional training and experience future employment opportunities may include software/hardware developer, systems analyst, website developer, helpdesk officer.

**CERTIFICATE CODE: ICA30111**

**TYPE: VES**

**RTO NAME: KANGAN INSTITUTE**

**VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: Scored assessment**

### YEAR 1

**VCE UNITS: UNITS 1& 2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)**

| MODULE CODE | MODULE NAME   | NO OF HOURS |
|-------------|---|-------------|
| BSBOHS304A  | Participate effectively in WHS communication & consultative processes | 30          |
| ICAICT202A  | Work and communicate effectively in an IT environment                 | 40          |
| ICASAS301A  | Run standard diagnostic tests   | 20          |
| ICAICT203A  | Operate application software packages                                 | 60          |
| ICANWK304A  | Administer network peripherals  | 20          |
| ICASAS303A  | Care for computer hardware  | 20          |

### YEAR 2

**VCE UNITS: UNITS 3&4**

**DAY & TIME: Wednesday PM**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)**

| MODULE CODE | MODULE NAME  | NO OF HOURS |
|-------------|--|-------------|
| ICAICT301A  | Create user documentation                                      | 20          |
| ICAICT302A  | Install & optimise operating system software                   | 20          |
| BSBSUS301A  | Implement & monitor environmentally sustainable work practices | 40          |
| ICASAS305A  | Provide IT advice to clients                                   | 40          |
| ICASAS306A  | Maintain equipment & software                                  | 20          |
| ICASAS307A  | Install, configure & secure a small or home office network     | 50          |
| ICAICT303A  | Connect internal hardware components                           | 20          |

\*These modules may change in 2016

---

# CERTIFICATE II in RETAIL MAKE UP AND SKIN CARE

---

Certificate II in Retail Make Up and Skin Care SIB20110 has been designed as a standard entry level qualification for the Beauty industry. It applies to those wishing to develop the skills and knowledge to begin a career in as a makeup artist.

Likely functions within the Beauty industry for those who achieve this level of qualification include working within clearly defined contexts and under supervision. It involves communicating in the workplace, performing routine salon/store functions, demonstrating skin care products and designing and applying make-up in general and specialist situations.

**CERTIFICATE CODE: SIB20110**

**TYPE: VES**

**RTO NAME: AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING (AIET)**

**VCE CREDIT: 2 units at Units 1 and 2 (Year 1 only)**

**ATAR: VCE Units 1&2 only, therefore no ATAR contribution**

**SWL: 10 days per year is recommended**

## YEAR 1

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME: Wednesday PM**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

| CODE        | MODULE  | NO OF HOURS |
|-------------|---|-------------|
| SIBBRES201A | Research and apply beauty industry knowledge              | 20          |
| SIBBFAS201A | Demonstrate retail skincare products                      | 25          |
| SIBXCCS202A | Provide service to clients                                | 30          |
| SIBXFAS201A | Design and apply make up                                  | 40          |
| SIRXCOM001A | Communicate in the work place                             | 45          |
| SIRXIND001A | Work effectively in a retail environment                  | 45          |
| SIRXWHS101A | Apply safe working practices                              | 20          |
| SIRXCLM001A | Organise and maintain work areas                          | 20          |
| SIRXMER201  | Merchandise products                                      | 30          |
| SIBXCCS201A | Conduct financial transactions                            | 25          |
| SIRXSLS201A | Sell products and services                                | 20          |
| SIRXRPK002A | Recommend hair, beauty and cosmetic products and services | 25          |
| SIRXICT001A | Operate retail technology                                 | 20          |
| SIRXINV001A | Perform stock control procedures                          | 35          |
| SIBBNLS202A | Provide manicure and pedicure services                    | 30          |

\*These modules may change in 2016

---

# CERTIFICATE III in MEDIA (MULTIMEDIA)

---

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

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

**CERTIFICATE CODE: CUF30107**

**TYPE: VES**

**RTO NAME: KANGAN INSTITUTE**

**VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: Scored assessment**

**SWL: 10 days per year is recommended**

## YEAR 1

**VCE UNITS: UNITS 1& 2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)**

| MODULE CODE | MODULE TITLE  | NO OF HOURS |
|-------------|---|-------------|
| BSBCRT301A  | Develop and extend critical creative thinking             | 40          |
| BSBDES201A  | Follow a design process                                   | 40          |
| CUFDIG201A  | Maintain interactive content                              | 30          |
| CUFDIG303A  | Produce and prepare photo images                          | 20          |
| CUFIND301B  | Work effectively in the screen and media industries       | 20          |
| CUSOHS301A  | Follow OHS procedures                                     | 10          |
| CUVCOR08B   | Produce drawings to represent and communicate the concept | 60          |
| HLTFA311A   | Apply first aid   |             |

## YEAR 2

**VCE UNITS: UNITS 3&4**

**DAY & TIME: Wednesday PM**

**DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)**

| MODULE CODE | MODULE NAME   | NO OF HOURS |
|-------------|---|-------------|
| CUFANM301A  | Create 2d digital animations                              | 35          |
| CUFWRT301A  | Write content for a range of media                        | 40          |
| BSBDES302A  | Explore and apply the creative design process to 2D forms | 50          |
| CUFDIG302A  | Author interactive sequences                              | 40          |
| CUFDIG301A  | Prepare video assets                                      | 30          |
| CUFDIG304A  | Create visual design components                           | 30          |

\*These modules may change in 2016

---

# CERTIFICATE III in MUSIC

## (Performance)

---

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

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

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

**CERTIFICATE CODE:** CUS30109

**TYPE:** VES

**RTO NAME:** AUSTRALIAN CENTRE FOR ADVANCED STUDIES

**VCE CREDIT:** Up to three units at Units 1 and 2, and a Units 3 and 4 sequence

**ATAR:** Scored assessment

**SWL:** 10 days per year is recommended

### YEAR 1

**VCE UNITS:** UNITS 1 & 2

**DAY & TIME:** Thursday PM

**DELIVERY SCHOOL:** LAVERTON P-12 COLLEGE

| MODULE CODE | MODULE TITLE   | NO OF HOURS |
|-------------|--|-------------|
| CUFCMP301A  | Implement copyright arrangements                     | 20          |
| CUSIND301B  | Work effectively in the music industry               | 35          |
| CUSOHS301A  | Follow occupational health and safety procedures     | 10          |
| CUSMPF304A  | Make a music demo                                    | 40          |
| CUSMCP301A  | Compose simple songs or musical pieces               | 35          |
| CUSMPF302A  | Prepare for performances                             | 35          |
| CUSMPF203A  | Develop ensemble skills for playing or singing music | 50          |
| CUSSOU201A  | Assist with sound recordings                         | 35          |

### YEAR 2

**VCE UNITS:** UNITS 3 & 4

**DAY & TIME:** Wednesday PM

**DELIVERY SCHOOL:** LAVERTON P-12 COLLEGE

| MODULE CODE | MODULE NAME                              | NO OF HOURS |
|-------------|--|-------------|
| CUSMPF301A  | Develop technical skills in performance  | 20          |
| CUSMPF305A  | Develop improvisation skills             | 35          |
| CUSMLT301A  | Apply knowledge of genre to music making | 40          |
| CUSMPF402A  | Develop and maintain stagecraft skills   | 70          |
| CUSMPF406A  | Perform music as a soloist <b>OR</b>     | 70          |
| CUSMPF404A  | Perform music as part of a group         | 70          |

\*These modules may change in 2016

---

# CERTIFICATE III in MUSIC

## (Technical Production)

---

**Description:** Certificate III in Technical Production provides students with the practical skills and knowledge to record, mix and edit sound sources. Units 1 and 2 include developing music industry knowledge, establishing contractual and work relationships, and following health, safety and security practices. Units 3 and 4 offers scored assessment and includes units such as editing sound using digital systems, operating sound mixing consoles, operating sound reinforcement systems and mixing sound sources.

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

**CERTIFICATE CODE: CUS30209**

**TYPE: VES**

**RTO NAME: AUSTRALIAN CENTRE FOR ADVANCED STUDIES**

**VCE CREDIT: Up to three units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: Scored assessment**

**SWL: 10 days per year is recommended**

### YEAR 1

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: WILLIAMSTOWN HIGH SCHOOL**

| MODULE CODE | MODULE TITLE                                      | NO OF HOURS |
|-------------|---|-------------|
| BSBWOR203A  | Work effectively with others                      | 15          |
| CUECOR01C   | Manage own work and learning                      | 10          |
| CUEIND01C   | Source and apply entertainment industry knowledge | 10          |
| CUSOHS301A  | Follow occupational health and safety procedures  | 10          |
| CUFCMP301A  | Implement copyright arrangements                  | 20          |
| CUFSOU204A  | Perform basic sound editing                       | 30          |
| CUESOU03C   | Operate professional audio equipment              | 100         |
| SITXEVT002A | Provide event staging support                     | 30          |
| CUSSOU201A  | Assist with sound recordings                      | 35          |
| CUSMCP301A  | Compose simple songs or musical pieces            | 35          |

### YEAR 2

**VCE UNITS: UNITS 3&4**

**DAY & TIME: Wednesday PM**

**DELIVERY SCHOOL: WILLIAMSTOWN HIGH SCHOOL**

| MODULE CODE | MODULE NAME  | NO OF HOURS |
|-------------|--|-------------|
| CUSSOU301A  | Provide sound reinforcement                                | 40          |
| CUESOU07B   | Apply a general knowledge of audio work to activities      | 40          |
| CUESOU08B   | Select and manage microphone and other audio input sources | 30          |
| CUSSOU303A  | Set up and disassemble audio equipment                     | 40          |
| CUSSOU302A  | Record & mix a basic music demo                            | 40          |

\*These modules may change in 2016



# **CERTIFICATE III in SPORT & RECREATION**

**Description:** Certificate III in Sport and Recreation provides students with the skills and knowledge to work in the Sport and Recreation industry.

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

**CERTIFICATE CODE: SIS30513**

**TYPE: VES**

**RTO NAME: IVET**

**VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence**

**ATAR: Scored assessment**

**SWL: 10 days per year is recommended**

## **YEAR 1**

**VCE UNITS: UNITS 1 & 2**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

**DAY & TIME: Thursday PM**

**Also at:**

**BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)**

**EMMANUEL COLLEGE**

**WILLIAMSTOWN HIGH SCHOOL**

| <b>CODE</b> | <b>MODULE</b>  | <b>NO OF HOURS</b> |
|-------------|--|--------------------|
| BSBCRT301A  | Develop and extend critical and creative thinking skills | 40                 |
| BSBWOR301B  | Organise personal work priorities and development        | 30                 |
| ICAWEB201A  | Use social media tools for collaboration and engagement  | 20                 |
| SISXCCS201A | Provide customer service                                 | 15                 |
| SISXWHS101  | Follow work health and safety policies                   | 10                 |
| HLTAID003   | Provide First Aid  | 18                 |
| SISXEMR201A | Respond to emergency situations                          | 18                 |
| SISSSCO101  | Develop and update knowledge of coaching practices       | 30                 |

## **YEAR 2**

**VCE UNITS: UNITS 3 & 4**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

**DAY & TIME: Wednesday PM**

| <b>CODE</b> | <b>MODULE</b>                                    | <b>NO OF HOURS</b> |
|-------------|--|--------------------|
| SISSSPT303A | Conduct basic warm-up and cool-down programs     | 30                 |
| SISXCAI303A | Plan and conduct sport and recreation sessions   | 20                 |
| SISXCAI306A | Facilitate groups                                | 25                 |
| SITXCOM401  | Manage conflict                                  | 20                 |
| SISXRES301A | Provide public education on the use of resources | 25                 |
| SISXRSK301A | Undertake risk analysis of activities            | 20                 |
| SISSSOF202  | Officiate games or competitions                  | 50                 |

\*These modules may change in 2016

---

# CERTIFICATE II in VISUAL ARTS

---

This qualification allows learners to develop the basic creative and technical skills that underpin visual arts and craft practice. Students undertake a range of subjects and use a range of art mediums within the course to further their knowledge within the Arts area of study.

**CERTIFICATE CODE: CUV20111**

**TYPE: VFE**

**RTO NAME: *To be confirmed***

**VCE CREDIT: *To be confirmed***

**ATAR: *To be confirmed***

## YEAR 1

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME: Thursday PM**

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

| MODULE CODE | MODULE TITLE   | NO OF HOURS |
|-------------|--|-------------|
| BSBWHS201A  | Contribute to health and safety of self and others       | 20          |
| CUVPRP201A  | Make simple creative work                                | 40          |
| CUVACD101A  | Use basic drawing techniques                             | 50          |
| CUVPRI201A  | Develop printmaking skills                               | 50          |
| CUVRES201A  | Source and use information relevant to own arts practice | 50          |

\*These modules may change in 2016

## YEAR 2 in 2017

**DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE**

Details of Year 2 of this program still need to be confirmed.

1. Submit this form to your VET Co-ordinator by Friday 14th August, 2015.
2. Pay a \$200 deposit by the end of Term 3, 2013, the balance by 27<sup>th</sup> November , 2015

**Part 1: PERSONAL DETAILS (Please print clearly)**

Surname: \_\_\_\_\_

Given Name: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_ Year Level 2016: \_\_\_\_\_ VCE/VCAL: \_\_\_\_\_

Name of School enrolled at (HOME SCHOOL): \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Female  Male  (Please tick)

Student mobile: \_\_\_\_\_ Student email: \_\_\_\_\_

Parent mobile: \_\_\_\_\_ Parent email: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Contact No. \_\_\_\_\_

Do you have any special needs Yes  No  (Please tick)

Please Specify: \_\_\_\_\_

Are you an ESL student Yes  No  (Please tick)

Which language is your first language: \_\_\_\_\_

**Part 2: VET PROGRAM DETAILS**

I wish to apply for admission to (in preference order):

| Preference      | Course Title | Venue/Delivery School | Year 1<br>Units 1&2 | Year 2<br>Units 3&4 |
|-----------------|--------------|-----------------------|---------------------|---------------------|
| 1 <sup>st</sup> |              |                       |                     |                     |
| 2 <sup>nd</sup> |              |                       |                     |                     |
| 3 <sup>rd</sup> |              |                       |                     |                     |

**Part 3: PARENT'S ENDORSEMENT**

I/We have read and understood the information regarding our child's application for a Hobsons Bay VET Cluster program in 2016 and agree to his/her application.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

NOTE: A copy of this form will be forwarded to the Delivery School.

**Contract For Students Enrolled in VETiS Programs in Hobsons Bay VET Cluster in 2016**

Name of Student: \_\_\_\_\_

Home School: \_\_\_\_\_

Name of VETIS Certificate: \_\_\_\_\_

I agree to abide by the following conditions while I am enrolled in the above VETIS Certificate Course.

1. I will make payment of fees and course costs according to due dates.
2. I agree to punctually attend at least 90% of timetabled classes.
3. I will carry out the set work to the best of my ability and try to make as rapid progress as I can.
4. If I am unable to attend through illness or other cause I will inform the home school as soon as possible.
5. I will follow the instructions of the VETIS teachers and other teachers and behave sensibly and appropriately at all times both in class and when travelling to and from the VETIS venue.
6. I acknowledge that I may be travelling on my own to the delivery venue and that the school code of conduct applies whilst travelling to and from the delivery venue.
7. I agree to follow the rules of any school that I attend for VETIS programs.
8. I will wear correct home school uniform at all times. I will also wear protective clothing as required.
9. I will give my parents/guardian any notices or correspondence from the home school or the VETIS institution regarding fees to be paid, or any other matters.
10. I will organise and undertake appropriate work placement as part of my VETIS program if required at a time agreed upon by my home school.
11. I understand that if I do not keep to these conditions I may have to withdraw from the above VETIS Certificate.

Signed (student) \_\_\_\_\_

Signed (parent/guardian) \_\_\_\_\_

Date \_\_\_\_\_

***Return to Home School VET Co-ordinator by Friday 14th August, 2015.***

# Parental Consent and Confidential Medical Report

for VET in Schools classes in the Hobsons Bay VET Cluster

[Please complete and return with this application on Friday 14<sup>th</sup> August 2015]

I give consent for my son/daughter (please insert student's name) .....  
to participate in the VET (specify type of VET program) .....  
at Delivery School .....  
Signed: ..... Print name of parent:.....  
Date:...../...../2015

The following information is intended to assist the school in case of any medical emergency with your son/daughter.  
All information is held in confidence.

Student's Name: .....  
Date of Birth: .... / .... / .... Home School :..... Year Level in 2016: .....  
Parent's / Guardian's Full Name: .....  
Address: ..... Postcode: .....  
Emergency Telephone: Home: ..... Work: .....  
Name of Family Doctor: .....  
Address: .....  
Medicare Number: .....  
Medical / Hospital Insurance Fund: ..... Contribution Number: .....  
Ambulance Subscription: Yes / No Membership Number:.....  
Health care card holder: Yes / No Membership Number:.....

## Medication

1. Is your student presently taking any medication? YES / NO  
If YES, please state name of medication, dosage and possible side effects if known etc:  
.....  
.....
2. The teachers in charge of the class will expect the student to retain control of medication and will leave responsibility with the individual student. (Please label all medication with the student's name, dose to be taken and when it should be taken.)

## Consent to Medical Attention

I authorise staff at the Hobsons Bay VET Cluster Delivery School to administer First Aid to my child, and for the teacher in charge of the VET in Schools program to consent, where it is impracticable to communicate with me, to the student receiving such medical or surgical treatment as may be deemed necessary by a medical practitioner and I agree to meet any costs or expense thereby incurred .

Signed: ..... Date: .... / .... / 2015

## Student Contract

I.....agree to the following terms and conditions for participating in VET in Schools classes at the Delivery School:

- To behave in a manner that is expected of students at the VET Delivery School; and
- To comply with any lawful requests or instructions given by staff at the VET Delivery School.

Students Name:.....

Signed:..... Date:...../.....2015