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What is VETIS?
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 (RTO) (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. VCE VET Programs:
- Are fully recognised within the Units 1-4 structure of the VCE
- Have equal status with other VCE studies
- May offer scored assessment and provide a study score (selected programs only)
- With a study score, of the 16 units that make up the VCE, an unlimited number can be VET units
- All three sequences other than English can be approved VCE VET Unit 3&4 sequences with study scores
- VET programs contribute directly to the ATAR in the Primary 4 or as a 5th or 6th study increment.
VCE VET programs with a Study Score
Selected VCE VET programs have a study score component based on the designated Units 3 and 4 sequence of their program. For scored VCE VET programs, the study score is calculated using assessments of each student's levels of performance. Judgments about each student's levels of performance are based on evidence from two sources:

- school-assessed coursework - a set of coursework tasks set by the assessor
- an examination set by the VCAA.

The study score can contribute directly to the ATAR as one of the student's primary four scaled studies or as the fifth or sixth study. It is important to note that the Units 3 and 4 sequences of VCE VET programs are not designed as stand-alone studies. Students are strongly advised against undertaking the Units 3 and 4 sequence without first completing Units 1 and 2. Where a student does not wish to receive a study score or any grade for a VCE VET program, the school will need to enter 'NA' for the three tasks on VASS and the student does not undertake the examination. Where a student elects not to receive a study score, no contribution to the ATAR will be available for the scored VCE VET program.

The following VCE VET programs have a study score available to students undertaking the relevant Units 3 and 4 sequence:

- Basketball
- Community Services
- Dance
- Engineering Studies
- Equine Industry
- Fitness
- Hospitality
- Information Technology
- Integrated Technologies
- Laboratory Skills
- Media
- Music
- Outdoor Recreation
- Laboratory Skills
- Media
- Music
- Outdoor Recreation


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
How to use this Handbook

This Handbook has been designed to offer an outline of how the Mullum Cluster can provide an extensive selection of VET programs to students at member schools.

Please note

All Mullum VET Cluster programs in this Handbook are offered in good faith but will be subject to confirmation of Government and other funding which at this stage is unknown for 2014. All Cluster Members, including schools, reserve the right to review, cancel or relocate any VET programs listed in this Handbook.

Please note the printed arrangements regarding times, venues and course outlines are subject to change or cancellation if minimum enrolment numbers are not met. Successful program applicants will be notified of changes prior to course commencement via their School's VET Coordinator.

The three steps to apply for a VET program

Step 1:
Read the handbook and course requirements carefully, select your program and complete the Enrolment form provided by your school. Submit the application to your VET Coordinator by the due date printed on the enrolment form.

Step 2:
Go to the Mullum Cluster website and click on the VET enrolment link and submit an application online. Students who do not complete Steps 1 & 2 will not be eligible for enrolment in a 2014 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 Mullum Cluster will be required to complete a commitment form covering their code of conduct. Further to this, additional course requirements set out by the Mullum Cluster must also be adhered to. It is important that parents and students take time to read the following course requirements before submitting an application 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 work/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: Medical information
Before an application can be confirmed, students must return the medical form to be collected by the home school's VET coordinator. This will enable the Host School/Venue to comply with their duty of care requirements.

5: 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.
6: Program costs
All VET programs offered through the Mullum Cluster 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, transport, books and equipment required. It should be noted that a student's home school determines costs and payment of costs.

Please note: students who withdraw two weeks after the course has commenced will be ineligible for costs to be refunded.

7: 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 and Engineering, 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.

8: Reports
All students undertaking a Mullum Cluster 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 Home School and will include information on completed competencies, student learning, attendance and behaviour. Parents will receive a copy of these reports in Term 1, 2 and 4. Completed Certificates will be sent directly to the Home School at completion of the course.

Schools will forward reports and certificates 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.

9: Student behaviour
Currently, there are approximately 1000 students undertaking VET programs through the Mullum Cluster. If these programs are to remain available to all Cluster students it is imperative that 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.

10: 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.
11: Absence from an assessed task – Year 2 units only
Students who are absent from class on a day when an assessed task is held should:

1. Phone their VET Coordinator at school and their VET Trainer by 9:00am.
2. Provide a medical certificate immediately on return to school. A copy should be given to the VET Coordinator by 9:00am and a copy should be faxed to the VET Trainer.

The VET Trainer in conjunction with the student's VET Coordinator 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 at school by 9:00am will not have their assessment task rescheduled.

12: Withdrawal from a VET program
Mullum Cluster VET programs are successful because students are able to access programs offered by member schools. 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.

13: Additional course information

14: 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.
Who is the Mullum Cluster?

The Mullum Cluster is a co-operative group of 42 Government, Catholic and Independent schools operating in partnership. They are assisted by Independent Providers and by the Outer Eastern Local and Employment Network. The Cluster offers a broad range of VET programs in a school environment at a cost effective rate. The Mullum Cluster aims to bring the benefits of VET programs to as great a number of students as possible who reside in the Eastern corridor of Victoria.

Mullum Cluster members

Aquinas College
Bayswater Secondary College
Blackburn High School
Boronia Heights College
Box Hill Senior Secondary College
Brentwood Secondary College
Croydon Community School
Doncaster Secondary College
Donvale Christian College
East Doncaster Secondary College
Eltham High School
Emerald Secondary College
Emmaus College
Fairhills High School
Forest Hill College
Kingswood College
Koonung Secondary College
Korowa Anglican Girls School
Luther College
Mater Christi College
Monbulk College
Mooroolbark College
Mountain District Learning Centre
Mullauna College
Our Lady of Sion College
Rowville Secondary College
Rudolf Steiner School
Scoresby Secondary College
Sherbrooke Community College
Siena College
St Joseph's College – Ferntree Gully
Swinburne Senior Secondary College
Templestowe College
The Knox School
Tintern Schools
Upwey High School
Vermont Secondary College
Wantima College
Warrandyte High School
Waverley Christian College
Wheelers Hill Secondary College
Whitefriars College
Acting
Certificate II and III in Acting (Screen)
22070VIC and 22072VIC

Course aims:
The general purpose of this course is to provide the skills, knowledge and attitudes for training in acting for film and television. The Course has also been written to create career opportunities for peripheral creative industries. It also promotes pathways into tertiary education.

Where and when the course is held:
- Units 1&2: The Australian College of Dramatic Arts, MBCTA Youth Theatre (Boronia)
  Monday 5:00pm-8:00pm
- Units 3&4: The Australian College of Dramatic Arts, MBCTA Youth Theatre (Boronia)
  Wednesday 2:00pm-5:00pm

Units of competency:
Year 1:
The first year focuses on an overview of the film and TV industry, governing bodies, film and TV careers and skills, types of auditions, audition preparation, script knowledge and development, skills and abilities for acting in front of camera. Practical filming lessons alternate between theory lessons.

Year 2:
The second year focuses on rehearsing and performing scripts, performance in front of camera, screen tests, rehearsing and filming scenes and styles, protocols and knowledge of the film and TV industry, camera techniques and filming styles.

Students select one extra unit of competency with each having a focus on a specific part of the industry; presenting to camera, directing, make-up, technical (camera operator, editor, lighting, CGI special effects) and audition and casting.

Credit towards VCE/VCAL:
VCE: Block credit arrangements are available for this program.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Not required but is recommended.

Additional requirements/information:
Students will be required to attend excursions run throughout the duration of the course.

Complementary studies:
- Drama
- Theatre Studies

Pathways:
- Diploma of Arts – Acting
- Advanced Diploma of Arts
- Degree in Arts

Possible future career opportunities:
- Actor
- Agent
- Casting Consultant
- Director
- Drama Teacher
- Lighting and Sound Technician
- Make-Up Artist
- Producer
- Stage Manager
- Technical Crew Member
- Writer
Airbrushing
Certificate II in Airbrushing

Course aims:
Using a unique method, students are taught the skill of using a professional airbrush to paint, arrange of black and white and coloured highly realistic portraits. Colour mixing, form and texture are taught to high standard. No prior drawing experience required.

Where and when the course is held:
• Units 1&2: Fairhills High School Wednesday 1:00pm-4:30pm

Units of competency:
Year 1:
• Apply fundamental skills for controlling a professional airbrush with confidence and precision
• Create Black and White realistic Portraits
• Create highly realistic, textured 3D forms.
• Mixing and applying colour to create individual full colour portraits.
• Applying, colour, texture and form to become an independent airbrush expert.

Credit towards VCE/VCAL:
VCE: Students are eligible for two units of credit towards their VCE.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement:
Not required but is recommended.

Additional requirements/information:
All materials and airbrushes are provided. Course content is also provided.

Complementary studies:
• Art
• Studio Arts

Pathways:
This skill is required in all areas of commercial and fine art, photo retouching and restoration, theatre, television, movie, animation and hundreds of different manufacturing industries from wood grained dash boards of Model Ts through to fishing lures, mannequins, cra detailing, boats, jet skis, surfboards, skateboards, pottery to name just a few.
Allied Health
Certificate III in Allied Health Assistance
HLT32412

Course aims:
This course is designed to provide you with an understanding of the basic skills and knowledge to become an allied health assistant while studying at a secondary school level. It will also assist you in making an informed decision as to whether or not you would like to pursue a career within the allied health industry.

Where and when the course is held:
- **Units 1&2**: Box Hill Institute Wednesday 1:30pm-4:30pm
- **Units 3&4**: Box Hill Institute Wednesday 1:30pm-4:30pm

Units of competency:

Year 1:
Sample competencies covered in the first year include:
- Communicate and work effectively in health
- Comply with infection control policies and procedures in health work
- Work effectively with culturally diverse clients and co-workers
- Apply first aid
- Work effectively with people with a disability
- Contribute to effective workplace relationships
- Assist with an Allied Health program
- Maintain a high standard of client service

Year 2:
Sample competencies covered in the second year include:
- Assist with client movement
- Recognise healthy body systems in a health care context
- Work effectively in mental health work industry
- Interpret and apply medical terminology appropriately
- Apply the principles of confidentiality, privacy and security within a medical environment

Credit towards VCE/VCAL:
VCE: Students are eligible for a minimum of 2 Unit 3&4 units.
VCAL: This program contributes to the Industry and Work Related Strands.

Work placement: 80 hours of work placement is required.

Additional requirements/information: There are no additional requirements.

Complementary studies:
- Biology
- Chemistry (Support)
- Psychology
- Youth Work
- Health (Enrolled/Division 2 Nursing)
- Diploma of Remedial Massage

Pathways:
- Certificate III in:
  - Aged Care/Home and Community Care
  - Children's Services
  - Health Service Assistance
  - Hospital/Health Services (Pharmacy
- Certificate IV in:
  - Massage Therapy Practice
  - Aged Care Work
  - Community Services
  - Disability Work

Possible future career opportunities:
- Aged Care Assistant
- Health Care Assistant
- Hospital Assistant
- Massage Therapist
- Nursing
Course aims:
This course is designed to provide you with an understanding of the basic skills and knowledge to become an animal carer while studying at a secondary school level. It will also assist you in making an informed decision as to whether or not you would like to pursue a career within the animal industry.

Where and when the course is held:
- **Units 1&2:** Box Hill Institute Monday 4:00pm-7:30pm
- **Units 1&2:** Box Hill Institute Wednesday 1:30pm-5:30pm
- **Units 3&4:** Box Hill Institute Wednesday 2:00pm-5:30pm

Units of competency:

Year 1:
Sample competencies covered in the first year include:
- Work in the animal care industry
- Complete animal care hygiene routines
- Feed and water animals
- Participate in environmentally sustainable work practices
- Participate in workplace communications
- Carry out veterinary nursing reception duties
- Provide information on companion animals, products and services

Year 2:
Sample competencies covered in the second year include:
- Assist in the health care of animals
- Provide basic first aid for animals
- Provide basic care of dogs
- Provide basic care of rodents and rabbits
- Provide companion animal hydrobathing services

Credit towards VCE/VCAL:
**VCE:** Students will be eligible for up to four units of credit towards their VCE: two units at Units 1&2 level and a Units 3&4 sequence.
**VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: 80 hours of work placement is required

Additional requirements/information: Students must have completed 2 weeks' work experience within the animal care industry prior to commencing the course. Students must provide evidence of work experience undertaken from an employer and a copy of a current tetanus vaccination by faxing it through to BAS Admin Officer on (03) 8892 2119 at the time of applying.

Complementary studies:
- Biology

Pathways:
- Certificate III in Animal Studies

Possible future career opportunities:
- Welfare organisation worker
- Animal rescue centres worker
- Pet shop assistant
- Pet boarding facilities worker
- Pet grooming services worker
Applied Fashion
Certificate II and III in Applied Fashion Design & Technology
LMT21707

Course aims:
This program aims to provide students with the basic design and development skills and knowledge to prepare them for work in the fashion industry with particular emphasis on sewing techniques and pattern making modification. This is a hands on qualification that allows for some creative expression to develop and be displayed in the practical projects undertaken.

Where and when the course is held:
- Units 1&2: Emmaus College Wednesday 1:30pm-5:00pm
- Units 3&4: Donvale Christian College Wednesday 1:00pm-4:30pm
- Units 3&4: Emmaus College Thursday 1:30pm-5:00pm

Units of competency:
Year 1:
Sample competencies covered in the first year include: identifying design processes for fashion designs, designing and producing a simple garment, modifying patterns to create basic styles and drawing and interpreting sketches.

Year 2:
Sample competencies covered in the second year include: identifying fibres and fabrics, embellishing garments by hand or machine and preparing and producing a sewn garment.

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

Work placement: Not required but is recommended.

Additional requirements/information: Students will be required to attend excursions run throughout the duration of the course. At least two excursions occur during the course.

Complementary studies:
- Visual Communication and Design

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

Possible future career opportunities:
- Clothing Production Manager
- Costume Designer
- Dressmaker
- Fashion Designer
- Industrial Textiles Fabricator
- Interior Decorator
- Interior Designer
- Milliner
- Patternmaker
- Textile Technician
- Tailor
Automotive
Certificate II in Automotive Studies (Pre-Vocational)
22105VIC

Course aims:
The VCE VET Automotive Program provides a transition for students who wish to choose Automotive Technician as a career path, or further develop skills to allow progression into the automotive industry. The course includes students participating in project based learning, team work and simulated practical work tasks and offers opportunity for students to participate in entry-level studies that may lead to an apprenticeship and/or provide further opportunities and study options towards an Automotive career.

Where and when the course is held:
- Units 1&2: Mullauna College Wednesday 1:30pm-4:30pm
- Units 3&4: Mullauna College Wednesday 8:00am-11:00am

Units of competency:

Year 1:
Sample competencies covered in the first year include:
- Use hand tools and automotive equipment
- Perform automotive repair procedures
- Use automotive electrical test equipment

Year 2:
Sample competencies covered in the second year include:
- Dismantle and reassemble engines, transmissions, cooling systems, steering systems and braking systems
- Construct basic electronic circuits

Credit towards VCE/VCAL:
VCE: Students will be eligible for two units of credit at the 1&2 level and two units at the 3&4 level.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Not required but recommended.

Additional requirements/information: Students must wear protective clothing: overalls and steel-capped boots.

Complementary studies:
- Physics

Pathways:
- Certificate IV in Automotive Studies
- Diploma of Automotive Studies
- Advanced Diploma in Automotive Studies

Possible future career opportunities:
- Auto Electrician
- Automotive Engineer
- Mechanic
- Panel Beater
- Spare Parts Manager
- Spray Painter
Basketball
Certificate II in Sport & Recreation (Basketball) + units from Certificate III
SIS20310 and SIS30510

Course aims:
This course aims to provide participants with the knowledge and skills to achieve units of
competence that will enhance their career prospects in the sport and recreation field with a focus in
basketball.

Where and when the course is held:
• Units 1&2: Fairhills High School Basketball Academy Wednesday 9:00pm-1:00pm
• Units 3&4: Fairhills High School Basketball Academy Wednesday 1:30pm-5:30pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
• Organise personal work priorities and development
• Provide customer care
• Respond to emergency situations
• Apply first aid
• Operate application software packages

Year 2:
Sample competencies covered in the second year include:
• Organise personal work priorities and development
• Provide customer care
• Respond to emergency situations
• Apply first aid
• Operate application software packages

Credit towards VCE/VCAL:
VCE: Students are eligible for a minimum of two units of credit at units 1&2 and a Units 3&4
sequence. A Scored Assessment for this course is available which contributes to the ATAR. (See
page 6)
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to
the Work Related Skills Strand of VCAL.

Work placement: 200 hours of work placement over 2 years (approx. 1 hour a week at club level)
will be part of the program, this will be achieved in partnership with clinics run at the local Primary
schools. (Cert II recommends 80 hours)

Additional requirements/information: Players are required to purchase a uniform that will
consist of a polo shirt, refs shirt, black mesh shorts, track pants and a jumper. Players are required
to bring a leather indoor basketball, and a whistle with lanyard. These items can be purchased ‘at
cost’ through Fairhills Basketball Academy. Players must comply with OHS procedures and wear
sports appropriate athletic shoes at all times when participating in practical activities.

Complementary studies:
• Physical Education

Pathways:
• Certificate III in Sport and Recreation
• Certificate IV in Sport and Recreation
• Diploma in Sport and Recreation

Possible future career opportunities:
• Exercise Science
• Human Movement
• Nutrition
• Physical Education teaching
• Sports Medicine teaching
• Physiotherapy

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Course aims:
This program is an introduction to vocational training and will provide students with the basic knowledge and skill development to enhance their employment prospects and further study in the beauty industry.

Where and when the course is held:
- Units 3&4: 1 to 1 Beauty Therapy Training (Mount Waverley) Wednesday 1:30pm-4:30pm
- Units 3&4: Headmasters Academy Wednesday 9:00am-4:00pm

Units of competency:
Year 2:
Sample competencies covered in the second year include: design and apply remedial camouflage, merchandise products and sale products and services.

Credit towards VCE/VCAL:
VCE: Block credit arrangements are available for this program.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement:
3 hours of work placement is strongly recommended.

Additional requirements/information:
Students are required to complete Certificate II in Retail, Make-Up and Skin Care before being considered for this program.

Complementary studies:
- Art

Pathways:
- Certificate III in Beauty
- Certificate IV in Beauty Therapy
- Diploma of Beauty Therapy

Possible future career opportunities:
- Aromatherapy
- Beauty Therapist
- Make-Up Artist
- Nail Technician
- Retail Sales
- Salon Manager
Building & Construction

Certificate II in Building & Construction (Partial completion)
21844VIC

Course aims:
This course is designed for people wanting to enter the building and construction industry to become apprentice carpenters. It will provide the knowledge and practical skills associated with working in the building and construction industry and equip students with the ability to work safely in the industry.

On successful completion of this program students will have completed two thirds of the Certificate II in Building and Construction (Carpentry) Pre-apprenticeship. Students will have the opportunity to complete the full Certificate II after successfully completing the VET program.

Where and when the course is held:
- Units 1&2: Aquinas College Wednesday 1:30pm-7:00pm
- Units 1&2: St Joseph's College Wednesday 8:00am-12:30pm
- Units 1&2: St Joseph's College Wednesday 1:00pm-5:30pm
- Units 1&2: Wantirna College Wednesday 8:30am-12:30pm
- Units 1&2: Wantirna College Wednesday 1:00pm-5:00pm
- Units 3&4: Aquinas College Wednesday 1:30pm-7:00pm
- Units 3&4: St Joseph's College Wednesday 8:00am-12:30pm
- Units 3&4: St Joseph's College Wednesday 1:00pm-5:30pm
- Units 3&4: Wantirna College Tuesday 1:00pm-5:00pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Work safely in the construction industry
- Building structures
- Workplace documents and plans
- Calculations for the building industry

Year 2:
Sample competencies covered in the second year include:
- Sub floor framing
- Safe handling of plant and power tools
- External cladding
- Basic set out
- Introduction to scaffolding
- Basic levelling

Credit towards VCE/VCAL:
VCE: Student will be eligible for up to four units of credit, two units at the 1&2 level and two at Units 3&4.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Not required but recommended.
Additional requirements/information: Students will be required to wear worksite appropriate clothing. More information will be given.

Complementary studies:
- Further Mathematics
- Visual Communication and Design

Pathways:
- Building and Construction Apprenticeship

Possible future career opportunities:
- Architect
- Builder
- Building Inspector
- Cabinet Maker
- Carpenter
- Civil Engineer
- Draftsperson
Course aims:
This program provides students with the ability to work as a Level III childcare worker in a variety of early childhood settings and out-of-school hours' programs.

Where and when the course is held:
- Units 1&2: Fairhills High School Wednesday 1:30pm-4:30pm
- Units 1&2: Box Hill Institute Wednesday 1:30pm-4:30pm
- Units 3&4: Box Hill Institute Wednesday 1:30pm-4:30pm

Units of competency:

Year 1:
Sample competencies covered in the first year include:
- Work within a legal and ethical framework
- Work effectively with culturally diverse clients and co-workers
- Work effectively with families to care for the child
- Apply first aid
- Ensure health and safety of children
- Provide care for children
- Provide care for babies
- Prepare for disability work

Year 2:
Sample competencies covered in the second year include:
- Provide experiences to support children’s play and learning
- Support the development of children
- Interact effectively with children
- Identify and respond to children and young people at risk
- Use electronic learning materials
- Develop understanding of children’s interests and developmental needs
- Contribute to provision of nutritionally balanced food in a safe and hygienic manner

Credit towards VCE/VCAL:
VCE: Block credit arrangements are available for this program.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: 80 hours of work placement is required.
Additional requirements/information: There are no additional requirements.

Complementary studies:
- Food Technology
- Health & Human Development
- Psychology

Pathways:
- Certificate IV in Community Services (Lifestyle and Leisure)
- Certificate IV in Youth Work
- Diploma in Early Childhood Development

Possible future career opportunities:
- Childcare Worker
- Kindergarten Teacher
- School Teacher
Christian Ministry
Certificate III in Christian Ministry & Theology
30771QLD

Course aims:
The certificate in Christian Ministry aims to help students grow in understanding and wisdom, build leadership skills and develop character through exploration of Christian faith and engagement in practical Christian services.

Where and when the course is held:
- Units 3&4: Waverley Christian College Wednesday 2:00pm-4:00pm

Units of competency:
Year 2:
Sample competencies covered in the second year include:
- Identify how Christian Scripture, life and practice are understood today
- Identify theological data
- Identify a range of data within a theological theme or issue
- Identify new theological insights
- Identify theological knowledge in relation to the Christian way of life
- Communicate theology in everyday language
- Support Group Activities
- Contribute to team effectiveness

Credit towards VCE/VCAL:
VCE: Block credit arrangements are available for this program. Students can obtain a unit 3 & 4 sequence equivalent by undertaking this course.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement:
Work placement is not required but is recommended.

Additional requirements/information:
Students will need to be available for 3 weekend retreats.

Complementary studies:
- Religion and Society
- Texts and Traditions

Pathways:
- Certificate IV in Christian Ministry
- Diploma of Christian Ministry
- Advanced Diploma of Christian Ministry

Possible future career opportunities:
- Chaplain
- Pastor
- Social Work

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Community Services
Certificate II in Community Services Work
CHC20112

Course aims:
This program provides entry-level training for prospective applicants who may enter a wide variety of careers in the highly diverse area of Community Services. Further studies and careers are available in fields such as: Nursing, Disability Studies, Youth Work, Occupational Therapy, Psychology, Aged Care, Child Protection and Children's Services. Students will have the opportunity to select from two streams: Community Work or Children's Services.

Where and when the course is held:
- Units 1&2: Box Hill Institute Wednesday 1:30pm-4:30pm
- Units 3&4: Box Hill Institute Wednesday 1:30pm-4:30pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Prepare for work in the community sector
- Communicate with people accessing the services of the organisation
- Follow policies, procedures and programs of the organisation
- Apply first aid

Year 2:
Sample competencies covered in the second year include:
- Work effectively in the leisure and health industry
- Advocate for clients
- Undertake community sector work within own community
- Operate under a casework framework

Credit towards VCE/VCAL:
VCE: Students will be eligible for up to five units credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence. A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement:
80 hours of work placement is required.

Additional requirements/information:
There are no additional requirements.

Complementary studies:
- Health and Human Development
- Psychology

Pathways:
Certificate III/IV in Community Services in the following streams:
- Aged Care Work
- Alcohol & Other Drugs
- Child Protection/Justice
- Children's Services
- Community Work
- Disability Work
- Mental Health Work (non-clinical)

Diploma/Advanced Diploma in Community Services

Possible future career opportunities:
- Aged Care Attendant
- Childcare assistant
- Counsellor
- Health Care Nurse
- Nanny
- Nurse
- Nutritionist
- Psychologist
- Social Worker
- Sociologist
- Welfare Worker
- Youth Worker
Conservation & Land Management
Certificate II in Conservation & Land Management
AHC21010

Course aims:
Certificate II in Conservation and Land Management provides students with the knowledge and skills that will enhance their employment prospects in the conservation and land management industry. Students will develop skills and knowledge in plants, propagation and controlling weeds, natural area restoration and management, and parks and wildlife. Employment opportunities exist in a variety of roles in conserving and protecting parks, bushland, creeks and rivers.

Where and when the course is held:
- Units 1&2: Sherbrooke Community School Wednesday 1:30pm-4:30pm (To be confirmed)

Units of competency:
Years 1 and 2:
Compulsory competencies covered in both years include:
- Participate in environmentally sustainable work practices
- Participate in OHS practices

Sample competencies covered in the both years will be chosen from the following:
- Carry out natural area restoration works
- Plant trees and shrubs
- Conduct visual inspection of park facilities
- Recognise plants
- Collect, prepare and preserve plant specimens
- Observe environmental work practices
- Collect and record production data
- Maintain wildlife habitat refuges

Credit towards VCE/VCAL:
VCE: Students will be eligible for up to five units credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence. A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: 80 hours of work placement is required.
Additional requirements/information: There are no additional requirements.

Complementary studies:
- Environmental Science

Pathways:
- Certificate IV in Conservation and Land Management
- Diploma of Conservation and Land Management

Possible future career opportunities:
- Land management
- Conservation earthworks
- Community co-ordination and facilitation
- Indigenous land management
- Parks and wildlife
- Natural area restoration and management
Dance
Certificate II in Dance
CUA20111

Course aims:
The aim of this program is to provide young people with the technical and performance skills, knowledge and attitudes to begin the process of establishing a career in the entertainment industry. There will also be a focus on seeing and reviewing dance performances in Melbourne. The training will introduce young dance performing artists to a variety of dance styles and techniques and is suited to all students interested in any form of movement and dance. The skills learnt can be applied to everyday fitness and coordination, further training in dance and performance and an appreciation of performing arts in society.

Where and when the course is held:
- Units 1&2: Fairhills High School Wednesday 9:00am-1:00pm
- Units 3&4: Fairhills High School Wednesday 1:30pm-5:30pm

Units of competency:
Year 1:
Sample competencies covered in the first year include: develop a basic level of physical condition for dance performers, developing basic dance techniques and working with others.

Year 2:
Sample competencies covered in the second year include: preparing for dance performances, refining basic dance techniques and applying basic dance techniques to performance.

Credit towards VCE/VCAL:
VCE: Students who complete the VCE VET Dance program will be eligible for four units of credit towards their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence. A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Not required but is recommended.

Additional requirements/information: Students are expected to purchase a uniform top and wear appropriate clothing for performance.

Complementary studies:
- Dance

Pathways:
- Certificate III in Dance
- Certificate IV in Dance
- Diploma of Dance
- Bachelor of Arts - Dance

Possible future career opportunities:
- Ballerina
- Choreographer
- Community Dance Worker
- Dancer
- Dance Teacher
- Dance Therapist
- Entertainer
Dental Assisting

Certificate III in Dental Assisting
HLT31812

Course aims:
This qualification aims to provide students with foundation skills and knowledge to assist a dentist in the treatment of a patient during chair side procedures and the administrative tasks involved in working in a dental practice.

Where and when the course is held:
- Units 1&2: Box Hill Institute Wednesday 1:30pm-4:30pm

Units of competency:

Year 1:
Sample competencies covered in the first year include:
- Comply with infection control policies and procedures in health
- Prepare for and assist with oral health care procedures
- Apply first aid
- Communicate and work effectively in health

Year 2:
Sample competencies covered in the second year include:
- Assist with dental radiography
- Process reusable instruments and equipment in health work
- Assist with administration in dental practice

Credit towards VCE/VCAL:
VCE: Block credit arrangements are available for this program.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Students will need to undertake a minimum of 300 hours of work placement over the 2 years. Some of these hours will be included during the weekly allocated class times. In addition, extra hours of work placement may be undertaken during school holidays.

Additional requirements/information: Student must be prepared to undertake any vaccinations required to work in this Health environment.

Complementary studies:
- Biology
- Chemistry
- Health and Human Development

Pathways:
An apprentice who completes a Certificate III is able to work as a dental assistant with Dentists, Dental Specialists, Dental Hygienists and Dental Therapists.
Further studies include:
- Certificate IV level, specialising in Oral Health promotion, Dental Radiography or Dental Practice Administration
- Advanced Diploma level studying Dental Prosthetics or Dental Hygiene.
- Some students also go on to study dentistry at university

Possible future career opportunities:
- Dental Assistant
- Dental Hygienist
- Dental Radiographer
- Dental Therapist
- Dentist
Electrotechnology

Certificate II in Electrotechnology (Pre-vocational)

Course aims:
The Pre-Vocational Electrotechnology program aims to equip learners with the knowledge and skills to seek employment as Apprentice Electricians. Electricians are employed to install electrical components or to maintain, repair or replace existing electrical infrastructure or products. This course was commonly known as an electrical pre-apprenticeship and aims to provide students with general knowledge and skills relating to the electrical industry. This Certificate II in Electrotechnology may lead to an apprenticeship and/or provide a progression to Certificate III or IV in other electrotechnology fields.

Where and when the course is held:
- Units 1&2: KIOSC Trade Training Centre Tuesday 9:00am-3:00pm
- Units 1&2: KIOSC Trade Training Centre Wednesday 9:00am-3:00pm
- Units 1&2: KIOSC Trade Training Centre Thursday 9:00am-3:00pm
- Units 3&4: KIOSC Trade Training Centre Wednesday 9:00am-3:00pm
- Units 3&4: KIOSC Trade Training Centre Friday 9:00am-3:00pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Perform computations
- Dismantle, assemble & fabricate electrotechnology components
- Solve problems in extra low voltage single path circuits
- Document occupational hazards and risks in electrotechnology
- Produce routine products for carrying out electrotechnology work activities
- Fix and secure equipment
- Solve problems in multipath DC circuits
- Use drawings, diagrams, schedules and manuals

Year 2:
Sample competencies covered in the second year include:
- Identify & select components/accessories/materials
- Conduct in-service safety test
- Attach cords/plugs to electrical equipment for connection to a 240V supply
- Use routine equipment/plant/technologies in an electrotechnology environment

Credit towards VCE/VCAL:
VCE: Block credit recognition is available for this program.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: A work placement is not required but is strongly recommended.

Additional requirements/information: Students must wear suitable attire as is used in the construction workplace environment (steel-capped leather work boots and workpants). No jewellery is allowed. A Casio FX-82AU scientific calculator is required.

Complementary studies:
- Mathematical Methods
- Physics

Pathways:
- Certificate III in Electrotechnology
- Certificate IV in Electrotechnology
- Electrical Apprenticeship

Possible future career opportunities:
- Electrical Engineering
- Electrician
Engineering
Certificate II in Engineering Studies
22209VIC

Course aims:
Certificate II in Engineering Studies provides students with practical skills and theoretical knowledge to undertake an apprenticeship in the engineering trade covering areas in basic machine processing, fabrication techniques and using power tools and computers for engineering related work activities. Students will also be involved in planning projects, producing basic engineering sketches and drawings, fabricating basic items and assembling and testing electronic engineering equipment, making it operational.

Where and when the course is held:
- **Units 1&2:** Ringwood Secondary College - Ringwood Trade Training Facility Wednesday 8:00am-12:00pm
- **Units 1&2:** Ringwood Secondary College - Ringwood Trade Training Facility Thursday 1:00pm-5:00pm
- **Units 1&2:** KIOSC Trade Training Facility Monday and Thursday 1:30pm-4:30pm (Delivered over 2 days)
- **Units 3&4:** Ringwood Secondary College - Ringwood Trade Training Facility Wednesday 1:00pm-5:30pm
- **Units 3&4:** KIOSC Trade Training Facility Wednesday 12:30pm-5:30pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Participate in project work
- Use hand and power tools safely
- Manufacture components, fabrications, assemblies or models
- Apply a variety of fabrication techniques

Year 2:
Sample competencies covered in the second year include:
- Participate in project work
- Use hand and power tools safely
- Manufacture components, fabrications, assemblies or models
- Apply a variety of fabrication techniques

Credit towards VCE/VCAL:
VCE: Student will be eligible for up to four units of credit, two units at the 1&2 level and two at Units 3&4. A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)

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

Work placement: 80 hours of work placement is compulsory (at least 40 hours in the first year).

Additional requirements/information: Students must wear full length cotton drill overalls and steel-capped leather work boots. No bib and brace overalls. Clear lens safety glasses will be supplied.

Complementary studies:
- Mathematical Methods
- Physics

Pathways:
- Certificate III in Engineering
- Engineering Apprenticeship – Mechanical, Fabrication, Automotive or Electrical

Possible future career opportunities:
- Automotive Engineering
- Boiler Maker
- Electrical Engineering
- Electrician
- Filter and Tuner
- Manufacturing Engineer
- Mechanical Engineer
- Metallurgical Engineer
- Toolmaker
Equine Industry
Certificate II in Equine Industry
21908VIC

Course aims:
This program is an introductory course that prepares students for work in equine related industries.

Where and when the course is held:
- **Units 1&2**: Box Hill Institute Monday 4:00pm-7:30pm or Wednesday 2:00pm-5:30pm
- **Units 3&4**: Box Hill Institute Monday 4:00pm-7:30pm or Wednesday 2:00pm-5:30pm

Units of competency:
**Year 1:**
Sample competencies covered in the first year include:
- Handle horses safely
- Provide daily care for horses
- Provide basic emergency life support
- Work effectively in the equine industry
- Work in an equine organisation

**Year 2:**
Sample competencies covered in the second year include:
- Equine form and function
- Equine anatomy and physiology
- Monitor horse health and welfare
- Determine nutritional requirements for horses
- Respond to equine injury and disease

Credit towards VCE/VCAL:
**VCE:** Students will be eligible for up to 5 units of credit, 3 units at the 1&2 level and 2 at units 3&4.
**VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Students are required to spend 40 hours Practical Placement during the first year of study in an approved equestrian establishment. This placement forms the assessment for the Unit VPAU321 Work in an Equine Organisation.

Additional requirements/information: All prospective students and parents must attend an orientation session on **Wednesday 27th November 2013** at **6:00 pm** in the **Elgar Campus Auditorium**. Materials fee covers unit workbooks, Box Hill polo shirt and other course related material, as well as a Practical Training Levy, which covers the use of the practical training venue hire, equine insurance, specialist demonstrations, workshop guest speakers, horse hire for training & also riding costs. Students are required to purchase the text **Horse Sense** (Huntington, Myers & Owens), which offers a comprehensive guide to horse care in Australia and New Zealand and will be used for both years of study. It can be ordered from the Equine Studies Department at enrolment for a cost of $65.00. Current Tetanus Vaccination and Ambulance Subscription is required (proof required at enrolment)

Uniform requirements:
- Approved riding boots
- Approved riding helmet
- Box Hill polo shirt (supplied as part of fees)

Complementary studies:
- Biology

Pathways:
- Bachelor of Equine Studies
- Diploma of Equine Stud Management
- Diploma of Sports Marketing
- Diploma of Race (Thoroughbred) Training
- Certificate IV in Horse Management
- Certificate IV in Veterinary Nursing
- Certificate III in Farrier
- Certificate III in Racing Steward

Possible future career opportunities:
- Farrier
- Horse Trainer
- Jockey
- Racing Steward
- Stable Hand
- Veterinary Nurse
Fitness
Certificate III in Sport and Recreation (Fitness)
SRC20310

Course aims:
The VCE VET Sport and Recreation program aims to:
• Provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the sport and recreation or related industries
• Enable participants to gain a recognised credential and to make a more informed choice of vocation or career path.

Where and when the course is held:
• Units 1&2: Scoresby Secondary College Wednesday 12:00pm-4:00pm
• Units 3&4: Scoresby Secondary College Wednesday 12:00pm-4:00pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
• Organise personal work priorities and development
• Provide customer service
• Respond to emergency situations
• Apply first aid
• Operate application software packages
• Perform basic water rescues
• Develop and apply an awareness of specific populations to exercise delivery

Year 2:
Sample competencies covered in the second year include:
• Conduct basic warm-up and cool-down programs
• Plan and conduct sport and recreation sessions
• Facilitate groups
• Analyse participation patterns
• Provide public education on the use of resources
• Undertake risk analysis of activities
• Provide fitness orientation and health screening
• Instruct and monitor fitness programs

Credit towards VCE/VCAL:
VCE: Students will be eligible for up to 4 units of credit, 2 units at the 1&2 level and 2 at Units 3&4.
A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: 40 hours of work experience per year is required.
Additional requirements/information: Students need to bring their college’s PE uniform to participate in practical sessions. Excursions to Recreation Facilities are covered in course fees.

Complementary studies:
• Physical Education

Pathways:
• Certificate III in Sport and Recreation
• Certificate IV in Sport and Recreation
• Diploma in Sport and Recreation

Possible future career opportunities:
• Exercise Science
• Human Movement
• Nutrition
• Physical Education teaching
• Sports Medicine
• Physiotherapy
Hairdressing  
Certificate II in Hairdressing  
WRH20109

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.

Where and when the course is held:  
• Units 1&2: Headmasters Academy Wednesday 9:00am-4:00pm

Units of competency:

Year 1:  
Sample competencies covered in the first year include:
• Preparing clients for salon service  
• Maintaining equipment  
• Performing head, neck and shoulder massage  
• Drying hair to shape and braiding techniques

Credit towards VCE/VCAL:  
VCE: Block credit arrangements are available for this program.  
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Not required but recommended.

Additional requirements/information: Cost includes tuition, kit and uniform.

Complementary studies:  
• Art  
• Business Management  
• Psychology  
• Studio Arts

Pathways:  
• Certificate III in Hairdressing  
• Certificate IV in Hairdressing  
• Advanced Diploma in Hairdressing

Possible future career opportunities:  
• Hairdresser  
• Retail Sales  
• Salon Assistant  
• Salon Manager
**Hairdressing & Make-up**

Certificate II in Retail, Make-up and Skincare & Certificate II in Hairdressing
SIB20110 and SIH20111

**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 and/or the Beauty Industry. The program covers broad based and core skills in both Hairdressing and Beauty Services. Students will learn about the fundamentals or retail operations as they apply to selling skin care products and cosmetics, including demonstrating skin care products.

**Where and when the course is held:**
- **Units 1&2:** 1 to 1 Beauty Therapy Training Boronia Wednesday 1:30pm-4:30pm

**Units of competency:**

**Year 1:**
This program includes preparing clients for salon service, maintaining equipment, performing head, neck and shoulder massage, drying hair to shape and braiding techniques, selling products and working effectively in retail.

**Credit towards VCE/VCAL:**
**VCE:** Block credit arrangements are available for this program.
**VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

**Work placement:** 3 hours of work placement is required.

**Additional requirements/information:** Cost includes tuition, kit and uniform. Students need to have completed Certificate II in Hairdressing to apply for Certificate III in Hairdressing.

**Complementary studies:**
- Art
- Business Management
- Psychology
- Studio Arts

**Pathways:**
- Certificate III in Hairdressing/Certificate III in Beauty
- Certificate IV in Hairdressing/Certificate IV in Beauty Therapy
- Diploma of Beauty Therapy
- Advanced Diploma in Hairdressing

**Possible future career opportunities:**
- Aromatherapy
- Beauty Therapist
- Make-Up Artist
- Retail Sales
- Salon Manager
Health Services
Certificate III in Health Support Assistance
HLT32512

Course aims:
The Certificate III in Health Services Assistance is a general prevocational qualification aimed for inclusion as a school program (VCE) as an entry point into the industry. This course is designed to provide you with an understanding of the basic skills and knowledge to work in a range of roles to provide assistance to nurses in an acute care environment. It will also assist you in making an informed decision as to whether or not you would like to pursue a career within the health industry.

Where and when the course is held:
- Units 1&2: Box Hill Institute Wednesday 1:30pm-5:00pm
- Units 1&2: Swinburne Wantirna Wednesday 9:00 am – 4:00 pm

Units of competency:

Year 1:

Sample competencies covered in the first year include:
- Communicate and work effectively in health
- Comply with infection control policies and procedures
- Transport clients
- Apply first aid
- Interpret and apply medical terminology appropriately
- Recognise healthy body systems in a health care context
- Assist with client movement

Credit towards VCE/VCAL:
VCE: Students are eligible for a minimum of two Units 3&4 sequences (see page 6)
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Students must undertake a minimum of 80 hours of work experience in the Health or allied health field. (With a minimum of 40 hours per year.)

Additional requirements/information: No additional requirements.

Complementary studies:
- Biology
- Chemistry
- Health and Human Development
- Psychology

Pathways:
- Certificate IV in Aged Care Work
- Certificate IV in Community Services (Lifestyle and Leisure)
- Certificate IV in Disability Work
- Certificate IV in Allied Health
- Certificate IV in Health (Enrolled/Division 2 Nursing)
- Diploma of Nursing

Possible future career opportunities:
- Aged Care Assistant
- Health Care Assistant
- Health Care Nurse
- Hospital Assistant
- Nursing
Horticulture

Certificate II in Horticulture (Landscaping)
AHC20410

Course aims:
This program aims to train students in skills to assist in progressing to a Horticulture apprenticeship or further studies at Diploma/Degree level. The course has a landscaping focus.

Where and when the course is held:
- Units 1-4: Fairhills High School/Holmesglen TAFE – Waverley Campus (Fortnightly Rotation) Wednesday 11:00am-3:00pm

Units of competency:

Year 1:
Sample competencies covered in the first year include:
- Observe environment work practices
- Plant trees and shrubs
- Recognise plants
- Treat weeds
- Lay paving
- Construct walls

Year 2:
Sample competencies covered in the second year include:
- Observe environment work practices
- Plant trees and shrubs
- Recognise plants
- Treat weeds
- Lay paving
- Construct walls

Credit towards VCE/VCAL:
VCE: Students will be eligible for up to four units of credit at the 1&2 level.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: 80 hours of work placement is required.

Additional requirements/information: Students are expected to wear appropriate work attire: visibility vest, work pants or overalls and steel capped boots.

Complementary studies:
- Biology
- Visual Communication and Design

Pathways:
- Certificate III in Horticulture
- Certificate III in Horticulture – Landscape
- Certificate III in Irrigation
- Certificate IV in Conservation and Land Management
- Certificate IV in Horticulture
- Diploma in Horticulture
- Diploma in Conservation and Land Management
- Advanced Diploma in Conservation and Land Management

Possible future career opportunities:
- Horticulturalist
- Landscape Architect
- Landscape Gardener
- Tree Surgeon
- Turf Manager
Hospitality
Certificate II in Hospitality
SIT20212

Course aims:
This program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the hospitality area, with specific focus on food and beverage activities (i.e. front of house)

Where and when the course is held:
- Units 1&2: Aquinas College Wednesday 1:30pm-5:30pm
- Units 1&2: Aquinas College Tuesday 2:30pm-6:30pm (overflow)
- Units 3&4: Aquinas College Wednesday 1:30pm-5:30pm

Units of competency:

Year 1:
Sample competencies covered in the first year include:
- Source and use information on the hospitality industry
- Use hospitality skills effectively
- Interact with customers
- Use hygienic practices for food safety
- Participate in safe work practices

Note – this is subject to the VCAA VETiS Hospitality Study Design

Credit towards VCE/VCAL:
VCE: Students will be eligible for up to five units credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence. A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Work placement is not required but is recommended.

Additional requirements/information: Students will be issued with a front of house uniform, all workbooks and materials.

Complementary studies:
- Food Technology

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:
- Bar/bottle shop attendant
- Front office/Receptionist
- Food and Beverage attendant
- Kitchen hand
- Waiter or barista
Hospitality (Extended)
Certificate II in Hospitality (Extended Program)
SIT20207

Course aims:
This program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the hospitality area, with specific focus on food and beverage activities (i.e. front of house)

Where and when the course is held:
- **Units 1&2**: Mater Christi College Wednesday 1:50pm-6:00pm
- **Units 3&4**: Mater Christi College Wednesday 1:50pm-6:00pm

Units of competency:
**Year 1:**
Sample competencies covered in the first year include:
- Develop and update hospitality industry knowledge
- Work in a socially diverse environment
- Apply hospitality skills in the workplace
- Organise and prepare food
- Serve food and beverage to customers
- Present Food
- Clean premises and equipment
- Clean and tidy bar areas
- Receive and store stock

**Year 2:**
Sample competencies covered in the second year include:
- Provide responsible service of alcohol
- Provide food and beverage service
- Prepare and serve non-alcoholic beverages
- Develop and update food and beverage knowledge
- Prepare and serve espresso coffee

Credit towards VCE/VCAL:
**VCE:** Students will be eligible for 4 units of credit towards their VCE: 2 at Units 1&2, and a Units 3&4 sequence.

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

Work placement: 12 shifts of work placement are required at Units 1&2 and 10 shifts are required at Units 3&4. A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)

Additional requirements/information: Uniform and textbook are included in materials costs. Students will require closed toed hard shoes. Excursions will be include hosting functions along with visiting prominent industry locations

Complementary studies:
- Food Technology

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:
- Bar/bottle shop attendant
- Front office/Receptionist
- Food and Beverage attendant
- Kitchen hand
- Waiter or barista
Hospitality & Kitchen Operations
Certificate II in Kitchen Operations & Certificate II in Hospitality
SIT20312 & SIT20212

Course aims:
This dual qualification provides students with an overview of the hospitality industry. It provides training and skills development in a range of kitchen functions and activities, and in food and beverage service. At the completion of Unit 1 & 2 course, students can then elect to enrol in Units 3 & 4 Hospitality (front of house) or Kitchen Operations (back of house).

Where and when the course is held:
- Units 1&2: Aquinas College Wednesday 1:30pm-5:30pm
- Units 1&2: Aquinas College Tuesday 2:30pm-6:30pm (overflow)
- Units 1&2: Aquinas College Wednesday 1:30pm-5:30pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Use food preparation equipment
- Produce dishes using basic methods of cookery
- Use cookery skills effectively
- Clean kitchen premises and equipment
- Use hygienic practices for food safety
- Maintain the quality of perishable supplies
- Source and use information on the hospitality industry
- Use hospitality skills effectively
- Interact with customers

Note – this is subject to the VCAA VETiS Hospitality Study Design

Credit towards VCE/VCAL:
VCE: Students will be eligible for up to five units credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence. A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Work placement is not required but is recommended.

Additional requirements/information: First year students will be supplied with a chef's uniform and equipment set and all workbooks and materials.

Complementary studies:
- Food Technology

Pathways:
- Certificate III in Hospitality
- Certificate IV in Hospitality
- Advanced Diploma of Hospitality (Management)
- Diploma of Hospitality (Management)
- Bachelor of Applied Science (Hospitality Management)

Possible future career opportunities:
- Chef
- Cook
- Food Production
- Catering Manager
- Food and Beverage attendant
- Waiter or barista
- Bar/bottle shop attendant
- Front office/receptionist
- Kitchen hand
Information Technology

Certificate III in Information Technology
ICA30105

Course aims:
The competencies for completion of Certificate II in Information Technology are designed to equip students with the foundational skills and knowledge they need to function effectively in the IT environment in the workplace.

Where and when the course is held:
- Units 1&2: Fairhills High School Wednesday 1:30pm-4:30pm
- Units 1&2: East Doncaster Secondary College Wednesday 1:30pm-4:30pm
- Units 3&4: East Doncaster Secondary College Wednesday 1:30pm-4:30pm

Units of competency:

Year 1:
Sample competencies covered in the first year include:
- Work and communicate effectively in an IT environment
- Run standard diagnostic tests
- Care for computer hardware
- Use social media tools for collaboration and engagement
- Operate application software packages

Credit towards VCE/VCAL:
VCE: Students will be eligible for two units of credit.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: 40 hours of work placement is recommended.

Additional requirements/information: Students are required to have their own laptop/netbook.

Complementary studies:
- Information Technology

Pathways:
Certificate IV in Information Technology specialising in the following:
- Certificate III in Information Technology
- Certificate IV in Information Technology
- Diploma in Information Technology

Possible future career opportunities:
- Computer Programmer
- Database Administrator
- Data Entry Operator
- Information Technology
- Network Manager
- Software Designer
- Software Testing
- Systems Administrator
Integrated Technology
Certificate II in Integrated Technologies
22071VIC

Course aims:
The VCE VET Integrated Technologies program aims to provide learners with the skills required by industries which broadly encompass electrotechnology, telecommunications, and information technology and security systems. Students will learn about Programmable Logic and Micro Controllers and develop real life projects. These skills will transfer into further vocational training and enable them to gain employment through an apprenticeship, traineeship or cadetship in fields such as electronics, entertainment, wireless and security systems, technical support for computer and electronic equipment, energy generation, sustainability, computer-controlled or communication application and computer network support.

Where and when the course is held:
- **Units 1&2:** KIOSC Trade Training Facility Monday 1:30pm-4:30pm
- **Units 1&2:** KIOSC Trade Training Facility Thursday 1:30pm-4:30pm
- **Units 1&2:** St Joseph's College Wednesday 8:30am-3:30pm
- **Units 3&4:** St Joseph's College Wednesday 4:00pm-8:00pm

Units of competency:

**Year 1:**
Sample competencies covered in the first year include:
- Carry out routine work activities in an electrotechnology environment
- Carry out a shared technology project
- Build a small wireless LAN
- Set up & test an embedded control system
- Construct & configure a basic robotic system

**Year 2:**
Sample competencies covered in the second year include:
- Identify & select components, accessories, materials for electrotechnology work activities
- Program a basic robotic system
- Apply technologies & concepts to electrotechnology work activities
- Implement a digital circuit using a programmable logic device (PLD)

Credit towards VCE/VCAL:
**VCE:** Student will be eligible for up to four units of credit, two units at the 1&2 level and two at Units 3&4. A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)
**VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

**Work placement:** 80 hours of work placement is compulsory (at least 40 hours in the first year).

**Additional requirements/information:** Students must wear full length cotton drill overalls and steel-capped leather work boots. No bib and brace overalls. Clear lens safety glasses will be supplied.

**Complementary studies:**
- Information Technology
- Physics

**Pathways:**
- Certificate III in Electronics & Communications
- Diploma/Advanced Diploma in Electronics & Communications

**Possible future career opportunities:**
- Data Communications technician
- Electronics Technician
Kitchen Operations
Certificate II in Kitchen Operations
SIT20307

Course aims:
This certificate provides students with an overview of the hospitality industry. It provides students with the skills and knowledge to be competent in a range of kitchen functions and activities (i.e. back of house).

Where and when the course is held:
- **Units 1&2**: Aquinas College Wednesday 1:30pm-5:30pm
- **Units 1&2**: Aquinas College Tuesday 2:30pm-6:30pm (overflow)
- **Units 1&2**: The Knox School Tuesday 4:00pm-8:30pm
- **Units 3&4**: Aquinas College Wednesday 1:30pm-5:30pm
- **Units 3&4**: Aquinas College Tuesday 2:30pm-6:30pm (overflow)

Units of competency:

Year 1:
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 premises

Year 2:
Sample competencies covered in the second year include:
- Prepare appetisers and salads
- Prepare stocks, sauces and soups
- Prepare hot and cold desserts
- Prepare and cook poultry

Credit towards VCE/VCAL:
VCE: Students will be eligible for up to 4 units of credit: two units at the 1&2 level and a Units 3&4 sequence.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Students are required to undertake 12 shifts in the second year, with a single shift being a minimum of 2 hours.

Additional requirements/information: Students will have to wear a uniform and an excursion may be planned. First year students will be supplied with a chef’s uniform and equipment set and all workbooks and materials.

Complementary studies:
- Food Technology

Pathways:
- Certificate III in Hospitality
- Certificate IV in Hospitality
- Diploma of Hospitality (Management)
- Advanced Diploma of Hospitality
- Bachelor of Applied Science (Hospitality Management)

Possible future career opportunities:
- Chef
- Cook
- Food Production
- Catering Manager
Laboratory Skills
Certificate III in Laboratory Skills
MSL30109

Course aims:
An entry level qualification, this course is designed to prepare the student to work as a member of a laboratory team. Students will acquire skills and the knowledge required to follow set procedures, assist in collecting and preparing samples and use basic typical laboratory equipment and procedures to carry out, measure and record results of test procedures/experiments in the physical, chemical, biological or life sciences. Students will gain basic knowledge and learn introductory skills in laboratory OH&S; communication, laboratory organisation, maintenance, quality and sustainable work practices and how to prepare solutions, media and cultures, perform sterile techniques, microscopic examinations and assist with field work.

Where and when the course is held:
- **Units 1&2:** KIOSC Trade Training Facility Monday and Thursday 1:30pm-4:30pm (Delivered over 2 days)

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Record and present data
- Plan and conduct laboratory/field work
- Maintain a laboratory fit for purpose
- Participate in laboratory/field workplace safety

Year 2:
Sample competencies covered in the second year include:
- Perform aseptic techniques
- Prepare working solutions
- Contribute to the achievement of quality objectives

Credit towards VCE/VCAL:
**VCE:** Student will be eligible for up to 6 units of credit, up to 4 units at the 1&2 level and a Units 3&4 sequence. A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)
**VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
**SBAT:** Students may also undertake this program as a School-based Apprenticeship or Traineeship.

Work placement: 80 hours of work placement is compulsory with at least 40 hours in the first year.

Additional requirements/information: Students must wear enclosed footwear. Long hair must be tied back. Several excursions are planned to specific industry related workplaces. All students are required to be recommended for the course by their careers teacher.

Complementary studies:
- Biology
- Chemistry
- Environmental Science
- Physics

Pathways:
- Certificate IV in Laboratory Techniques
- Diploma of Laboratory Technology
- Certificate III in Manufacturing
- Technology (Laboratory Operations Stream)
- Graduate Certificate in Biotechnology Industry

Possible future career opportunities:
- Laboratory Attendant
- Chemical Process Operator
- Scientific Glassblower
- Technical Assistant
Live Production
Certificate III in Live Production, Theatre and Events (Technical Operations)
CUS30209

Course aims:
This course aims to develop student’s knowledge and skills on technical operations within live productions, theatres and events. This qualification is very flexible and designed to meet a broad range of industry needs. It includes a general option to reflect the need for multi-skilling plus specialised streams for specific job outcomes (e.g. Audio; cinema projection, lighting, staging, visual systems)

Where and when the course is held:
• Units 1&2: Boronia K-12 College Wednesday 8:00am-12:00pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:

To achieve a specialisation in Audio
• Operate professional audio equipment
• Apply a general knowledge of audio to work activities
• Select and manage microphone and other audio input sources
• Manage and compile audio replay material
• Install, align and test audio equipment

To achieve a specialisation in Vision Systems
• Prepare, rig, test and modify vision systems
• Operate vision systems
• Apply a general knowledge of vision systems to work activities

To achieve a specialisation in Lighting
• Record and operate standard lighting cues
• Apply a general knowledge of lighting to work activities
• Prepare, install and test lighting equipment

To achieve a specialisation in Staging
• Install staging elements
• Operate staging elements
• Apply a general knowledge of staging to work activities

Credit towards VCE/VCAL:
VCE: Students will be eligible for 6 units of credit towards their VCE: 4 units at Units 1 and 2, and a Units 3 and 4 sequence.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Work placement is a compulsory element of this program.
Additional requirements/information: Students will be required to gain practical experience by working at Boronia K-12 College productions throughout the year. They will be required to wear a fully black backstage uniform.

Complementary studies:
• Drama
• Music Performance
• Theatre Studies

Pathways:
• Students have the opportunity to progress into Certificate IV, Diplomas and Advanced Diplomas.

Possible future career opportunities:
• Venue Operations Team Member
• Casual Technician
• Lighting Technician
• Sound Technician
• Audio Technician
• Staging Technician
• Vision Technician
Make-up
Certificate II in Retail Make-up and Skin Care
SIB20110

Course aims:
In the beauty industry, make-up is an art form and the human face is your canvas. If beauty is your passion, this course will teach you the vast range of skills required to become a make-up consultant. You will learn how to apply day, evening, photographic and camouflage make-up, false eyelash application and ear piercing. Along with these practical skills you will also learn the communication and retail skills vital for a career as a makeup consultant. On-the-job placement is a required part of this course, so you will get to put your skills into practice in a real working environment.

Where and when the course is held:
- Units 1&2: Box Hill Institute Wednesday 1:30pm-6:00pm
- Units 3&4: Box Hill Institute Wednesday 1:30pm-6:00pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Communicate in the Workplace
- Work effectively in a retail environment
- Design & Apply Make-up
- Demonstrate Retail Skin care Products
- Organise and Maintain Work areas
- Minimise Theft

Year 2:
Sample competencies covered in the second year include:
- Participate in environmentally sustainable work practices
- Merchandise Products
- Sell Products & Services
- Conduct Financial Transactions
- Provide Service to Clients
- Design and Apply Make-up for photography
- Pierce Ears
- Recommend Hair, Beauty and Cosmetic Products and Services

Credit towards VCE/VCAL:
VCE: Block credit arrangements are available for this program.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: 80 hours of work placement is required.
Additional requirements/information: Students are required to provide black flat closed toe shoes and long black pants (no leggings) and black t-shirt or long sleeved shirt. Materials costs includes makeup kit.

Complementary studies:
- Art

Pathways:
- Certificate III in Beauty
- Certificate IV in Beauty Therapy
- Diploma of Beauty Therapy

Possible future career opportunities:
- Aromatherapy
- Beauty Therapist
- Make-Up Artist
- Nail Technician
- Retail Sales
- Salon Manager
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.

Where and when the course is held:
- **Units 1&2**: Upwey High School Wednesday 1:30pm-5:30pm
- **Units 3&4**: Boronia K-12 College Wednesday 1:00pm-5:00pm

Units of competency:

Year 1:
Sample competencies covered in the first year include:
- Develop and extend critical and creative thinking skills
- Work effectively in the screen and media industries
- Produce and prepare photo images
- Prepare audio assets
- Use advanced features of computer applications
- Collect and organise content for broadcast or publication

Credit towards VCE/VCAL:
**VCE**: Students will be eligible for 2 units of credit at the 1&2 level.
**VCAL**: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Not required but recommended.

Additional requirements/information: Students must have an A4 Visual Diary and a 16GB or greater USB Flash Drive

Complementary studies:
- Art
- Information Technology
- Media Studies
- Visual Communication and Design

Pathways:
- Advanced Diploma of Interactive Media

Possible future career opportunities:
- Editor
- Games Developer
- Graphic Designer
- Media Producer
- Multimedia Developer
- Photographer
- Publisher
- Screen Printer
- Webpage Designer
Course aims:
The VCE VET Music program aims to:
- Provide participants with the knowledge and skills that will enhance their employment prospects in the music or music-related industries
- Enable participants to gain a recognised credential and to make a more informed choice of vocation or career paths.

Where and when the course is held:
- **Units 1&2**: Scoresby Secondary College Wednesday 12:00pm-4:00pm
- **Units 3&4**: Scoresby Secondary College Wednesday 12:00pm-4:00pm

Units of competency:

**Year 1:**
Sample competencies covered in the first year include:
- Work effectively in the music industry
- Implement copyright arrangements
- Make a music demo
- Compose simple songs or musical pieces
- Incorporate music technology into performance
- Contribute to backup accompaniment
- Assist with sound recording

**Year 2:**
Sample competencies covered in the second year include:
- Develop technical skills in performance
- Prepare for performances
- Develop improvisation skills
- Develop and apply aural-perception skills
- Apply knowledge of genre to music making
- Develop ensemble skills for playing/singing music

Credit towards VCE/VCAL:
**VCE:** Students will be eligible for up to 5 units of credit, 3 units at the 1&2 level and 2 units at 3&4. A Scored Assessment for this course is available which contributes to the ATAR. (See page 6)
**VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Not required but is recommended.

Additional requirements/information: Some training and assessment will take place outside normal delivery times e.g. evening performances.

Complementary studies:
- Music Composition
- Music Performance

Pathways:
- Certificate IV in Music Industry (Technical Production)

Possible future career opportunities:
- Artist manager
- Instrumental music teacher
- Live sound engineer
- Musician
- Recording engineer
- Venue manager
Course aims:
This program aims to provide participants with the knowledge and skill development for the achievement of competence to enhance employment prospects within the music industry, whilst providing a recognised credential; for making a more informed choice of vocational and career paths in the music industry.

Where and when the course is held:
- Units 1&2: Aquinas College Wednesday 1:30pm-5:30pm
- Units 1&2: Upwey High School Wednesday 1:30pm-5:30pm
- Units 3&4: Aquinas College Wednesday 1:30pm-5:30pm
- Units 3&4: Upwey High School Wednesday 1:30pm-5:30pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Source and apply entertainment industry knowledge
- Implement copyright arrangements
- Perform basic sound editing
- Install and operate follow spots
- Prepare, install and test lighting equipment
- Repair and maintain audio equipment
- Assist with sound recordings

Year 2:
Sample competencies covered in the second year include:
- Provide sound reinforcement
- Record and mix music demo
- Set up and disassemble audio equipment
- Apply a general knowledge of audio to work activities
- Select/manage microphone and audio input sources

Please note this course is subject to change.

Credit towards VCE/VCAL:
VCE: Students who complete the program will be eligible for up to five units of credit towards their VCE: up to three units at Units 1 and 2, and a Units 3 and 4 sequence.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Not required but is recommended.

Additional requirements/information: There are no additional requirements.

Complementary studies:
- Music Composition
- Music Performance

Pathways:
- Certificate IV in Music Industry (Technical Production)

Possible future career opportunities:
- Broadcaster
- Musical Therapist
- Sound and Lighting Technician
- Stage Manager
- Digital Audio Technician
- Musician
- Music Technician
- Stage Producer
- Director
- Musician
- Music Technician
- Sound Engineer
Nails & Make-up

Certificate II in Nail Technology & Certificate II in Retail Make-up and Skin Care
SIB20210 and SIB20110

Course aims:
Beautiful nails and make-up require skill and artistry. Upon completion of this course you will be a qualified nail technician and a hands-on course will teach you how to perform manicures, pedicures, acrylic and gel nail enhancements and a range of make-up services. Along with these practical skills you will also learn the science of nails and colour theory, and the vital communication and retail skills needed for a career in the beauty industry. On-the-job placement is a required part of this course, so you will get to put your skills into practice in a real working environment.

Where and when the course is held:
- Units 1&2: Box Hill Institute Wednesday 1:30pm-7:30pm
- Units 3&4: Box Hill Institute Wednesday 1:30pm-7:30pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Communicate in the Workplace
- Work effectively in a retail environment
- Design & Apply Make-up
- Conduct Financial Transactions
- Provide Service to Clients
- Work in a Nail Services Framework
- Provide Manicure & Pedicure Services
- Participate in environmentally sustainable work practices
- Sell Products & Services

Year 2:
Sample competencies covered in the second year include:
- Demonstrate Retail Skin care Products
- Merchandise Products
- Organise and Maintain Work areas
- Apply Acrylic Nail Enhancement
- Apply Ultraviolet Gel Nail Enhancement
- Pierce Ears
- Design and Apply Make-up for photography
- Minimise Theft
- Recommend Hair, Beauty and Cosmetic Products and Services

Credit towards VCE/VCAL:
VCE: Block credit arrangements are available for this program.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: 80 hours of work placement is required.
Additional requirements/information: Students are required to provide black flat closed toe shoes and long black pants (no leggings) and black t-shirt or long sleeved shirt. Materials costs includes makeup kit and nail technology kit.

Complementary studies:
- Art

Pathways:
- Certificate III in Beauty Services
- Certificate IV in Beauty Therapy
- Diploma of Beauty Therapy

Possible future career opportunities:
- Aromatherapy
- Beauty Therapist
- Make-Up Artist
- Nail Technician
- Retail Sales
- Salon Manager

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Nutrition
Certificate III in Nutrition and Dietetic Assistance
HLT31512

Course aims:
The Certificate III in Nutrition and Dietetic Assistance is a general prevocational qualification aimed for inclusion as a school program (VCE) as an entry point into the industry. This course is designed to provide you with a range of assistance functions to Dietitians and Food Service Managers. It will also assist you in making an informed decision as to whether or not you would like to pursue a career within the industry.

Where and when the course is held:
- Units 1&2: Box Hill Institute Wednesday 1:30pm-4:30pm
- Units 3&4: Box Hill Institute Wednesday 1:30pm-4:30pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Follow basic food safety practices
- Comply with infection control policies and procedures
- Plan meals and menus to meet cultural and religious needs
- Communicate and work effectively in health
- Apply first aid
- Work effectively with culturally diverse clients and co-workers

Year 2:
Sample competencies covered in the second year include:
- Support food services in menu and meal order
- Plan and evaluate meals and menus to meet dietary guidelines
- Work effectively with older people
- Plan and modify meals and menus according to nutrition care plans
- Provide assistance to nutrition and dietetic services
- Organise personal work
- Priorities and development
- Respond effectively to difficult or challenging behaviour

Credit towards VCE/VCAL:
VCE: Students are eligible for a minimum of two Units 3&4 sequences.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Students must take up to two weeks work experience in the Health or allied health field. (With a minimum of 40 hours per year.) It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

Additional requirements/information: No additional requirements.

Complementary studies:
- Biology
- Chemistry
- Health and Human Development
- Psychology

Pathways:
- Diploma of Remedial Massage
- Certificate IV in Massage Therapy Practice
- Diploma of Nursing
- Certificate IV in Aged Care Work
- Certificate IV in Youth Work
- Certificate IV in Disability Work
- Certificate IV in Community Services (Lifestyle and Leisure)

Possible future career opportunities:
- Aged Care Assistant
- Dietitian
- Hospital Assistant
- Nursing
- Nutritionist
- Health Care Assistant
Outdoor Recreation
Certificate II & III in Outdoor Recreation
SIS20210 & SIS30510

Course aims:
The qualification aims to provide students with foundation skills and knowledge to assist in employment or further study in the fitness and/or outdoor recreation industry.

Where and when the course is held:
• Units 1&2: Bayswater Secondary College Wednesday 11:30am-4:30pm
• Units 3&4: Bayswater Secondary College Wednesday 11:30am-4:30pm

Units of competency:

Year 1:
Sample competencies covered in the first year include:
• Organise personal work priorities and development
• Provide customer service
• Respond to emergency situations
• Apply first aid
• Operate application software packages
• Perform basic water rescues
• Develop and apply an awareness of specific populations to exercise delivery

Year 2:
Sample competencies covered in the second year include:
• Conduct basic warm-up and cool-down programs
• Plan and conduct sport and recreation sessions
• Facilitate groups
• Analyse participation patterns
• Provide public education on the use of resources
• Undertake risk analysis of activities
• Provide fitness orientation and health screening
• Instruct and monitor fitness programs

Credit towards VCE/VCAL:
VCE: Students will be eligible for up to 5 units of credit, 3 units at the 1&2 level and 2 at Units 3&4.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Students will be required to undertake a minimum 40 hour work placement.
Additional requirements/information: Students will be required to wear the supplied VET jacket as well as their school's sports uniform track pants or shorts. Excursions to recreation facilities are covered in course fees.

• Complementary studies:
  • Physical Education

Pathways:
• Certificate III in Sport and Recreation
• Certificate IV in Sport and Recreation
• Diploma in Sport and Recreation

Possible future career opportunities:
• Exercise Science
• Human Movement
• Nutrition
• Physical Education teaching
• Physiotherapy
Plumbing
Certificate II in Plumbing
ICP20105

Course aims:
Seeking entry to the plumbing industry or want to prepare for a plumbing and gas fitting apprenticeship? This course is specifically designed to achieve those goals. It introduces students to the skills needed by plumbers who fabricate, install, test and maintains pipes and gas lines; sanitary fixtures and fittings; roofing and regulators; sanitary and drainage and mechanical services. Plumbers may also be required to install equipment such as boilers, pumps, heating and cooling systems, natural gas ovens, water tanks and solar heating systems.

Where and when the course is held:
- Units 1&2: Aquinas College Wednesday 1:30pm-5:30pm

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Apply basic levelling procedures
- Carry out interactive workplace communication
- Fabricate simple plumbing pipe systems
- Read and interpret plans and specifications
- Write simple documents
- Perform basic oxy-acetylene welding and cutting
- Work effectively and sustainably in the construction industry
- Work safely in the construction industry
- Carry out measurements and calculations

Credit towards VCE/VCAL:
VCE: Students will be eligible for four units of credit, two units at the units 1&2 level and a Units 3&4 sequence.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Not required but is recommended.

Additional requirements/information: Students will be required to wear worksite appropriate clothing such as overalls and safety work boots (steel capped).

Complementary studies:
- Business Management
- English
- Further Mathematics

Pathways:
- Plumbing apprenticeship

Possible future career opportunities:
- Apprentice plumber
Course aims:
This program focuses on introducing learners to the printing and graphic arts industry using current industry practices. Students will develop core generic workplace skills, along with an understanding of a range of areas relevant to the printing industry. Areas covered include multimedia, layout and design, digital imaging, printing and print finishing. The program enables students to explore the various sectors within the industry and prepares them for entry into more advanced programs, such as graphic arts, design and digital media.

Where and when the course is held:
- Units 1&2: KIOSC Trade Training Centre Monday and Thursday 1:30pm-4:30pm (Delivered over 2 days)

Units of competency:
Year 1:
Sample competencies covered in the first year include:
- Inspect quality against required standards
- Communicate in the workplace
- Develop a basic design concept
- Produce graphics using a graphics application

Credit towards VCE/VCAL:
VCE: Block credit recognition is available for this program.
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Work placement: Not required but is recommended.

Additional requirements/information: Students will be required to attend excursions run throughout the duration of the course. At least two excursions occur during the course.

Complementary studies:
- Visual Communication and Design

Pathways:
- Diploma of Graphic Design

Possible future career opportunities:
- Graphic Designer
- Graphic Pre-press
- Multimedia
- Print Finishing
- Printing
- Screen Printing
Front & Back Cover:
Original Artwork by Stuart Wentworth (Wantirna College)
Certificate II in Printing & Graphic Arts (Desktop Publishing)