2012 Eastern Network
VET Cluster Handbook
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WHAT IS VET?

Vocational Education and Training in Schools refers to enhanced senior school studies, which enables a secondary student to combine their SENIOR SCHOOL studies with vocational training.

FEATURES OF VET

- It is a two year program combining senior school studies and accredited vocational education and training.
- Enables students to complete a nationally recognised vocational qualification (e.g. Certificate II in Hospitality) and a senior school certificate (VCE/VCAL) at the same time.
- Allows a student to go directly into employment or receive credit towards further vocational training TAFE study.
- Focuses on students developing industry specific and workplace skills.
- It is a vocationally oriented school program designed to meet the needs of industry.

HOW DOES VET WORK?

A VET in Schools program is usually made up of:

**VET units of competency:** Delivered by a registered training organisation (e.g. TAFE), student’s school or another school close by.

**Structured Workplace Learning:** This involves an employer accepting a student on a one day a week basis or one week block. Structured workplace learning enables the student to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will have specific tasks to undertake in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

CONTRIBUTION TO THE VCE

With the exception of English there is no limit on the VET programs that may contribute to satisfactory completion of the VCE.

VET may be fully incorporated into the VCE as VCE VET or Block Credit Programs.

**Block Credit VET Programs**

Students who undertake VET programs not included in the suite of approved VCE VET programs may be eligible for credit towards their VCE. VTAC may award students who receive a Units 3 & 4 sequence through Block Credit recognition a 10% increment towards their ATAR.

**VET INCREASES STUDENT’S LEARNING POTENTIAL**

- Broadens VCE/VCAL options;
- Develops 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;
- Fosters positive feedback by enabling students to demonstrate specific skills and competency;
- Matches student interests 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 or Statement of Attainment;
- VET qualifications may articulate directly into further education and training at TAFE through documented pathway agreements;
- VET provides access to a range of different technologies related to the type and place of work.

**VET PREPARES STUDENTS FOR THE WORKFORCE**

- Multiplies 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 a student to develop strong links with industry and local community employers, i.e. students may be offered part time/casual work;
- Improves employment prospects;
- Helps students gain knowledge of employer’s expectations and real working conditions;
- Develops their capacity for co-operation, teamwork and leadership skill development;
- Assists in transition from school to work.
This handbook outlines an extensive selection of VET programs available to students at member schools for 2012 as brokered by the Inner Melbourne VET Cluster Inc (IMVC) on behalf of the Eastern Melbourne VET Cluster (ENVC).

Read the requirements of your selected program carefully. Please note the printed arrangements regarding times, venues and course outlines are subject to change and will be confirmed at the orientation evenings scheduled for Term 4, 2011. All successful applicants to programs will be notified of changes prior to course commencement, via their School’s VET Coordinator.

There are three steps in making an application for a 2012 VET Program

STEP 1
Read the handbook and course requirements carefully, select your program and complete the Enrolment form at the end of this handbook. Submit this application to your VET Coordinator by the due date printed on the enrolment form.

STEP 2
Go to the IMVC website, www.imvc.com.au, click on the Vocational Pathways and Workplace Learning tab, followed by the VET Programs link and submit an enrolment online.
Students who do not complete Steps 1 & 2 will not be eligible for enrolment in a 2012 VET Program.

STEP 3
There are costs associated with each program. Applicants should contact their VET Coordinators for an estimate of costs.

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

1 ABSENCES
Students are permitted two absences a Semester or four for the year. An additional two approved absences will be allowed for school camps, excursions etc. Where possible, students need to notify their VET coordinators, trainers and/or workplace in advance.

2 PUNCTUALITY
All students are expected to arrive on time to class. Students who arrive more than 10 minutes after the class has started, and without an adequate reason will not be allowed entry and will be marked absent.

3 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, may face withdrawal from the program.

4 STUDENT COMMITMENT FORMS
This form is part of the enrolment process and outlines all student responsibilities in regards to work requirements, student behaviour and course expectations. Failure to complete and submit this form will jeopardise a student’s application for a program.

5 PROGRAM COSTS
All VET programs offered through the ENVC attract costs. Through the clustering arrangement these costs are kept to a minimum where possible. Program costs will vary according to the purchase of training hours, the materials required by students to complete the program, uniforms, trade materials, books and equipment required. It should be noted that a student’s school determines costs and payment of costs.

Please note: Once students have commenced the course, costs will not be refunded.

6 STRUCTURED WORKPLACE LEARNING
Structured Workplace Learning is a key feature of VET programs. All students are encouraged to complete a minimum of one week’s work placement in a related industry. Some students with a compulsory structured work placement, for example, Hospitality, will be offered assistance through the Cluster to source a suitable placement. It is the responsibility of the student; however, to ensure that all paperwork associated with this structured workplace learning is completed and returned in a timely fashion, students will need to meet the work placement requirements of the course to the best of their abilities.

7 REPORTS
All students undertaking an ENVC VET program will receive an official written report indicating their progress in the program. These reports are issued by the training providers to the student’s school and will include information on completed competencies, student learning, attendance, behaviour and general comments. Parents will receive a copy of these reports in Terms 1, 2 and 4. Completed Certificates will be sent directly to schools at completion of the course.
Schools will forward these to students. It should be noted that completed certificates might not be sent until the following year in accordance with graduation processes from the various TAFE and Training Institutions.

Students completing a VET program will receive notification of their final results through the Victorian Registration & Qualifications Authority – VRQA. VET programs with a Study Score or increment at Year 12 will have their results appear as part of their VCAA Study Scores. ATAR contributions are calculated at the Year 12 level only by VTAC and are made available to students by VTAC through the normal channels.

8 STUDENT BEHAVIOUR
It is imperative that if VET programs are to remain available to all Cluster students, students abide by the trainer’s rules and the rules of the Host School whenever they are on site. This includes meeting Occupational Health and Safety requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard.

9 CATCH UP CLASSES
Where necessary, students may be required to attend catch up classes after school, during the school holidays or on the weekend. The student and/or parent will be required to cover additional costs related to these classes should they be applied.

10 ABSENCE FROM SECOND YEAR VET PROGRAMS WITH SCORED ASSESSMENT
It should be noted by students and parents that fail to abide by the above course requirements may result in a student being withdrawn from a program at full cost to parents.

11 WITHDRAWAL FROM A VET PROGRAM
ENVC VET programs are successful because students are able to access programs offered by member schools. It should be noted by students and parents that failure to abide by the course requirements may result in a student being withdrawn from a program at full cost to parents.

12 COURSE CHANGES
Please note: all course details and delivery arrangements contained in this booklet are subject to change. All final course and delivery arrangements will be confirmed at the orientation evenings. All courses require minimum student numbers to proceed. For further information on VET programs please refer to the Victorian Curriculum and Assessment Authority website: http://www.vcaa.vic.edu.au/vet/index.html

13 BLOCK CREDIT RECOGNITION
Students may be eligible for credit towards the VCE if they have completed or are completing training in a nationally recognised VET qualification that is not included in the suite of approved VCE VET programs. Credit towards the VCE may be available for full or partial completion of a nationally recognised qualification at Australian Qualification Framework Level II and above. This credit is referred to as “Block Credit Recognition”. To be eligible for Block Credit Recognition the student must be enrolled in the VCE.
The establishment of an Eastern Network VET Cluster (ENVC) will aim to ensure that students who elect to complete their secondary schooling are given the opportunity to maximize future employment/career pathways, by providing them access to a range of vocational education programs.

**Intended Cluster outcomes include:**

- Long term sustainable partnerships between schools, training providers, community agencies and industry in the effective delivery of VETIS
- Access for students to a range of quality VET programs
- Alignment between regional VET provision and state wide training priorities (skill priorities) at both state and local level;
- Improved pathway outcomes to post school VET destinations and employment

The ENVC is cross sectorial, with representation from State, Catholic and Independent schools, TAFEs and ACE providers. Program outlined in this Handbook are accessing by all education providers in the Cities of Monash, Whitehorse and Manningham.

Assisting the ENVC to achieve their strategic goals is the Inner Melbourne VET Cluster (IMVC) and the Gateway Local Learning and Employment Network.
What is the Workplace Learning Coordinator Program?

The Workplace Learning Coordinator Program is a joint initiative of the Australian and State and Territory Governments. The Program identifies, facilitates and coordinates industry specific learning opportunities for young people and connects industry and schools to provide the opportunity for students to experience quality workplace learning.

What does the Workplace Learning Coordinator Program do?

- Provides an important link connecting industry and young people
- Facilitates workplace learning opportunities
- Provides a vital resource helping young people gain the skills and experience to support the industry training which they are undertaking as part of their secondary school education.
- Promotes quality work education in local skill shortage areas supporting industry meet their skill development needs.
- Enhances student engagement, wellbeing and supports successful transitions and pathways

What is structured work placement?

As part of the Workplace Learning Coordinator program, the IMVC facilitates structured work placements for VET students. These placements enable students to demonstrate acquired skills and knowledge in an industry setting. During the work placement a student will have specific tasks to undertake in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

Benefits of structured work placements for students

- Exposure to the ‘real’ world of work
- A greater understanding of the workplace environment behaviour and expectations
- The chance to put into practice skills and knowledge you have acquired in your studies
- Improved communication skills – through interaction with adults in a variety of workplace situations
- An opportunity to develop contacts with potential employers
- Assistance in career planning through contact with employers
- An opportunity to test future career choice before

Structured Work Placement Assistance

Assistance with sourcing work placements is available from the IMVC. A comprehensive list of employers offering work placements, is advertised on the IMVC website www.imvc.com.au, click on the Workplace Vacancies icon. Young people requiring assistance should regularly check and register their interest online. Pay particular note to the job description, placement dates, any special requirements and location.
COURSE AIMS
This course aims to:

• Offer students a “taster” of a variety of allied health professions including a glimpse into the work worlds of physiotherapy, occupational therapy, dietetics/nutrition, speech pathology etc.

• Engage young people in the diverse options available in community health and in hospital environments.

• Secure a nationally accredited qualification in an area of high demand—allied health assistance is an emerging and growing career option in both public and private practice.

CLUSTER PROVIDER
Box Hill Institute (Elgar Campus)

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
18 places per class are available in this program.

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

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. It can however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
40 hour work placement required.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
At the end of Units 1 & 2 students will be able to identify:

• What allied health is and how Allied Health Assistant’s contribute to good health;

• How to safely assist patients to move and be mobile;

• How to provide basic emergency life support and contribute to an Allied Health Assistant program;

• How to better understand mental health issues in the community.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
At the end of the Unit 3 & 4 program students will be able to identify:

Standard medical terminology, what constitutes a healthy body system, key features of a health/hospital work environment and what is needed to be an effective worker in the sector.

Please note: This program is currently being developed as a VCE VET program available for the first time in 2012. The learning listed is indicative of the training to be undertaken but is subject to change.

PATHWAYS
Certificate IV in Allied Health Assistance
Diploma of Nursing
Advanced Diploma of Nursing
Bachelor of Nursing

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Therapy Assistant
• Physiotherapy Assistant
• Occupational Assistant
• Podiatry Assistant
COURSE AIMS
This program aims to provide students with the knowledge and skills to achieve competencies that will improve employment and further training prospects in the clothing industry with particular emphasis on:

- Fashion drawing and design
- Garment manufacturing techniques
- Pattern construction

CLUSTER PROVIDER
Emmaus College

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
15 places are available in this program.

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

VCE: Students who complete the VCE VET Applied Fashion Design and Technology program will be eligible for up to six units of credit towards their VCE: four units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. It can however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
80 hours recommended over 2 years

ADDITIONAL REQUIREMENTS/INFORMATION
This course may lead to further study in a range of fashion related courses at University, TAFE and independent fashion organisations.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:

- Identify Design Process for Fashion Design
- Draw and Interpret a Sketch
- Apply Quality Standards
- Sew Garments
- Modify Patterns to Create Basic Styles

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:

- Trade Drawing for Fashion Design
- Prepare a Design Concept
- Interpret Patterns & Apply Pattern Information

The Certificate III course uses the Certificate II skills as the basis for further skill development. All work associated with the design and construction of the garments is recorded in a comprehensive design folio.

PATHWAYS
Certificate IV in Clothing Production
Diploma of Textiles, Clothing and Footwear
Bachelor of Fashion Design/Merchandising

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Fashion Designer
- Interior Designer
- Costume Designer
- Dressmaker
- Tailor
- Industrial Textiles Fabricator
- Patternmaker
- Clothing Production Manager
- Textile Technician
- Interior Decorator
- Milliner
COURSE AIMS
This program provides students with the knowledge and skills to enhance their employment prospects in the automotive or automotive related industries. Depending on the electives chosen the program includes industry research, applying safe working practices, using and maintaining measuring equipment, operating electrical testing equipment, electronics, vehicle body, vehicle engine reconditioning and maintenance.

CLUSTER PROVIDER
Box Hill Institute (Elgar campus)

DAY & TIME
Units 1 & 2 Wednesdays 1.00pm – 6.00pm

NUMBER OF STUDENT PLACES
15 places per class are available in this program.

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

VCE: Students will be eligible for four units towards their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. It can however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
40 hour work placement required.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
- Apply safe work practices
- Recharge batteries
- Remove and replace engine cylinder head

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
- Dismantle and assemble fuel pump
- Remove and replace suspension, front springs
- Remove and replace radiators

PATHWAYS
This program provides a pathway for students into the automotive industry through a traineeship or apprenticeship.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Mechanic
- Spare Parts Manager
- Automotive Engineer
COURSE AIMS
The VCE VET Building and Construction program provides students with the knowledge and skills that will enhance their employment prospects in the Building Industry. The Certificate II in Building and Construction – Carpentry provides partial completion of the pre-apprenticeship program which provides a pathway into a building and construction apprenticeship.

CLUSTER PROVIDER
Box Hill Institute (Elgar campus)

DAY & TIME
Units 1 & 2 Wednesdays 4.30pm – 8.00pm
Units 3 & 4 Wednesdays 4.30pm – 8.00pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

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

VCE: Students who complete the VCE VET Building and Construction Program (at least 400 hours) will be eligible for four units towards their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. It can however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT
80 hour placement recommended over the two years, of which at least half (40 hours) must be undertaken in the first year.

ADDITIONAL REQUIREMENTS/INFORMATION
All students must possess: overalls, work boots, protective eyewear and hearing protection, hammer tape and folding ruler.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Competencies covered in the first year include:
Building and construction industry induction, first aid, safe handling of power tools and red card qualifications.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Competencies covered in the second year include:
Incorporate building structures, sub floor framing, wall framing and external cladding.

PATHWAYS
The Certificate II in Building and Construction – Carpentry program leads to apprenticeship opportunities in Carpentry, Joinery, Stair building or Shop Fitting. This program may also lead to the Diploma of Building (full-time or part-time).

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Builder
• Carpenter
• Building Inspector
• Draftsperson
• Architect
• Cabinet Maker
• Civil Engineer
BSB20107 CERTIFICATE II IN BUSINESS
with selected units from BSB30107 Certificate III

COURSE AIMS
This course provides entry-level training for students who may wish to enter a wide variety of careers in Business Administration. It aims to provide participants with the knowledge and skill development to enhance their employment prospects within a broad range of business settings.

CLUSTER PROVIDER
Wheelers Hill Secondary College

DAY & TIME
Units 1 & 2 Mondays 1:30pm – 4:30pm

NUMBER OF STUDENT PLACES
15 places are available in this program.

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

VCE: Students will receive five units towards their VCE for completion of the Certificate II and selected units from the Certificate III. Three units are at the 1 & 2 level and two units are at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Business must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a fifth or sixth study.

WORK PLACEMENT
80 hour placement recommended.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Developing employability skills with five core units covering OH&S processes, workplace communication, working effectively with others, producing simple word processed documents and organising and completing daily work activities. Students will also undertake four electives.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Maintaining daily financial and business records, organising workplace information, personal work priorities and development, designing and producing business documents and promoting innovation in a team environment.

PATHWAYS
Certificate III in Business Administration
Certificate IV in Business Administration
Diploma of Business Administration

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Administrative/Office Assistant
• Receptionist
• Secretary
• Information Officer
• Customer Service Officer
• Legal Secretary
• Personal Assistant
COURSE AIMS
This program provides entry level training for prospective applicants who may enter a wide variety of careers in the Engineering/Manufacturing Industry. The Manufacturing Industry covers a wide range of industry sectors and jobs. The industry includes everything that is made. The occupations within it include all of the people who conceive, design, and manufacture, assemble, install, repair, package and sell those products.

CLUSTER PROVIDER
Box Hill Institute (Elgar Campus)
Swinburne TAFE (Hawthorn Campus)

DAY & TIME
Box Hill Institute
Units 1 & 2 Wednesdays 1.00pm – 6.00pm

Swinburne TAFE
Units 1 & 2 Wednesdays 9.00am – 1.00pm
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Wednesdays 8.00am – 1.00pm
Units 3 & 4 Wednesdays 1.00pm – 6.00pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program

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

VCE: On completion students are eligible for four units. Two units at the unit 1 & 2 level and two units at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
80 hours required over the two years.

ADDITIONAL REQUIREMENTS/ INFORMATION
Students will be required to attend a one week holiday block.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
- OH&S, using computers for engineering related work activities, applying basic computational principles, basic machining, using power and hand tools and applying basic fabrication techniques.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
- Applying Electrotechnology principles in an engineering environment, using basic engineering concepts to plan the manufacture of engineering components, produce basic components and products using fabrication and machining, performing cutting, grinding and turning operations, producing sketches and drawings.

Revision to the Certificate II Engineering curriculum will see a changed VCE VET program structure for the first year of the program from 2012. Outcomes will be equivalent to the current program. All updates to programs will be included in future editions of the VCAA bulletin.

PATHWAYS
Certificate III in Engineering
Engineering Apprenticeship in Mechanical, Fabrication, Automotive or Electrical.

The vast majority of job vacancies are for people who have completed a qualification of some sort, be it apprenticeship, traineeship, TAFE or University. Furthermore, relevant qualifications are regarded by the industry as the key to further career progression to most senior positions.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Electrical Engineering
- Electrician
- Filter and Tune
- Boiler Maker
- Toolmaker
- Mechanical Engineering
- Automotive engineering
- Manufacturing Engineer
- Metallurgical Engineer
COURSE AIMS

The Certificate II in Equine Industry is an introductory course that prepares students for work in the equine industry.

CLUSTER PROVIDER

Box Hill Institute (Elgar campus)

DAY & TIME

Units 1 & 2 Wednesday 2.00pm – 5.30pm

NUMBER OF STUDENT PLACES

20 places per class are available in this program

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete Certificate II in Equine Industry will be eligible for five units credit towards their VCE: three units at the units 1 & 2 level and two units at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the units 3 and 4 sequence of VCE VET Equine Industry must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR either as one of the student’s best four studies (the primary four) or as a fifth or sixth study.

WORK PLACEMENT

40 hour placement required

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT

The qualification covers units such as working in an equine organization, safe handling and daily care of horses and developing a career path in the equine industry. Elective units include horse riding and driving, preparing horses for competition, assisting in the conduct of an equine industry event, caring for mares and foals and providing advice on equine products.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT

Units 3 & 4 incorporate core units such as carrying out horse observation, responding to equine injury and disease, equine anatomy and physiology and determining nutritional requirements for horses.

PATHWAYS

CERTIFICATE III

Farrier
Agriculture
Turf/Horticulture
Racing Steward

CERTIFICATE IV

Horse Management
Veterinary Nursing

DIPLOMA

Equine Stud Management
Sports Marketing
Racing (Thoroughbred) Training

ADVANCED DIPLOMA/UNDERGRADUATE DEGREE

Bachelor of Equine Studies
Marketing
Business Management
Horticulture

POSSIBLE FUTURE CAREERS OPPORTUNITIES

- Jockey
- Farrier
- Thoroughbred Trainer
- Stable Hand
- Business Manager
- Veterinarian
- Racing Steward
LMF20309 CERTIFICATE II IN FURNITURE MAKING
with selected units from Certificate III

COURSE AIMS
The overall aim of this program is 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 Cabinet Making.

CLUSTER PROVIDER
Box Hill Institute (Elgar campus)

DAY & TIME
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Tuesdays 4.00pm – 8.00pm

NUMBER OF STUDENT PLACES
20 places are available in this program

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

VCE: On completion students are eligible for up to five units credit towards their VCE. Three units at the Unit 1 & 2 level and two at the Unit 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
40 hours recommended only.

ADDITIONAL REQUIREMENTS/ INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid module via on-line theory work in their own time and attend a one day practical session during the Term 1 or Term 2 school holidays.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Work safely in the construction industry, construct a basic timber furnishing product and prepare surfaces for finishing.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Assemble furnishing components, read and interpret documents and construct furniture using leg and rail method.

PATHWAYS FOR FURNISHINGS
Apprenticeships – Certificate III in Furnishings
Certificate IV in Furniture Production
Diploma of Furnishings in Furniture Technology
Diploma of Arts in Furniture Design
Bachelor of Design

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Cabinet Maker
• Furniture Designer and Maker
• Wood Machinist
• Soft Furnishing Maker
• Upholsterer
• Textile Technician/Mechanic
• Musical Instrument maker
• Leather worker
• Craft design
• Furniture Restore
• French Polisher
WRH20109 CERTIFICATE II IN HAIRDRESSING

COURSE AIMS
The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the Hairdressing Industry. The program covers broad based and core skills in Hairdressing Services.

CLUSTER PROVIDER
Forest Hill Secondary College (TBC) or Box Hill Institute

DAY & TIME
Wednesday 1.45pm – 4.45pm - TBC

NUMBER OF STUDENT PLACES
20 places are available in this program.

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

VCE: VCE credits are available through block credit.

ATAR: There is no ATAR contribution.

Please note: This is a one year program.

WORK PLACEMENT
80 hours required.

PROGRAM CONTENT
This program includes preparing clients for salon service, maintaining equipment, performing head, neck and shoulder massage, drying hair to shape, braiding techniques, selling products and working effectively in retail.

SCHWARZKOPF WORKSHOPS
– only available at Forest Hill SC
To complement the training offered in this course, student will be offered one of the following Schwarzkopf sponsored workshops:

(i) BC HAIRTHERAPY’S CARE & MASSAGE
Know all there is to know about Schwarzkopf Professional’s BC Hairtherapy Care products.
Learn about the key ‘sub-line’ technologies within the range and how they nurture hair back to its best before preparing a client for shampooing, treating and performing head, neck & shoulder massage.

(ii) ESSENTIAL STYLING WITH OSIS
Learn the Essential Skills to styling hair working with Schwarzkopf Professional’s OSIS styling range.
Learn which product to use to create a particular style and then how to change it! Responsibly identify and prescribe an assortment of products then practice essential blow drying skills to complete a hairstyle

PATHWAYS
Certificate III in Hairdressing
Certificate IV in Hairdressing
Advanced Diploma in Hairdressing

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Hairdresser
• Stylist
• Salon Manager
• Retail Manager
• Trainer

Program Sponsor
Schwarzkopf

Schwarzkopf Professional
SIT20307 CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS)

COURSE AIMS
This certificate provides students with an overview of the hospitality industry. It provides the necessary training and skills development for the achievement of competence in food service.

CLUSTER PROVIDER
Doncaster Secondary College
Box Hill Senior Secondary College

DAY & TIME
Doncaster Secondary College
Units 1 & 2 Wednesday 1.45pm – 5.45pm
Box Hill Senior Secondary College
Units 1 & 2 Wednesday 1.30pm – 5.00pm

NUMBER OF STUDENT PLACES
20 places are available in this program

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

VCE: Students will be eligible for up to four units of credit for each stream. Two at Units 1 and 2 level for the first year and two units at the 3 / 4 level upon successfully completion of either second year program.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
Students will be required to undertake a minimum 40 hour placement in the first year and a minimum 40 hours in the second year.

ADDITIONAL INFORMATION/REQUIREMENTS
A chef’s uniform and a waiter uniform are required. The second year students are required to complete a training block in the holidays.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
- Develop and update hospitality industry knowledge, use basic methods of cookery, organise and prepare food, present food, clean and maintain kitchen premises, serve food and beverage to customers, clean and tidy bar areas and apply hospitality skills in the workplace.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
- Prepare appetisers and salads, prepare stocks, sauces and soups, prepare hot and cold desserts and select, prepare and cook poultry.

PATHWAYS
Certificate III in Hospitality
Certificate IV in Hospitality
Diploma of Hospitality (Management)
Advanced Diploma of Hospitality (Management)
Bachelor of Applied Science (Hospitality Management)

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Chef
- Cook
- Food Production
- Catering Manager
- Promotions Director
- Event Manager
- Kitchen Hand
- Waiter/Barman
- Hotel/Resort Manager
- Front of House Manager
- Steward/Hostess
- Tourism Manager
ICA20105 CERTIFICATE II IN INFORMATION TECHNOLOGY
and partial completion of ICA30105 Certificate III

COURSE AIMS
The competencies for completion in Information Technology are designed to equip students with the foundation skills and knowledge they need to function effectively in the IT environment in the workplace.

CLUSTER PROVIDER
Mt Waverley Secondary College

DAY & TIME
Units 1 & 2 Wednesday 1.30pm – 4.30pm TBC

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

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

VCE: Students will be eligible for up to four units towards satisfactory completion of their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study

WORK PLACEMENT
Students will be required to undertake a minimum 40 hour placement in the first year

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Designing organisational documents using computer packages, integrating computer packages, working effectively in an IT environment, installing software applications, applying problem solving techniques, connecting hardware peripherals, access and using the internet.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Creating user documentation, install and optimise operating system software, run diagnostic tests, provide advice to clients, use advanced features of computer applications, customise packaged software applications for clients.

Revision to the Information and Communications Training Package may see a changed VCE VET program structure for the first year of the program from 2011. Information regarding revised structure will be communicated in the VCAA Bulletin if changes are to be implemented for delivery in 2012.

PATHWAYS
• Certificate IV in Information Technology (choosing one of three special areas): General, Support, Networking
• Diploma of Information Technology
• Degree in Information Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Information Technology
• Network Manager
• Database Administrator
• Computer Programmer
• Software Testing
• Software Designer
• Data Entry Operator
• Systems Administrator
COURSE AIMS

Employees working in the electrotechnology industry draw their skills from across various new technologies, including the use and management of computer networks (information technology), electronics technologies and their applications. The skills set acquired can be used across a number of industries which use these shared technologies such as automotive, building and construction, electrical, engineering, IT and telecommunications.

CLUSTER PROVIDER

Swinburne TAFE (Hawthorn Campus)

DAY & TIME

Units 1 & 2 Wednesdays 1.45pm – 5.00pm
Units 3 & 4 Tuesdays 2.00pm – 6.00pm

NUMBER OF STUDENT PLACES

15 places per class are available in this program.

CONTRIBUTION TO VCAL/VCE

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

VCE: This program contributes to four VCE/VET units. Two units at the 1 & 2 level and two at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

40 hours recommended

ADDITIONAL REQUIREMENTS/INFORMATION

Students will be required to attend a one week holiday training block for Units 1 & 2 and two one week training blocks for Units 3 & 4.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT

Sample competencies covered in the first year include:

Set up and operate a wireless communications link, set up and test an embedded control system, construct and configure a basic robotic system and carry out a shared technology project.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT

Sample competencies covered in the second year include:

Identify and select components/ accessories/ materials for electrotech work activities, apply technologies and concepts to electrotech work activities, implement a digital circuit using a programmable logic device and program a basic robotic system.

PATHWAYS

This Certificate provides a pathway into industries that are likely to combine different types of technologies. These industries include automotive, building and construction, electrical, electronics, engineering, information technology and telecommunications.

POSSIBLE FUTURE CAREER OPPORTUNITIES

- Electrician
- Electronics Technician
- Data Communications technician
MSL30109 CERTIFICATE III IN LABORATORY SKILLS

COURSE AIMS
This is an entry level course for laboratory personnel in many industry sectors such as construction, materials testing, environmental monitoring, food testing, pathology testing and mineral assaying.

Students contemplating engineering or science pathways like scientific research, biomedical science, chemical engineering, or similar will also benefit from the practical skills gained in this course.

CLUSTER PROVIDER
SATERN CENTRE - Box Hill High School

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm – 5.30

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

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

VCE: This program contributes to four VCE/VET units. Two units at the 1 & 2 level and two at the 3 & 4 level.

It is intended that Units 3 & 4 will be offered in 2013

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
80 hours recommended

ADDITIONAL REQUIREMENTS/INFORMATION
Normal schoolwear including closed toed shoes should be worn. All items such as safety glasses, lab coats and gloves will be available when required.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
The course comprises six compulsory units and two elective units.
Planning and conducting laboratory work
• Safe laboratory practice
• Receiving and preparing samples
• Performing basic tests

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
The course comprises four compulsory units and one elective.
• Quality controls and objectives
• Aseptic techniques
• Preparing solutions
• Microscopic examination
• Culture media

PATHWAYS
Certificate III in Laboratory Skills
Certificate IV in Laboratory Techniques
Diploma of Laboratory Technology
Graduate Certificate in Biotechnology Industry

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Laboratory Assistant
• Scientist
• Laboratory Technician
COURSE AIMS
Students will develop skills in designing for a range of specific audiences and working with Audio, Video, Photography, Complex Graphics, Web design, Motion Graphics and 2D Animation. Successful completion of the Certificate will support students entering further studies and enhancing opportunities for other vocational and post-secondary educational pathways.

CLUSTER PROVIDER
Vermont Secondary College

DAY & TIME
Units 1 & 2 Wednesdays 8.30am – 1.00pm
Units 3 & 4 Wednesdays 1.30am – 6.00pm

NUMBER OF STUDENT PLACES
25 places are available in each program.

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

VCE: Students who complete Certificate III in Media will be eligible for up to four units of credit at Units 1 and 2 level and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
40 hours is recommended

ADDITIONAL INFORMATION/REQUIREMENTS
Students will be required to purchase a Memory Stick. Details to be supplied at the orientation evenings.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Learning a variety of software skills including Photoshop, Dreamweaver, Audacity and Flash. The course prepares students for the Multimedia and Media Industry. OH&S, design, creativity and workplace skills are emphasised throughout the course.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Designing and creating 2D digital animations, as well as writing content for a range of media. They will also author interactive sequences, prepare video assets and create visual design components.

PATHWAYS
The general skills acquired by this course have applications across a range of traditional industry sectors, including graphic design, advertising, publishing, computing, pre-press film/video/TV production, information design, visual and performing arts. More specifically this Certificate leads on to the Advanced Diploma of Interactive Media. In addition, a range of higher education courses have been developed.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Graphic Designer
• Media Producer
• Publisher
• Editor
• Photographer
• Screen Printer
• Multimedia Developer
• Games Developer
• Webpage Designer
2012 VET STUDENT ENROLMENT FORM

HOW TO APPLY

1. Submit this form to your Careers/VET Coordinator by the due date indicated below.
2. Go to www.imvc.com.au, click on the Vocational Pathways and Workplace Learning tab, followed by the VET PROGRAMS link and submit an enrolment online.
3. Pay any costs by Term 4, 2011.

PART 1 – STUDENT DETAILS (PLEASE PRINT CLEARLY USING BLOCK LETTERS)

Surname: ..........................................................................................................................

Given Name: ....................................................................................................................

Year Level in 2012: ...........................................................................................................
VCE or VCAL Student: ....................................................................................................

Name of School enrolled at: ..............................................................................................

Home Address: ................................................................................................................
........................................................................................................................................
Post Code: .........................................................................................................................

Home Telephone: ............................................................................................................

Students Mobile: .............................................................................................................

Female □ Male □

Date of Birth: ....................................................................................................................

Are you an ESL Student? □ Yes □ No

Are you an Aboriginal? □ Yes □ No

Do you have any disabilities/known allergies? □ Yes □ No

If yes please specify (especially if you routinely carry medication): .................................

PART 2 – COURSE DETAILS

I wish to apply for administration to (provide the full course name and venue): ..................
........................................................................................................................................
........................................................................................................................................

Please tick: □ Units 1 & 2 (or) □ Units 3 & 4

PART 3 – PARENT’S ENDORSEMENT

I/We have read and understood the information regarding our child’s application for an IMVC Cluster VET program in 2012 and agree to his/her application.

Parents Name: ..................................................................................................................

Parent’s Signature: .............................................................................................................

PART 4 – VET COORDINATORS ENDORSEMENT

Your School’s VET Coordinator must endorse that you are deemed suitable for the program.

‘I endorse that the above named student has undertaken course/career counseling and is deemed suitable’

Teachers Signature: ..........................................................................................................

Due date to lodge application: ..........................................................................................
What is a School Based Apprenticeship and Traineeship?

School-based apprenticeships and traineeships (SBATs) allow students over 15 years of age to work as paid, part-time trainees or apprentices in a business whilst still completing their secondary school education.

What are the requirements of a SBAT?

To participate in a SBAT, a student must be:

- 15 years of age or over
- A permanent resident of Australia
- Enrolled in year 10, VCE or VCAL
- Able to commit to and attend at least 13 hours of employment and training per week.

At least 7 of these 13 hours would consist of employment, whilst the other 6 hours would consist of student enrolments undertaken with a Registered Training Organisation (RTO). The student's employment hours should be undertaken during the school week, whilst the training hours can be averaged over three periods of four months per year. This means that a student could either undertake their training one day a week during school hours or alternatively they may attend training for a block of time at regular intervals over the year.

School Based Apprenticeship Programs facilitated by the IMVC

As part of the Workplace Learning Co-ordinators Program, the IMVC can facilitate individual student enrolments in a variety of SBATs including Engineering, Childcare, Allied Health, Community Services, Plumbing and Horticulture. Industry programs currently available for 2012 include:

i. Certificate II in Automotive

Accelerate your Future - Victorian Automobile Chamber of Commerce (VACC)

VACC currently employs over 400 apprentices and trainees working within the retail automotive sector across Victoria and Tasmania. Since the beginning of the VACC Auto Apprenticeships program over 700 people have qualified through the scheme.

VACC Auto Apprenticeships employs apprentices and trainees and then places them with suitable employers (host employers) for their on-the-job training.

A VACC SBAT will allow you to:

- Obtain a Certificate II in Automotive
- Get paid employment
- Continue studying for your VCE or VCAL
- Receive credits towards your ATAR
- Receive possible credits to a Full Time Apprenticeship
- Participate without any charge for additional course training fees

ii. Certificate II in Transport and Distribution

Reece – Take the Plunge Program

Reece is Australia’s leading supplier of bathroom and plumbing products with over 400 stores across the country. They also cater for more specialised industries through their Irrigation, hvac-r and Civil businesses as well as Onsite, which services commercial plumbers and volume home builders.

A REECE SBAT will allow you to:

- Obtain a Certificate II in Transport & Distribution
- Get paid employment at above award rates
- Continue studying for your VCE or VCAL
- Receive credits towards your ATAR
- The possibility of Full time employment with Reece when you successfully complete.

iii. Certificate III in Information Technology

Interactive Entertainment Preparation Program (IEPP) - Games Design

IEPP is offering a range of SBATs in Information Technology, Concept Design, Design Art, 3D Modelling, Texture Art and Animation.

An IEPP SBAT will allow you to:

- Complete Certificate III in Information Technology, Specialising in Games Design
- Gain credits towards your VCE or VCAL
- Gain on-the-job experience
- Be paid

Interested in receiving more information or applying for a SBAT? Email reception@imvc.com.au

Interested in receiving more information or applying for a SBAT? Email reception@imvc.com.au