We’re posting all the latest info and updates on courses, information sessions, classes, careers, interesting articles, events, job opportunities, pathways and support, *plus lots more.*

facebook.com/IMVCInnerMelbourneVETCluster
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What is VET?

VET refers to Vocational Education and Training (VET) programs.

FEATURES OF VET DELIVERED TO SECONDARY STUDENTS
- VET combines senior school studies and accredited vocational education and training;
- It 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;
- It allows students to go directly into employment or receive credit towards further vocational training;
- It develops students’ employability and industry-specific skills;
- It is a vocationally oriented school program designed to meet the needs of industry.

HOW DOES VET WORK?
A VET program is usually made up of Units of Competency and Structured Workplace Learning.

(i) Units of Competency
Delivered by a Registered Training Organisation (RTO), the students’ school or another school close by.

(ii) Structured Workplace Learning (SWL)
SWL involves an employer accepting a student on a one-day-a-week basis or a one-week block, enabling 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.

VET 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 Program.

(i) 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).

Furthermore, all three sequences other than English can be approved VCE VET Unit 3 & 4 sequences, with study scores. Scored VCE VET programs contribute directly to the ATAR in the Primary 4 or as a 5th or 6th study increment.

(ii) 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 Unit 3 & 4 sequence through block credit recognition a 10% increment towards their ATAR.

Please note VCE and VCE VET results will take precedence over block credit results. Block credit can still be used in the calculation of the ATAR; however, it can only be used in the calculation of an ATAR if there are fewer than 6 VCE or VCE VET studies available. If there are 6 or more VCE or VCE VET studies available, a block credit result cannot be used.

VET INCREASES STUDENTS’ LEARNING POTENTIAL
VET Programs broaden VCE/VCAL options and develops students’ capacity to make decisions and solve problems. It helps students to gain confidence and improve communication and interpersonal skills, through learning in an adult environment.

VET also fosters positive feedback by enabling students to demonstrate specific skills and competency and 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 or with private RTOs.

VET also provides access to a range of different technologies related to industry and place of work.

VET PREPARES STUDENTS FOR THE WORKFORCE
Participating in a VET program provides students with the opportunity to trial a potential career and multiplies their post-school options and employment prospects.

VET programs help students to explore possible areas of interest, which promote further study and work choices and allow students to develop strong links with industry and local employers.

Students will also gain knowledge of employers’ expectations; real working conditions; and develop their capacity for cooperation, teamwork and leadership skills development.
**Inner Melbourne VET Cluster (IMVC)**

The Inner Melbourne VET Cluster (IMVC) is a partnership of 52 member schools located in the inner Melbourne region. The partnership is cross-sectoral with representatives from State, Catholic and Independent schools forming a collegial association to extend the vocational training needs of students in the post compulsory years.

The IMVC was established as a partnership program in 1998 and currently works with schools across six local government areas to facilitate VET programs and provide Structured Workplace Learning (SWL) opportunities using the Cluster’s distinctive Host School Model. Students accessing IMVC VET programs come from the City of Melbourne, City of Port Phillip, City of Stonnington, City of Boroondara, City of Glen Eira and City of Yarra.

The IMVC’s Host School Model allows schools with limited senior secondary curriculum offerings, an opportunity to provide an extensive vocational program without significant changes to internal structures or cultural philosophy.

The IMVC has worked towards building the connection between academic learning and vocational training in schools within the Inner Melbourne region. It has raised the profile of VET by providing a high-quality, centralised system for managing programs. The IMVC Host School Model has been recognised as an example of best practice by state and national governments.

### 2015 INNER MELBOURNE VET CLUSTER MEMBERS

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<thead>
<tr>
<th>Academy of Mary Immaculate</th>
<th>Melbourne Girls’ Grammar School</th>
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<td>Albert Park College</td>
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<td>Beth Rivkah Ladies College</td>
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<td>Camberwell Grammar School</td>
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<td>Scotch College</td>
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<td>Christian Brothers College – St Kilda</td>
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<td>Glen Eira College</td>
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<td>Swinburne Senior Secondary College</td>
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<td>Sydney Road Community School</td>
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<td>Korowa Anglican Girls’ School</td>
<td>The MacRobertson Girls’ High School</td>
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<td>Lauriston Girls’ School</td>
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<td>Wesley College – Melbourne</td>
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<td>Loreto Mandeville Hall</td>
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Eastern Network VET Cluster (ENVC)

The ENVC aims to provide access to a range of vocational education programs for students as part of VCE/VCAL offerings, thereby providing them with opportunities to maximise future employment and career pathways.

The ENVC is a cross-sectoral Cluster, with representation from State, Catholic and Independent schools, TAFEs and Adult Community and Further Education (ACFE) providers.

The ENVC plays a key role in connecting with local providers to create strong partnerships between RTOs and industry, to broker VET offerings for member schools. The ENVC also encourages the sharing of resources and expertise in the delivery of VET.

ENVC outcomes include:

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

ENVC VET Programs are accessible by all education providers in the Cities of Monash, Whitehorse and Manningham.

2015 EASTERN NETWORK VET CLUSTER MEMBERS

- Aquinas College
- Ashwood Secondary College
- Blackburn High School
- Box Hill High School
- Box Hill Senior Secondary College
- Doncaster Secondary College
- East Doncaster Secondary College
- Emmaus College
- Forest Hill College
- Glen Waverley Secondary College
- Highvale Secondary College
- John Monash Science School (Specialist School)
- Kilvington Grammar
- Kingswood College
- Koonung Secondary College
- Marcellin College
- Mazenod College
- Mount Scopus Memorial College
- Mount Waverley Secondary College
- Our Lady of Sion
- Ringwood Secondary College
- Salesian College – Chadstone
- Templestowe College
- Vermont Secondary College
- Warrandyte High School
- Wheelers Hill Secondary College
VET Brokerage Role

IMVC offers a VET brokerage role to IMVC and ENVC members, which includes:

- Conducting an environment scan to identify:
  (i) VET program needs of students/schools
  (ii) Local industry needs
- Identifying Registered Training Organisation (RTOs) who can provide relevant training and negotiating suitable delivery arrangements in line with Cluster requirements. RTOs have been selected based on their current registration with VRQA or ASQA. It is the responsibility of RTOs to adhere to existing regulations and standards in place to govern training providers. IMVC’s VET brokerage role does not represent or exonerate the RTO from their responsibilities to AQTF or SNR;
- Developing collaborative school protocols/structures for delivery of VET programs, including timetable arrangements and establishing and implementing student expression of interest protocols;
- Maintaining a web based/electronic information system to communicate and keep school-based staff up to date with VET operations. This includes facilitating the collation of VASS codes, scored VET assessment plans, indicative grades and student results. The RTO is responsible for inputting and ensuring accuracy of student results within the designated Cluster timeframe;
- Setting up protocols in collaboration with schools to assist in monitoring student progress;
- Developing and implementing post-course or post-school destination surveys;
- Developing and implementing a promotional campaign for relevant stakeholder groups;
- Conducting information workshops for students, parents, trainers and new VET Coordinators;
- Coordinating the meeting schedules, agenda, minutes for the VET Working Party;
- Assisting schools to identify suitable professional development activities;
- Facilitating Memorandums of Understanding with home/host schools and the Cluster;
- Assisting with the communication between home/host schools and RTOs regarding VCAA VET audit requirements;
- Disseminating relevant VET literature or information to schools and RTOs.

The brokerage fee contributes to the administration of the above responsibilities.
VET Application Process

This handbook outlines an extensive selection of VET programs available to students at member schools for 2016, as brokered by the IMVC and ENVC.

Please note that printed arrangements regarding times, venues and course outlines are subject to change and will be confirmed at the course-specific information sessions scheduled for Term 4 2015. Applicants to programs will be notified of changes prior to course commencement, via their school’s VET Coordinator or the respective RTO.

Please read the requirements of your selected program carefully.

**FIVE STEP EXPRESSION OF INTEREST APPLICATION FOR A 2016 PROGRAM**

**STEP 1**
Read the handbook and course requirements carefully, select your program and complete the Expression of Interest Form (located on page 69). Submit this form to your VET Coordinator or Careers Advisor by the due date as indicated by your school.

**STEP 2**
Register your application online by visiting www.imvc.com.au and clicking on the ‘VET Student Login’ under the ‘Quick Links’ menu on the homepage. You will then be redirected to the IMVC and ENVC VET Student Portal where you can register your application.

**STUDENTS WHO DO NOT COMPLETE STEPS 1 & 2 WILL NOT BE CONSIDERED FOR A 2016 VET PROGRAM BROKERED BY THE IMVC/ENVC.**

**STEP 3**
To receive updates about programs, classes, information sessions, careers info, news items, events, job opportunities, pathways and support, students are required to ‘Like’ the IMVC Facebook page at www.facebook.com/IMVCInnerMelbourneVETCluster.

**STEP 4**
Attend the compulsory Information Session in Term 4 (for prospective first year and/or Unit 1 & 2 students and parents/guardians). Dates and times for course-specific information sessions are listed in this handbook and updated on the IMVC website in Term 3. **Students who do not attend may not be considered for a 2016 Program.**

**STEP 5**
There are tuition/materials costs associated with each program and applicants are advised to contact their VET Coordinator for an estimate of costs. Your school’s Careers/VET Coordinator or RTO will confirm your enrolment by Term 4, 2015.

Please note, students will be formally enrolled into programs by the respective RTO either in late November, early December or at the commencement of 2015. For example, Box Hill Institute conducts formal enrolments in late November/early December. Students will be sent a formal letter of offer and places will not be secured until students have formally enrolled in course.
VET Course Requirements

Students expressing an interest in a VET program through the IMVC or ENVC will be required to complete a commitment form covering their code of conduct. Furthermore, additional course requirements set out by the IMVC and ENVC must also be adhered to. It is important that parents and students take time to read the following course requirements before submitting an Expression of Interest.

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

Students who fail to complete set tasks by the end of the Term may face withdrawal from the program.

2. 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 may face withdrawal from the program.

3. INFORMATION SESSION
Information sessions will be held for all IMVC and ENVC first year or Unit 1 & 2 VET programs early in Term 4. Students will receive a full course outline, have an opportunity to meet with the RTO and trainers, and be given a Student Commitment Form. The form must be completed on the evening and returned to an IMVC staff member to ensure that their expression of interest is processed.

4. STUDENT COMMITMENT FORMS
This form 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 Expression of Interest for a program.

5. PROGRAM COSTS
All VET programs offered through the IMVC and ENVC attract costs. Through the clustering arrangement, these costs are kept to a minimum where possible. Program costs will vary according to the purchase of training hours, the materials required by students to complete the program, uniforms, trade materials, books and equipment required. It should be noted that a student’s school determines costs and payment of costs. Please note, once students have commenced the course, program costs cannot be refunded.

6. WORK PLACEMENT
Work Placement or Structured Workplace Learning is a key feature of VET programs. All students are encouraged to complete a minimum of one week (40 hours) work placement in a related industry. It is the responsibility of the student and the schools, however, to ensure that all paperwork associated with structured work placements are completed.

7. REPORTS
All students undertaking an IMVC/ENVC VET program will receive official written progress reports. These reports are issued by the respective RTOs for each program and supplied to the student’s school. These reports will include information on completed competencies, student learning, attendance, behaviour and general comments. Parents will receive a copy of these reports in Terms 1, 2 and 4. Completed Certificates will be sent directly to the students’ schools at the completion of the course or posted to the student’s home. It should be noted that completed Certificates might not be sent until the following year, in accordance with graduation processes from the various RTOs.

VET programs with a study score or increment at Year 12 will have their results appear as part of their Victorian Curriculum and Assessment Authority (VCAA) Study Scores. ATAR contributions are calculated at the Year 12 level only by VTAC through the normal channels.

8. STUDENT BEHAVIOUR
Over 1500 students undertake VET programs through the IMVC and ENVC each year. To ensure the success, continuity and availability of VET programs 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.

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

10. ABSENCE FROM SECOND YEAR VET PROGRAMS WITH SCORED ASSESSMENT
Second year students who are absent from class on a day when an assessed task is held should:

i. Contact their VET Coordinator at school and their VET Trainer by 9am;

ii. Provide a detailed parental note immediately upon return to school. A copy should be given to the VET Coordinator by 9am 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 allowed. Students who fail to report to their VET Coordinators by 9am on their first day back at school will not have their assessment task rescheduled.

11. 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 the 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.

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

13. RTO CODE OF CONDUCT
The purpose of the RTO Code of Conduct is:
(i) to provide school communities with a clear statement of the standards which RTOs are expected to adopt and deliver; and
(ii) to enable training providers to understand the code of conduct expected of them.
RTOs have been selected to work alongside the IMVC/ENVC and Cluster members based on their current registration with VRQA or ASQA. It is the responsibility of RTOs to adhere to existing regulations and standards in place to govern training providers. Cluster Members and IMVC’s brokerage role do not represent or exonerate the RTO from their responsibilities to AQTF or SNR.

RTO Obligations:
• Commitment to excellence in service delivery and maximising student outcomes;
• The RTO will adopt policies and management practices which will maintain high professional standards in the delivery of education and training services;
• The RTO will issue partnership agreements/contracts outlining roles and responsibilities of each partner, delivery arrangements, timeline of agreed deliverables, communication protocols, grievance procedures and agreed costs and invoicing arrangements;
• RTOs will comply with all laws regarding the operation of the training venues and will ensure that facilities and equipment are adequate for the programs being delivered;
• The RTO will have the capacity to deliver the programs for which it has been registered and use methods and material appropriate to the learning needs of trainees;
• The RTO will monitor and assess the performance and progress of its trainees. This will include providing UoCs and VCAA Assessment Plans, completing weekly IMVC online attendance records, interim/end-of-Semester reports, communicating Unit 3 & 4 indicative grades, communicating ‘at risk’ students and VASS results in a timely manner;
• The RTO will comply with the all the relevant guidelines in regard to the delivery and assessment of programs;
• RTOs will supply accurate relevant and up-to-date information to prospective trainees and will market its programs with integrity and accuracy. This will include reviewing IMVC VET handbook details and attending annual IMVC Information Sessions for parents and students;
• Participants will be provided with all appropriate information including course details, assessment requirements and all relevant policies and procedures. This includes formally enrolling and inducting students;
• All trainers and assessors are qualified;
• All trainers and assessors are sensitive to the needs of course participants;
• RTOs will issue Qualifications/Certifications in a timely fashion;
• RTOs will continually monitor and improve their performance by collecting and acting upon information gathered, including evaluation, learner feedback and self-assessment.

14. RTO GRIEVANCE POLICIES
Complaints and appeals Policy and Procedures for each RTO offering a course in the booklet can be located at the following web links:
Australian College of Dramatic Arts
Avocare
Box Hill Institute
Holmesglen Institute of TAFE
http://www.holmesglen.edu.au/contact/our_story/policies/grievance_resolution_process2
Bendigo Kangan Institute
Vocational Pathways Pty Ltd
http://vocationalpathways.com/images/vpdocs/policies.pdf
Ringwood Secondary College
15. UNIQUE STUDENT IDENTIFIER (USI)

The Unique Student Identifier (USI) came into effect from 1 January 2015. The aim of the USI is to:

- Help build a national system for the storage of information and enable VET records to be linked
- Make it easier for students to access their VET achievement across multiple providers in the one transcript
- Seamlessly provide a single consolidated ‘outcome level’ transcript for all VET study for students from 2015
- Enable students to also easily access secure digital transcripts of their achievements
- Ensure VET records are not lost (i.e. particularly where an RTO closes)
- Assist development of transparency in the VET sector.

Students studying VET programs will not be able to receive a Statement of Attainment or their Qualification until they have a valid USI.

How do students obtain a USI?

To obtain a USI, students can either apply themselves online, or, can provide sufficient identity documentation at enrolment to enable the Institute to apply on their behalf.

The online USI system is available for students to apply for their USI electronically at http://usi.gov.au/.

A brief USI student video on how to apply is available on the USI site at http://usi.gov.au/Students/Pages/default.aspx.

The application steps are very simple, with basic student information being required, along with details of one identity document needing to be recorded. Part of applying is obtaining a USI Student Account that then will enable a student to view their VET outcomes achieved regardless of provider, in the future.

A USI is then allocated on the spot on screen, and is also emailed to the student instantly. The application process takes just a couple of minutes, providing the student has their identity proof at hand. Valid acceptable identity proof includes:

- Driver’s Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)*
- Certificate of Registration By Descent
- Citizenship Certificate
- ImmiCard

16. DELIVERY

All VET programs listed in this handbook are delivered face to face unless stipulated otherwise.

17. COURSE CHANGES

Please note all course details and delivery arrangements contained in this handbook are subject to change. All final course and delivery arrangements will be confirmed at the information sessions. All programs require minimum student numbers to proceed. For further information on VET programs, please refer to the VCAA website: www.vcaa.vic.edu.au/vet

RTOs, qualifications and course structures published in this handbook were correct at the time of publication (June 2015). Please check the VCAA or IMVC website for updates.
COURSE AIMS
Certificate II and III in Acting (Screen) have been designed for students with a strong interest to pursue acting or related jobs. The course will provide the skills and knowledge needed for a broad range of acting tasks relating to the film and television industry.

VENUES
- Canterbury Girls Secondary College
- CBC – St Kilda

RTO
Australian College of the Dramatic Arts
RTO Number: 3139
Website: www.acda.vic.edu.au

DAY & TIME
Canterbury Girls Secondary College
Year 1 | Wednesdays | 4.30pm – 7.30pm
Year 2 | Wednesdays | 4.30pm – 7.30pm

CBC – St Kilda
Year 1 | Wednesdays | 1.45pm – 4.45pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
Work placement is not required.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Develop and apply creative arts industry knowledge
- Prepare for self performance
- Develop acting techniques

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Expand skills for auditions
- Rehearse and perform for camera
- Extend acting techniques

PATHWAYS
- Diploma of Arts – Acting
- Advanced Diploma of Arts
- Degree in Arts

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Actor
- Technical Crew Member
- Lighting and Sound Technician
- Stage Manager
- Writer
- Make-up Artist
- Drama Teacher
- Director
- Producer
- Casting Consultant
- Agent

ENROLMENT TYPE – VFE

Information Session
Please note, this course is being re-accredited. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
**CHC30212 Certificate III in Aged Care**

**COURSE AIMS**
The nationally recognised Certificate III in Aged Care [CHC30212] will give you the qualification to begin a rewarding career working with the aged. This qualification addresses work primarily in residential facilities under direct or regular supervision within clearly defined organisation guidelines and service plans.

Workers completing this qualification:
- Carry out activities to maintain personal care and/or other activities of living for people in an aged care setting
- Carry out activities related to an individualised plan
- Report directly to a supervisor and are not responsible for other workers

**VENUE**
Montague Continuing Education Centre

**RTO**
Avocare Ltd
RTO Number: 21941
Website: www.avocare.org.au

**DAY & TIME**
Year 1 | Wednesdays | 1:30pm – 5:30pm

**NUMBER OF STUDENT PLACES**
20 places per class

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

**VCE:** Block credit arrangements are available for this program.

**ATAR:** This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

**WORK PLACEMENT**
120 hours of work placement is required. Please note students will need a police check

**YEAR 1 PROGRAM CONTENT**
Sample competencies covered in the first year include:
- Working effectively with carers
- Supporting individual health and emotional wellbeing
- Working effectively with older people

**PATHWAYS**
Upon completion of your course, you make undertake a range of further study including but not limited to:
- CHC30408 Certificate III in Disability
- CHC30312 Certificate III in Home and Community Care
- CHC40108 Certificate IV in Aged Care

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
Occupations may include:
- Home Care Assistant
- In Home Respite Worker
- Care Services Employee
- Nursing Assistant
- Personal Care Worker
- Community Care Worker
- Community House Worker
- Community Support Worker
- Residential Care Worker
- Accommodation Support Worker

**ENROLMENT TYPE – VFE**

**Information Session**
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
HLT32412 Certificate III in Allied Health Assistance

COURSE AIMS
Secure a nationally accredited qualification in an area of high demand. Allied Health Assistance is an emerging and growing career option in both public and private practice.

This course aims to provide students with experience in a variety of allied health professions, including the work worlds of physiotherapy, occupational therapy, dietetics/nutrition and speech pathology. It aims to encourage young people to explore the many options available within the community health and hospital environments.

VENUES
• Holmesglen (Moorabbin Campus)
• Bendigo Kangan Institute (Richmond Campus)
• Box Hill Institute (Elgar Campus)

RTO
Holmesglen Institute of TAFE
RTO Number: 0416
Website: www.holmesglen.edu.au

Bendigo Kangan Institute
RTO Number: 0306
Website: www.kangan.edu.au

Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

DAY & TIME
Holmesglen
Year 1 | Wednesdays | 1.00pm – 5.00pm
Year 2 | Wednesdays | 1.00pm – 5.00pm

Bendigo Kangan Institute
Year 1 | Wednesdays | 1.45pm – 4.45pm
Year 2 | Wednesdays | 1.45pm – 4.45pm

Box Hill Institute
Year 1 | Wednesdays | 1.30pm – 4.30pm
Year 2 | Wednesdays | 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: This program in an unscored VCE VET program. Students who complete the HLT32412 Certificate III in Allied Health Assistance can receive up to two Units 3 & 4 sequences.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 & 4 sequence for this program will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

Please note students must already have English and three other fully scored VCE/VET subjects.

WORK PLACEMENT
80 hour work placement is required (40 hours per year).

ADDITIONAL REQUIREMENTS/INFORMATION
Box Hill Institute: Year 11 and 12 who have an interest in pursuing a career health should apply (Year 10 students not accepted). Students seeking to enrol in a Box Hill Institute VET course are required to attend a compulsory enrolment session in Term 4 2015. Failure to attend may jeopardise a student’s application for enrolment.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Communicate and work effectively in health
• Comply with infection control policies and procedures
• Participate in WHS processes

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Apply first aid
• Recognise healthy body systems in a health care context
• Assist with client movement

PATHWAYS
Allied Health Assistants provide support to health professionals including physiotherapists, occupational therapists and speech pathologists. They primarily focus on rehabilitation and health promotion, while also assisting with general care, supporting patients in recreational and leisure activities and supporting the training of disabled persons in self-care and daily living activities. Pathway options include:
• Certificate IV in Allied Health Assistance
• Diploma of Nursing
• Advanced Diploma of Nursing
• Bachelor of Nursing

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Therapy Assistant
• Physiotherapy Assistant
• Occupational Assistant
• Podiatry Assistant

ENROLMENT TYPE – VES
Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year students. Dates and times for course-specific sessions are listed on pages 67-68.
ACM20110 Certificate II in Animal Studies

COURSE AIMS
The Certificate II in Animal Studies is a general, pre-vocational qualification aimed as an entry point into the industry. This course is designed to provide students with the fundamental skills and knowledge to become an animal carer while studying at a secondary school level. It will also assist them in making an informed decision as to whether or not you would like to pursue a career within the animal industry.

VENUE
Box Hill Institute (Elgar and City Campuses*)
*Students attending the City Campus will have to travel to the Elgar Campus for the practical classes.

RTO
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

DAY & TIME
Box Hill Institute (Elgar Campus)
Unit 1 & 2 | Mondays | 4.00pm – 7.30pm
Unit 1 & 2 | Wednesdays | 1.30pm – 5.00pm
Unit 3 & 4 | Wednesdays | 1.30pm – 5.00pm

Box Hill Institute (City Campus)
Unit 1 & 2 | Wednesdays | 1.30pm – 5.00pm

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

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

VCE: Students who complete the VCE VET Animal Studies Program will be eligible for a four Unit credit towards their VCE, including two Units at the Unit 1 & 2 level, and a Unit 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Unit 3 & 4 sequence will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

WORK PLACEMENT
Students are required to undertake 38 hours of structured workplace learning during the first year of study at an approved animal related workplace. This forms the assessment for ACMGAS201A – Work in the Animal Care Industry and part of the ACMGAS202A – Participate in Workplace Communication.

ADDITIONAL REQUIREMENTS/INFORMATION
Students seeking to enrol in a Box Hill Institute VET course are required to attend a compulsory full day workshop/enrolment session in Term 4, 2015. Failure to attend may jeopardise a student’s application for enrolment.

A copy of a current tetanus vaccination must be emailed to Box Hill Institute at HealthSciences.VETIS@boxhill.edu.au This information is to be emailed before the information session.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Work in the animal care industry
• Complete animal care hygiene routines
• Feed and water animals

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Assist in the health care of animals
• Provide basic first aid for animals
• Provide companion animal hydro-bathing services

PATHWAYS
• Certificate III in Captive Animals
• Cert IV in Companion Animal Services
• Cert IV in Veterinary Nursing
• Diploma of Animal Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Veterinary Nurse
• Pet Grooming
• Shelter Worker
• Kennel/Cattery Attendant
• Animal Attendant
• Pet Shop Worker
• Community Animal Care or Farm Worker

ENROLMENT TYPE – VES

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
LMT21707 Certificate II in Applied Fashion Design and Technology and selected Units of Competency from LMT31407 Certificate III in Applied Fashion Design and Technology

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, in which students will be encouraged to develop their expression through a series of practical projects.

VENUES
• Bendigo Kangan Institute (Richmond Campus)
• Siena College
• Emmaus College

RTO
Kangan Institute (for Kangan and Siena College classes)
RTO Number: 0306
Website: www.kangan.edu.au

Vocational Pathways Pty Ltd (for Emmaus College)
RTO Number: 21230
Website: www.ripponleainstitute.com

DAY & TIME
Bendigo Kangan Institute
Unit 1 & 2 | Wednesdays | 9.00am – 1.00pm
Unit 1 & 2 | Wednesdays | 1.45pm – 5.45pm
Unit 3 & 4 | Wednesdays | 1.45pm – 5.45pm

Siena College
Unit 1 & 2 | Wednesdays | 1.00pm – 3.30pm
Unit 3 & 4 | Tuesdays | 3.30pm – 6.30pm

Emmaus College
Unit 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Unit 3 & 4 | Thursdays | 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
20 places per class

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

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

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Unit 3 & 4 sequence for the VCE VET Applied Fashion Design and Technology program will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

WORK PLACEMENT
80 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
All students must wear closed shoes and hair is to be secured in a bun or pony tail (not loose). Students must have basic knowledge of sewing.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Design and produce a simple garment
• Modify patterns to create basic styles
• Draw and interpret a basic sketch

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Prepare and produce a sewn garment
• Prepare design concept for a simple garment
• Embellish garment by hand or machine

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Fashion Designer
• Interior Designer
• Costume Designer
• Dressmaker
• Tailor
• Milliner
• Industrial Textiles Fabricator
• Patternmaker
• Clothing Production Manager
• Textile Technician
• Interior Decorator

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE AIMS
This program provides students with the knowledge and skills to enhance their employment prospects in the automotive or related industries. Depending on the electives chosen, the program includes industry research, using and maintaining measuring equipment, operating electrical testing equipment, electronics, vehicle body, vehicle engine reconditioning and maintenance.

VENUES
- Bendigo Kangan Institute (ACE Docklands Campus)
- Box Hill Institute (Elgar Campus)
- Ringwood Trade Training Facility

RTO
Bendigo Kangan Institute
RTO Number: 0306
Website: www.kangan.edu.au

Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

Ringwood Secondary College
RTO Number: 22475
Website: www.rttf.vic.edu.au

DAY & TIME
Bendigo Kangan Institute
Unit 1 & 2 | Wednesdays | 8.30am – 12.30pm
Unit 1 & 2 | Wednesdays | 1.45pm – 5.45pm
Unit 3 & 4 | Wednesdays | 1.45pm – 5.45pm

Box Hill Institute
Unit 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Unit 3 & 4 | Wednesdays | 1.30pm – 5.30pm

Ringwood Trade Training Facility
Unit 1 & 2 | Wednesdays | 8.00am – 12.30pm
Unit 1 & 2 | Wednesdays | 1.00pm – 5.30pm
Unit 3 & 4 | Wednesdays | 1.00pm – 5.30pm

NUMBER OF STUDENT PLACES
15 places per class

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

VCE: Students who complete 22015VIC Certificate II in Automotive Studies will be eligible for four Units towards their VCE, including two Units at the Unit 1 & 2 level and a Unit 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Unit 3 & 4 sequence will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

WORK PLACEMENT
160 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Bendigo Kangan Institute students are required to provide and wear long-sleeved overalls, leather upper boots and safety glasses.

Students seeking to enrol in a Box Hill Institute VET course are required to attend a compulsory enrolment session in Term 4 2015. Failure to attend may jeopardise a student’s application for enrolment. Students are also required to provide and wear work overalls, steel cap boots and safety glasses.

RTTF students are required to provide and wear full-length cotton drill overalls and steel-cap leather work boots. No bib and brace overalls. Clear lens safety glasses will be supplied.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
- Participate in basic servicing
- Use and maintain tools and equipment
- Remove and replace tyres, wheels and cylinder heads

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
- Dismantle and assemble fuel pump and carburettor
- Dismantle and assemble 4 stroke multi cylinder engine
- Remove and replace radiator, clutch assembly, suspension and front springs

PATHWAYS
This program provides a pathway for students into the automotive industry through a traineeship or apprenticeship and progression into Certificate IV, Diploma or Advanced Diploma courses.

POSIBLE FUTURE CAREER OPPORTUNITIES
- Mechanic
- Spare Parts Manager
- Automotive Engineer

ENROLMENT TYPE – VES

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
22015VIC Certificate II in Automotive Studies
(Paint and Panel) Pre-vocational

COURSE DESCRIPTION
This program provides students with the knowledge and skills to enhance their employment prospects in the paint and panel automotive or automotive related industries. The program includes industry research, applying safe working practices, welding, panel repair and detailing.

VENUE
Bendigo Kangan Institute (ACE Docklands Campus)

RTO
Bendigo Kangan Institute
RTO Number: 0306
Website: www.kangan.edu.au

DAY & TIME
Unit 1 & 2 | Wednesdays | 8.30am – 1.30pm
Unit 1 & 2 | Wednesdays | 1.45pm – 5.45pm

NUMBER OF STUDENT PLACES
15 places per class

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

VCE: Students who complete 22015VIC Certificate II in Automotive Studies will be eligible for four Units towards their VCE, which can include two Units at the Unit 1 & 2 level and a Unit 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Unit 3 & 4 sequence for 22015VIC Certificate II in Automotive Studies will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

WORK PLACEMENT
160 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to provide and wear long-sleeved overalls, leather upper boots and safety glasses.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Carry out basic panel repair
• Apply sealants
• Maintain and test a spray gun

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Remove and realign body panels
• Prepare surface and prime a repaired body panel
• Prepare surface and apply masking materials

PATHWAYS
This program provides a pathway for students into the automotive industry through a traineeship or apprenticeship. Pathway options include:
• Certificate III in Automotive Vehicle Body
• Certificate III in Automotive Vehicle Body (Panel Beating)
• Certificate III in Automotive Vehicle Body (Vehicle Painting)
• Certificate III in Automotive Manufacturing (Bus, Truck and Trailer)
• Certificate IV in Automotive Technology
• Diploma of Automotive Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Panel Beater
• Vehicle Painter
• Vehicle Trimmer
• Windscreen Fitter
• Vehicle Dismantler
• Spray Painter

ENROLMENT TYPE – VES

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
AVI40108 Certificate IV in Aviation (Partial Completion)

COURSE AIMS
This program provides opportunities to students who wish to develop their skills and knowledge in the aviation industry. This course provides opportunities for students to work towards or complete a Private Pilot Licence (PPL). The Recreational Pilot Licence (RPL) Test is the first stage in pilot training that ultimately leads to gaining a Commercial Pilot Licence. The students will receive an approximate of 30 hours flying time for the 1st year and 20 hours of flight time for the 2nd year.

VENUE
Ashwood Secondary College

RTO
Tristar Aviation Company Pty Ltd
RTO Number: 22509
Website: www.tristaraviation.com.au

DAY & TIME
Year 1 | Wednesdays | 1.30pm – 4.30pm
Year 2 | Wednesdays | 1.30pm – 4.30pm

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

CONTRIBUTION TO VCAL/VCE
VCAL: One credit towards a VCAL learning program is awarded on successful completion of 90 nominal hours of accredited VET curriculum.

VCE: Students who complete this program may be eligible for recognition of two or more Units at Unit 1 & 2 level and a Unit 3 & 4 sequence. Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
Work placement is not required

ADDITIONAL REQUIREMENTS/INFORMATION

Manage abnormal aeroplane flight situations
Occupational Health and Safety Students may be required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the program.

• Students are required to have CASA medical before commencing flying. This medical will need to be completed before the end of Term 1 and the cost (approx.) $150.
• Students may be required to do extra flying time to be deemed competent, this will be charged separately at $305 per hour.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Manage pre & post-flight actions
• Control aero-plane on the ground
• Control aircraft in normal flight

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Execute advanced aircraft manoeuvres and procedures
• Cross country navigation

PATHWAYS
• Diploma of Aviation
• Advanced Diploma of Aviation
• Degree Courses in Aviation

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Emergency Services Pilot
• Air Force Pilot
• Airline Pilot
• Flying Instructor
• Licenced Aeronautical Engineer
• Airline Program Manager
• Agricultural Pilot (Crop Duster)
• Helicopter Pilot

ENROLMENT TYPE – VFE

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE DESCRIPTION
This program provides students with the knowledge and skills that will enhance their employment prospects in the Building Industry. Students completing the Certificate II in Building and Construction (Bricklaying) Pre-apprenticeship (Partial Completion) will gain a broad knowledge of building and bricklaying in particular. The majority of the course involves practical projects and tasks giving students sound bricklaying and building skills which are currently in strong demand by industry. Underpinning theory of Building & Construction is also covered in the course.

VENUE
Holmesglen (Chadstone Campus)

RTO
Holmesglen Institute of TAFE
RTO Number: 0416
Website: www.holmesglen.edu.au

DAY & TIME
Unit 1 & 2 | Wednesdays | 8.00am – 4.00pm
Unit 3 & 4 | Wednesdays | 8.00am – 4.00pm

NUMBER OF STUDENT PLACES
10 places per class

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

VCE: Students who complete the VCE VET Building and Construction Program (at least 360 hours) will be eligible for four Units towards their VCE, including two Units at the Unit 1 & 2 level, and a Unit 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Unit 3 & 4 sequence for the VCE VET Building and Construction program will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

WORK PLACEMENT
40 hours of work placement is recommended in the second year of the course.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to provide and wear: work shorts/work pants and work boots at all times. An excursion to several work sites will be arranged to put learnt skills and knowledge into context.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
- Bricklaying hand tools
- Bricklaying basic skills
- Prepare for work in the construction industry

UNIT 3 & 4 PROGRAM CONTENT
Sample Competencies covered in Unit 3 & 4 include:
- Masonry blockwork
- Brick veneer construction processes
- Cavity brick construction processes

PATHWAYS
The Certificate II in Building and Construction (Bricklaying) program leads to apprenticeship opportunities in Bricklaying. This program may also lead to the Diploma of Building (full-time or part-time).

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Bricklayer
- Builder
- Carpenter
- Building Inspector
- Draftsperson
- Architect
- Cabinet Maker
- Civil Engineer

ENROLMENT TYPE – VES

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
22216VIC Certificate II in Building and Construction (Carpentry) Pre-apprenticeship (Partial Completion)

COURSE AIMS
This program provides students with the knowledge and skills that will enhance their employment prospects in the Building Industry. The Certificate II in Building and Construction – Carpentry provides partial completion of the pre-apprenticeship program which provides a pathway into a building and construction apprenticeship.

VENUES
• Holmesglen (Chadstone Campus)
• Box Hill Institute (Elgar Campus)
• Northern College of the Arts and Technology

RTO
Holmesglen Institute of TAFE
RTO Number: 0416
Website: www.holmesglen.edu.au

Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

Northern College of the Arts & Technology
RTO Number: 6736
Website: www.ncat.vic.edu.au

DAY & TIME
Holmesglen
Unit 1 & 2 | Wednesdays | 8.00am – 4.00pm
Unit 3 & 4 | Two full weeks during January holidays plus one week full time during 1st and 2nd Term holidays plus at least one Monday and one Friday full time per term (Term 1, 2, 3)

Box Hill Institute
Unit 1 & 2 | Tuesdays | 5.00pm – 8.30pm
Unit 1 & 2 | Wednesdays | 1.15pm – 4.45pm
Unit 1 & 2 | Wednesdays | 5.00pm – 8.30pm
Unit 3 & 4 | Wednesdays | 5.00pm – 8.30pm

Northern College of the Arts and Technology
Unit 1 & 2 | Wednesdays | 8.30am – 12.30pm
Unit 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Unit 3 & 4 | Thursdays | 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
15 places per class

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

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

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Unit 3 & 4 sequence for the VCE VET Building and Construction program will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

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

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to provide their own safety gear to be worn during class, including overalls, leather work boots, protective eyewear/safety glasses and ear muffs/plugs.

Holmesglen Institute of TAFE first year students to conclude at the end of Term 3.

Box Hill Institute will be required to attend additional one week training over one of the school holidays. Details to be provided. Students seeking to enrol in a Box Hill Institute VET course are required to attend a compulsory enrolment session in Term 4 2015. Failure to attend may jeopardise a student’s application for enrolment.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Carpentry hand tools
• Building Structures
• Calculations for the Construction Industry

UNIT 3 & 4 PROGRAM CONTENT
Sample Competencies covered in Unit 3 & 4 include:
• Wall framing
• Roof framing
• External cladding

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Builder
• Carpenter
• Building Inspector
• Draftsperson
• Architect
• Cabinet Maker
• Civil Engineer

ENROLMENT TYPE – VES

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
BSB20112 Certificate II in Business with selected Units of Competency from BSB30112 Certificate III in Business

COURSE AIMS
This course is provides entry-level training for students seeking to undertake a wide variety of careers in Business Administration. It also aims to provide participants with the knowledge and skills that will enhance their employment prospects within a broad range of business settings.

VENUE
Swinburne Senior Secondary College

RTO
IVET Institute Pty Ltd
RTO Number: 40548
Website: www.ivetresources.com.au

DAY & TIME
Unit 1 & 2 | Wednesdays | 1.30pm – 4.30pm
Unit 3 & 4 | Tuesdays | 4.30pm – 7.30pm

NUMBER OF STUDENT PLACES
20 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students who complete Certificate II in Business with additional units of competence from Certificate III in Business will be eligible for five Units credit towards their VCE: three Units at Units 1 & 2 and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Unit 3 & 4 sequence of VCE VET Business must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student’s best four studies (the primary four) or as a 5th or 6th study.

WORK PLACEMENT
80 hours of work placement is strongly recommended.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Working effectively with others
• Organising and completing daily work activities
• Creating and using spreadsheets

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Organising workplace information
• Designing and producing business documents
• Deliver and monitor a service to customers

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Administrative/Office Assistant
• Receptionist
• Secretary
• Information Officer
• Customer Service Officer
• Legal Secretary
• Personal Assistant

ENROLMENT TYPE – VES

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
CISCO22263VIC CISCO – CCNA v5 Routing and Switching

COURSE AIMS
This program gives students hands on experience to gain networking skills and knowledge whilst using industry current routers, hubs and switches. Students will work with highly qualified Cisco Networking Professionals to design, configure, troubleshoot and implement computer internetworks.

VENUES
- Box Hill Institute (Nelson Campus)
- Box Hill Institute (City Campus)
- Ringwood Trade Training Facility

RTO
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

Ringwood Secondary College
RTO Number: 22475
Website: www.rttf.vic.edu.au

DAY & TIME
Box Hill Institute (Nelson Campus)
Year 1 | Wednesdays | 2.00pm – 6.00pm

Box Hill Institute (City Campus)
Year 1 | Wednesdays | 2.00pm – 6.00pm

Ringwood Trade Training Facility
Year 1 | Tuesdays | 2.00pm – 6.00pm
Year 1 | Wednesdays | 2.00pm – 6.00pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: Students successfully completing CCNA Introduction to Networks and CCNA Routing and Switching Essentials will be eligible for two Units of credit towards their VCE at the Unit 3 and 4 level.

Students who complete CCNA Introduction to Networks, CCNA Routing and Switching Essentials, CCNA Scaling Networks, and CCNA Connecting Networks will be eligible for four Units of credit towards their VCE: two Unit 3 and 4 sequences.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Unit 3 & 4 sequence will be eligible for a 10% increment towards their ATAR (10% of the average of the primary four scaled studies).

WORK PLACEMENT
40 hours of work placement is strongly recommended

ADDITIONAL REQUIREMENTS/INFORMATION
Students seeking to enrol in a Box Hill Institute VET course are required to attend a compulsory enrolment session in Term 4 2015. Failure to attend may jeopardise a student’s application for enrolment.

YEAR 1 PROGRAM CONTENT
Covers CCNAv51 and CCNAv5 2. Competencies include:
- VU21561 Build a simple network and establish end to end connectivity
- VU21562 Configure and troubleshoot network switches and routers
- VU21557 Install and configure a home or small office networks

PATHWAYS
Successful completion of the CCNA Programs can offer career path opportunities and recognition of skills gained against academic qualifications at tertiary institutions.
- Bachelor of Computer Systems
- Associate Degree in Computer Systems
- Graduate Certificate in Information and Communication Technology
- Advanced Diploma of Network Security
- Advanced Diploma of Computer Systems Technology
- Diploma of Computer Systems
- Diploma of Information Technology Systems Administration
- Diploma of Information Technology Networking
- Certificate IV in Information Technology
- Certificate IV in Computer Systems Technology
- Certificate IV in Telecommunications Network Engineering

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Information technology
- Computer Programmer
- Systems Administrator
- Network Manager

ENROLMENT TYPE – VES

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
CHC20112 Certificate II in Community Services and selected Units of Competency from CHC30112 Certificate III in Community Services Work

COURSE AIMS
This program provides entry-level training for a wide variety of careers in the area of Community Services, including Disability Studies, Youth Work, Occupational Therapy, Psychology, Aged Care, Child Protection, and Children’s Services. In the first year, students attending classes at University High School only, will have the opportunity to select electives that are community services work or childcare flavoured.

VENUES
- University High School
- Box Hill Institute (Elgar Campus)

RTO
IVET Institute Pty Ltd (for University High)
RTO Number: 40548
Website: www.ivetresources.com.au

Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

DAY & TIME
University High School
Unit 1 & 2 | Wednesdays | 1.45pm – 4.45pm
Unit 3 & 4 | Wednesdays | 1.45pm – 4.45pm

Box Hill Institute
Unit 1 & 2 | Wednesdays | 1.30pm – 4.30pm
Unit 3 & 4 | Wednesdays | 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
25 places per class

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

VCE: Students who undertake the VCE VET Community Services program will be eligible for up to five Units of credit towards their VCE: up to three Units at the Unit 1 & 2 level and a Unit 3 & 4 sequence.

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

WORK PLACEMENT
80 hours of work placement is required over the two years.

ADDITIONAL REQUIREMENTS/INFORMATION
University High School students will be required to complete the compulsory Unit 1 & 2 First Aid module in the school holidays. Dates to be confirmed.

Students seeking to enrol in a Box Hill Institute VET course are required to attend a compulsory enrolment session in Term 4 2015. Failure to attend may jeopardise a student’s application for enrolment.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
- Prepare for work in the community sector
- Communicate with people accessing the services of the organisation

Electives include:
- Communicate appropriately with clients and colleagues
- Identify and address specific client needs
- Ensure the health and safety of children
- Support the development of children

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
- Advocate for clients
- Work effectively in the leisure and health industry
- Develop an understanding of children’s interests and developmental needs

PATHWAYS
Certificate III or IV in Community Services in the following streams:
- Aged Care Work
- Community Work
- Alcohol & Other Drugs
- Child protection/Justice
- Statutory Supervision
- Children’s Services
- Disability Work
- Mental Health Work (non-clinical)
- Youth Diploma of Community Services
- Advanced Diploma of Community Services

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Care Service Employee
- Personal Care Assistant
- Social Worker
- Nurse
- Aged Care Attendant
- Health Care Nurse
- Childcare Assistant

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.

ENROLMENT TYPE – VES
COURSE AIMS
Students can obtain a nationally recognised certificate learning and experiencing all the aspects of radio. Students explore how the radio industry works, put together a radio documentary as well as prepare and present their own program on Melbourne’s youth radio station, SYN FM. This is a fun and exciting certificate that students will enjoy doing as well as being a great start for young people interested in a media career.

VENUE
Swinburne Senior Secondary College

RTO
Bendigo Kangan Institute
RTO Number: 0306
Website: www.kangan.edu.au

DAY & TIME
Year 1 | Wednesdays | 1.45pm – 5.45pm
Year 2 | Wednesdays | 1.45pm – 5.45pm

NUMBER OF STUDENT PLACES
25 places per class

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

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
40 hours of work placement (over the two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Please note students will be required to attend:
- On-Air Radio timeslots (to be arranged) at SYN FM during Term 2 and also at House of SYN.
- Channel 31 TV sessions during Term 3 (TBC)

ENROLMENT TYPE – CUF20107 VES
ENROLMENT TYPE – CUF30107 VFE

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Collect and organise content for broadcast or publication
- Perform basic sound editing
- Use multimedia

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Shoot material for screen productions
- Produce and prepare photo images
- Perform basic vision and sound editing

PATHWAYS
- Certificate III and IV in Broadcasting
- Degree in Art – Media and Media Communication
- Degree in Film and Television

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Radio Desk Operator
- Key Grip Assistant
- Sound Recordist
- Boom Operator
- Commentator
- Sound Director
- Floor Manager
- Producer
- Technical Director
- Production Coordinator
- Sound Engineer

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
CUF20107 Certificate II in Creative Industries – Media (First Year) and in Second Year CUF30107 Certificate III in Media (Game Design and Animation Focus)

COURSE AIMS
This program introduces students to the many career opportunities available for 3D artists, animators and designers. The course focuses on 3D animation and game Design, providing students an understanding of the creative potential and application of 3D animation and game software in the games, film and visual effects industry.

VENUE
Collingwood College

RTO
The Academy of Interactive Entertainment Ltd
RTO Number: 88021
Website: www.aie.edu.au

DAY & TIME
Year 1 | Wednesdays | 1.30pm – 5.00pm
Year 2 | Wednesdays | 1.30pm – 5.00pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Collect and organise content for broadcast or publication
• Follow a design process
• Use multimedia

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Create 3D digital models
• Explore and apply the creative design process to 3D forms
• Create 3D digital animations

PATHWAYS
The general skills acquired through this course have applications across a range of industry sectors, including game development, animation, film/television/VFX, graphic design, advertising, computing, information and industrial design. This Certificate leads on to the Advanced Diploma of Professional Games Development.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Games Developer
• Animator
• Film/television/VFX
• Medical Visualisation
• Defence Simulations
• Architecture and-town Planning
• Simulations
• Advertising
• Webpage Designer
• Graphic Designer

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.

ENROLMENT TYPE – CUF20107 VES
ENROLMENT TYPE – CUF30107 VFE
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.

The training will introduce young dance performers to a variety of dance styles and techniques and is suited to all students interested in any form of movement and dance. There will also be a focus on seeing and reviewing dance performances in Melbourne.

The skills learnt can be applied to everyday fitness and coordination, further training in dance and performance, and a deeper appreciation for dance and performing arts.

VENUE
Swinburne Senior Secondary College

RTO
Australian Dance Council – Ausdance Vic Inc
RTO Number: 20949
Website: www.ausdancevic.org.au

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

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: Students who complete the Certificate II in Dance will be eligible for four Units of credit towards their VCE, including two Units at the Unit 1 & 2 level and a Unit 3 & 4 sequence.

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Clothing Requirements: Students will need to wear comfortable dance clothes, leggings or track pants, leotards and/or t-shirt. Long hair should be tied back off the face, ponytail or bun and/or headband. “Foot Thongs” or “Dance Paws” and Jazz shoes are compulsory for the practical classes.

Other Requirements: Unit 1 & 2 students will be creating and following a fitness plan which will require them to do about an hour of exercise three times per week. It is expected that students will take additional dance classes outside of VET. If you are currently attending dance classes, you should expect to continue with those classes.

Students may be required to attend professional dance and/or theatre performances at their own cost for the completion of written tasks. Students will be required to maintain a level of physical fitness appropriate for beginner level dance and movement classes. Students will keep a journal and portfolio of evidence as part of their assessment.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
- Develop basic dance techniques
- Follow basic dance practices
- Develop a basic level of physical condition for dance performance

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
- Prepare for performances
- Incorporate artistic expression into basic dance performances
- Develop audition techniques

PATHWAYS
- Certificate III in Dance
- Certificate IV in Dance
- Diploma of Dance
- Bachelor of Arts – Dance

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Dancer
- Choreographer
- Community Dance Worker
- Ballerina
- Dance Teacher
- Dance Therapist
- Entertainer

CUA20113 Certificate II in Dance with selected Units of Competency from the CUA30113 Certificate III in Dance

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
22261VIC Certificate II in Electrotechnology Studies (Pre-Vocational)

COURSE AIMS
This course prepares students to enter the Electrotechnology industry. It covers competencies at work entry level providing grounding in safety and basic skills and knowledge for work in many Electrotechnology disciplines. The training is mainly project based, and gives industry relevant hands-on experience in a realistic simulated environment. You learn how to read circuit diagrams, take electrical measurements and perform electrical calculations.

VENUE
Northern College of the Arts and Technology

RTO
Northern College of the Arts and Technology
RTO Number: 6736
Website: www.ncat.vic.edu.au

DAY & TIME
Unit 1 & 2 | Wednesdays | 8.30am – 12.30pm
Unit 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Unit 3 & 4 | Thursdays | 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
7 places per class

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

VCE: Students who complete 22261VIC Certificate II in Electrotechnology Studies (pre-vocational) will be eligible for five Units of credit towards their VCE: three Units at the Unit 1 & 2 level and a Unit 3 & 4 sequence.

ATAR: Students who receive a Unit 3 & 4 sequence will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

PREREQUISITES
This course requires at least Year 10 mathematical knowledge, and is not recommended if students find mathematics challenging at this level.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to wear overalls and safety boots.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Fabricate, assemble and dismantle utilities industry components
• Solve problems in ELV single path circuits
• Fix and secure electrotechnology equipment

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Produce products for carrying out energy sector work activities
• Carry out routine work activities in an energy sector environment
• Perform energy sector installations of extra low voltage (ELV) single path circuits

PATHWAYS
This course prepares students for an apprenticeship in the electrical, refrigeration and air conditioning and security systems industries.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Systems Electricians – on domestic, residential and heavy industrial buildings
• Instrumental Technicians – on measuring, process control and scientific instruments
• Electronic Trades People – providing electrical installation, repair maintenance, modification and testing of electrical/electronic systems

ENROLMENT TYPE – VES

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
UEE22011 Certificate II In Electrotechnology Studies (Career Start)

**COURSE AIMS**
Students will learn the basics of electrical theory and maths, and gain practical skills to help them find work in the electrical, security systems or refrigeration and air conditioning trades. They will learn how to interact with clients and deliver quality service, interpret electrical drawings and operate safely in an electrical workshop. They will also learn to identify, select and use equipment in an electrotechnology environment, and carry out general work activities.

**VENUE**
Box Hill Institute (Nelson Campus)

**RTO**
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

**DAY & TIME**
Year 1 | Wednesdays | 1.00pm – 6.00pm
Year 2 | Wednesdays | 1.00pm – 6.00pm

**NUMBER OF STUDENT PLACES**
20 places per class

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

**VCE:** Block credit arrangements are available for this program. Only credit for Units 1-2 level is available.

**ATAR:** There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

**WORK PLACEMENT**
40 hours of work placement is strongly recommended.

**ADDITIONAL REQUIREMENTS/INFORMATION**
Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2015. Failure to attend may jeopardise a student’s application for enrolment.

Students must have a strong desire to work as an apprentice within the electrical, refrigeration/air-conditioning and data communications/security systems industries. Year 11 literacy and numeracy level is preferred. You may also be required to undertake a pre-selection aptitude literacy and numeracy test.

For Occupational Health & Safety reasons, shorts, runners and short sleeved tops will not be permitted in the workshop. Students will also be required to purchase a trade tool pack from Box Hill Institute. The tool pack includes insulated pliers, 2x insulated screwdrivers, terminal screwdriver, carry pouch, claw hammer and retractable knife.

**YEAR 1 PROGRAM CONTENT**
Sample competencies covered in the first year include:
- Solve problems in d.c circuits
- Use routine equipment/plant/ technologies in an energy sector environment
- Carry out routine work activities in an energy sector environment

**YEAR 2 PROGRAM CONTENT**
Sample competencies covered in the second year include:
- Fix and secure electrotechnology equipment
- Establish the basic operating conditions of vapour compression systems
- Fabricate, assemble and dismantle utilities industry components

**PATHWAYS**
This course prepares students for an apprenticeship in the electrical, refrigeration and air conditioning and security systems industries.

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
- Systems Electricians – on domestic, residential and heavy industrial buildings
- Instrumental Technicians – on measuring, process control and scientific instruments
- Electronic Trades People – providing electrical installation, repair maintenance, modification and testing of electrical/electronic systems

**ENROLMENT TYPE – VES**

**Information Session**
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE AIMS
The aim of this course is to provide pre-employment training and pathways in the engineering, manufacturing or related industries and accommodate entry into the wider engineering industry. Specifically a graduate of this course may:
• Undertake a work-based apprenticeship, traineeship or cadetship leading into a range of careers as a tradesperson.
• Enrol into the Certificate III in Engineering
• Gain level entry employment in engineering or related industries.

VENUES
• Bendigo Kangan Institute (Richmond Campus)
• Box Hill Institute (Elgar Campus)
• Ringwood Trade Training Facility

RTO
Bendigo Kangan Institute
RTO Number: 0306
Website: www.kangan.edu.au
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au
Ringwood Secondary College
RTO Number: 22475
Website: www.rttf.vic.edu.au

DAY & TIME
Bendigo Kangan Institute
Unit 1 & 2 | Wednesdays | 1.45pm – 5.45pm
Unit 3 & 4 | Wednesdays | 1.45pm – 5.45pm
Box Hill Institute
Unit 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Unit 3 & 4 | Wednesdays | 1.30pm – 5.30pm
Ringwood Trade Training Facility
Unit 1 & 2 | Wednesdays | 8.00am – 12.30pm
Unit 1 & 2 | Wednesdays | 1.00pm – 5.30pm
Unit 3 & 4 | Wednesdays | 1.00pm – 5.30pm

NUMBER OF STUDENT PLACES
15 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Upon completion, students are eligible for four Units of credit towards their VCE—two Units at the Unit 1 & 2 level and a Unit 3 & 4 sequence.
ATAR: Students wishing to receive an ATAR contribution for the Unit 3 & 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

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

ADDITIONAL REQUIREMENTS/INFORMATION
Bendigo Kangan Institute: Bendigo Kangan Institute: Students are required to provide their own safety gear including: long-sleeved overalls and leather upper boots.
Box Hill Institute: Students are required to provide their own safety gear including: full length cotton drill overalls, steel-cap leather work boots and safety glasses. Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2015. Failure to attend may jeopardise a student’s application for enrolment.
RTTF: Students are required to provide their own safety gear including: Full length cotton drill overalls and steel-cap leather work boots required. No bib and brace overalls. Clear lens safety glasses will be supplied.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Use hand tools
• Use power tools/hand held operations
• Perform basic machining process

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Perform computations
• Produce basic engineering sketches and drawings
• Handle engineering materials

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Electrical Engineering
• Electrician
• Filter and Tuner
• Boiler Maker
• Mechanical Engineering
• Automotive engineering
• Manufacturing Engineer
• Metallurgical Engineer

ENROLMENT TYPE – VES
Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE AIMS
This program is designed to give horse-enthusiasts an introduction to the equine industry. Students will gain essential communication skills, learn to work effectively in the industry and receive an introduction to Occupational Health and Safety procedures. Students will develop horse riding skills, learn to monitor and care for horses, and determine nutritional requirements for a range of horses.

VENUE
Box Hill Institute (Elgar and City Campuses)

RTO
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

DAY & TIME
Box Hill Institute (Elgar Campus)
Unit 1 & 2 | Wednesdays | 2.00pm – 5.30pm
Unit 3 & 4 | Wednesdays | 2.00pm – 5.30pm

Box Hill Institute (City Campus)
Unit 1 & 2 | Wednesdays | 2.00pm – 5.30pm
Unit 3 & 4 | Wednesdays | 2.00pm – 5.30pm

Additional practical classes will be conducted at the Ayr Hill Equestrian Centre (Dates TBC). Workshop and practical days are not negotiable and attendance is required.

NUMBER OF STUDENT PLACES
20 places per class

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

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

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

WORK PLACEMENT
40 hours of work placement is required.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to:
• Have a current tetanus vaccination
• Have current Ambulance cover
• Attend the Box Hill Institute compulsory Orientation day and a compulsory Practical Workshop (applies to Unit 1 & 2 students only).

Students seeking to enrol in a Box Hill Institute VET course are required to attend a compulsory enrolment session in Term 4 2015. Failure to attend may jeopardise a student’s application for enrolment.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies delivered in Unit 1 & 2 include:
• Provide daily care for horses
• Handle horses
• Equine anatomy

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies delivered in Unit 3 & 4 include:
• Equine physiology
• Relate equine form and function
• Implement horse health and welfare practices

PATHWAYS
• Certificate III in Sports Coaching, Animal Studies, Farrier, Agriculture, Turf/Horticulture or Racing Steward.
• Certificate IV in Horse Management or Veterinary Nursing
• Diploma of Horse Industry Management (Performance Horses), Equine Stud Management, Sports Marketing or Racing (Thoroughbred) Training
• Advanced Diploma/Undergraduate Degree in Equine Studies or Horticulture

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Equestrian Professional
• Equine Operations Manager
• Jockey
• Farrier
• Animal Technician
• Thoroughbred Trainer
• Stable hand
• Racing Steward
• Veterinarian
• Veterinary Nurse
• Zoologist

ENROLMENT TYPE – VES

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE AIMS
Coordinating festivals, weddings, conferences, special events or functions requires certain skills. This Certificate aims to provide a real insight into the events industry and the skills and knowledge required to be successful in this career.

VENUE
Holmesglen (Moorabbin and Waverley Campus)

RTO
Holmesglen Institute of TAFE
RTO Number: 0416
Website: www.holmesglen.edu.au

DAY & TIME
Year 1 | Wednesdays | 1.30pm – 5.00pm
Year 2 | Wednesdays | 1.30pm – 5.00pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Access information on event operations
• Provide service to customers
• Provide advice on Australian destinations

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Show social and cultural sensitivity
• Provide event staging support
• Plan in house events or functions

PATHWAYS
With practical training relevant to the event or travel/tourism industry, you can further your education with a Diploma of Events or a Diploma of Tourism.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Event Manager
• Wedding Planner
• International Events
• Conferences Manager
• Functions Manager
• Festivals Manager
• Sporting Events Coordination

ENROLMENT TYPE – VFE

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE AIMS
This certificate is the foundation upon which all other fitness qualifications are built. It will teach you the basics of anatomy, physiology, nutrition, fitness evaluation, program design, and how to instruct exercise safely and effectively.

VENUE
Ashwood Secondary College

RTO
Australian Institute of Education and Training Pty Ltd
RTO Number: 121314
Website: www.aiet.edu.au

DAY & TIME
Year 1 | Wednesdays | 1.30pm – 4.30pm
Year 2 | Wednesdays | 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: VCE credits are available through block credit.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
150 hours of work placement over two years is required.

ADDITIONAL REQUIREMENTS/INFORMATION
This program is only open to students in Year 11 or 12. For practical classes, students will be required to travel with the trainer to a local fitness centre.

PROGRAM CONTENT
Successful completion of program requires the completion of ten core competencies and five electives. Students have up to two years to complete the program, however, for accelerated students this program can be completed in one year.

Sample competencies include:
- Provide fitness orientation and health screening
- Provide quality service in the fitness industry
- Develop and apply an awareness of specific populations to exercise delivery
- Apply anatomy and physiology principles in a fitness context
- Provide healthy eating information to clients in accordance with recommended guidelines
- Maintain sport and recreation equipment for activities

PATHWAYS
- Certificate IV in Fitness (required to be a personal trainer)

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Exercise Instructor (Gym)
- Exercise Instructor (Group Exercise)
- Exercise Instructor (Aqua)

ENROLMENT TYPE – VFE

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
SFL20110 Certificate II in Floristry (Assistant)

COURSE AIMS
If you have creative flair, this course is for you. You will learn how to arrange flowers in an attractive manner and create floral designs for all types of occasions. You will learn how to recognise plants, how to look after flowers and how to display floristry stock. You will also learn how to cut and wire plants and create arrangements such as bouquets, posies and wreaths. In addition, you will also learn how to deal with the public in a pleasant and helpful manner.

VENUE
Holmesglen (Waverley Campus)

RTO
Holmesglen Institute of TAFE
RTO Number: 0416
Website: www.holmesglen.edu.au

DAY & TIME
Year 1 | Wednesdays | 1.00pm – 5.00pm
Year 2 | Wednesdays | 1.00pm – 5.00pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: VCE credits are available through block credit. Only credit at Unit 1-2 level is available.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to wear relevant work clothing, further details to be provided at the course orientation evening.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Source information on floristry products and services
• Recognise flower and plant materials
• Display and merchandise floristry products

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Assemble floristry products
• Receive and store floristry stock
• Prepare and care for floristry stock

PATHWAYS
After finishing this course you may pathway into an apprenticeship or a Certificate III in Floristry qualification.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Florist
• Florist Assistant
• Florist Designer
• Retail Florist
• Event Florist

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.

ENROLMENT TYPE – VFE
MSF20313 Certificate II in Furniture Making with selected Units of Competency from MSF30213 Certificate III in Furniture Making

COURSE AIMS
The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the Furnishing Industry. The program covers the skills required to produce free standing furniture or built-in cabinets, broad based and core skills in Cabinet Making.

VENUE
Swinburne Senior Secondary College

RTO
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

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

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: Upon completion students are eligible for up to five Units of credit towards their VCE. Three Units at the Unit 1 & 2 level and a Unit 3 & 4 sequence.

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
- Hand make timber joints
- Follow plans to assemble production furniture
- Construct a basic timber furnishing product

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
- Construct furniture using leg and rail method
- Assemble furnishing components
- Use furniture making sector hand and power tools

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Cabinet Maker
- Furniture Designer and Maker
- Wood Machinist
- Soft Furnishing Maker
- Upholsterer
- Textile Technician/Mechanic
- Musical Instrument Maker
- Leather Worker
- Craft Designer
- Furniture Restorer
- French Polisher

ENROLMENT TYPE – VES

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
SIH20111 Certificate II in Hairdressing

COURSE AIMS
This program is ideal for students interested in a career in hairdressing. On successful completion of this course, students will be well placed to apply for a hairdressing apprenticeship.

This course allows students to develop their creative and practical skills within a real salon setting. The program is very hands-on and focused on developing employability skills. Learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hairdressing industry. Training is delivered in two excellent hairdressing facilities located at Albert Park and Richmond.

VENUES
- Avidity
- Lynall Hall Community School
- South Oakleigh Secondary College

RTO
Inner Melbourne VET Cluster Inc
RTO Number: 21732
Website: www.imvc.com.au

DAY & TIME
Avidity
Year 1 | Wednesdays | 2.15pm – 5.15pm
Lynall Hall Community School
Year 1 | Wednesdays | 1.45pm – 4.45pm
South Oakleigh Secondary College
Year 1 | Wednesdays | 1.00pm – 4.00pm

NUMBER OF STUDENT PLACES
Avidity | 15 places per class
Lynall Hall Community School | 12 places per class
South Oakleigh Secondary College | 15 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCCE: VCE credits are available through block credit. Only credit at Unit 1-2 level is available.
ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

Please note this is a one year program.

WORK PLACEMENT
40 hours of work placement is required.

ADDITIONAL REQUIREMENTS/INFORMATION
Hairdressing kit and workbooks will be provided and are included in course fees. Students are required to wear comfortable neat clothes and enclosed, non-slip shoes.

YEAR 1 PROGRAM CONTENT
Sample competencies include:
- Perform shampoo and basin treatment services
- Perform head, neck and shoulder massage
- Dry hair to shape

PATHWAYS
The IMVC has a collaborative partnership with the Heading Out Academy. Students wishing to pursue further studies in Hairdressing can be supported with their training and/or employment transition needs.
- Certificate III in Hairdressing
- Certificate IV in Hairdressing
- Advanced Diploma of Hairdressing

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Hairdresser
- Stylist
- Salon Manager
- Retail Manager

ENROLMENT TYPE – VFE

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
DUAL PROGRAM: SIH20111 Certificate II in Hairdressing (Partial Completion) and SIB20110 Certificate II in Retail Make-Up and Skincare (Partial Completion) for students with disability

**COURSE AIMS**
This program is ideal for students with disability interested in a career in hairdressing or make-up. On successful completion of this course, students will be prepared to apply for further studies in either Hairdressing or Makeup.

This course allows students to develop their creative and practical skills within a real salon setting. The program is very hands-on and focused on developing employability skills. Learn how to work safely and be organised, learn about beauty product and basic hair services, all whilst gaining knowledge of the industry. Training is delivered at our own salon.

**COURSE REQUIREMENTS**
This program is designed for students who are highly motivated. Students need to:
- Be hard working in class and demonstrate that they can work independently
- Have the potential and motivation for employment
- Possess motivation to take part in all program activities, including exploring job interests
- Be willing to participate in programs and work to improve their skills
- Be willing to give a number of options a try
- Display age-appropriate behaviours

**VENUE**
Avidity

**RTO**
Inner Melbourne VET Cluster Inc
RTO Number: 21732
Website: www.imvc.com.au

**DAY & TIME**
Avidity
Year 1 | Mondays | 9.30am – 12.30pm

**NUMBER OF STUDENT PLACES**
15 places per class

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

**VCE:** VCE credits are available through block credit. Only credit at Unit 1-2 level is available.

**ATAR:** There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

Please note this is a one year program.

**WORK PLACEMENT**
No work placement required.

**ADDITIONAL REQUIREMENTS/INFORMATION**
Hairdressing kit and workbooks will be provided and are included in course fees. Students are required to wear comfortable neat clothes and enclosed, non-slip shoes.

**YEAR 1 PROGRAM CONTENT**
Competencies include:
- Apply safe working practices
- Organise and maintain work areas
- Demonstrate retail skin care products
- Merchandise products
- Dry hair to shape
- Perform head and neck and shoulder massage

**PATHWAYS**
- Certificate II in Hairdressing
- Certificate III in Retail Make-Up and Skincare

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
This course provides a great opportunity for those interested in Hair and Beauty industries.

Students can use accredited units as credit towards a SIH20111 - Certificate II in Hairdressing or SIB20110 – Certificate II in Retail Makeup & Skincare.

Upon completion, students will receive a Statement of Attainment.

**Information Session**
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
AHC20410 Certificate II in Horticulture

**COURSE AIMS**
This course offers you the opportunity to acquire a wide range of skills. You will learn how to build retaining walls and lay paving, maintain gardens, test soil, drive a tractor, use a ride on mower and identify pests and diseases in plants. It is a great course if you want to work outdoors in a variety of situations.

The course also provides an introduction to careers in areas such as gardening, landscape gardening, nurseries, turf management, floriculture and arboriculture. This course is a great introduction to the horticulture industry.

**VENUES**
- Holmesglen (Waverley Campus)
- CERES Community Environment Park

**RTO**
Holmesglen Institute of TAFE  
RTO Number: 0416  
Website: www.holmesglen.edu.au

Centre for Education & Research in Environment Strategy (CERES)  
RTO Number: 3686  
Website: www.ceres.org.au

**DAY & TIME**
Holmesglen  
Unit 1 & 2 | Wednesdays | 9.00am – 3.30pm  
Unit 3 & 4 | Wednesdays | 9.00am – 3.30pm

CERES Community Environment Park  
Unit 1 & 2 | Wednesdays | 1.30pm – 5.00pm

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

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

VCE: Students will be eligible for up to two or more Units at Unit 1 & 2 level and a Unit 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Unit 3 & 4 sequence for VCE VET Horticulture will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

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

**ADDITIONAL REQUIREMENTS/INFORMATION**
Students are required to provide their own safety gear including: safety boots, work overalls and sun protection. Also, this program incorporates an extensive practical component; therefore some degree of physical fitness is preferred.

**UNIT 1 & 2 PROGRAM CONTENT**
Sample competencies covered in Unit 1 & 2 include:
- Assist with landscape construction work
- Plant horticultural crops
- Support horticultural crop harvesting

**UNIT 3 & 4 PROGRAM CONTENT**
Sample competencies covered in Unit 3 & 4 include:
- Lay paving
- Recognise plants
- Support turf establishment

**PATHWAYS**
Upon completion of this course, you may articulate directly into apprenticeships within selected fields or into the Diploma of Horticulture.

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
Employment opportunities exist in a number of industry sectors such as landscaping, nursery, parks and gardens, and turf management. With additional training and experience, future employment opportunities may include nursery worker, grounds keeper, horticulturalist or landscaper.

**ENROLMENT TYPE – VES**
Information Session  
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
Dual Program – SIT20213 Certificate II in Hospitality and SIT20312 Certificate II in Kitchen Operations (Partial Completion)

COURSE AIMS
The dual program provides an incredible opportunity for students to undertake two qualifications simultaneously - SIT20213 Certificate II in Hospitality and SIT20312 Certificate II in Kitchen Operations (partial completion) and receive additional credits towards their VCE/VCAL. The dual program provides participants with an overview of the hospitality industry as well as the necessary training and skills development for the achievement of competence in both:
• Food Preparation; and
• Food and Beverage Service.

Upon successful completion, students will have expanded pathway choices with the opportunity to continue further studies (i.e. Unit 3 & 4) in either the Kitchen Operations or Hospitality streams.

VENUES
• Carey Baptist Grammar School
• Melbourne Girls College
• Mount Waverley Secondary College
• Princes Hill Secondary College
• Swinburne Senior Secondary College
• University High School

RTO
Inner Melbourne VET Cluster Inc
RTO Number: 21732
Website: www.imvc.com.au

DAY & TIME
Carey Baptist Grammar School
Unit 1 & 2 | Tuesdays | 4.00pm – 8.00pm
Melbourne Girls College
Unit 1 & 2 | Wednesdays | 1.45pm – 5.45pm
Mount Waverley Secondary College
Unit 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Princes Hill Secondary College
Unit 1 & 2 | Wednesdays | 1.45pm – 5.45pm
Swinburne Senior Secondary College
Unit 1 & 2 | Wednesdays | 1.45pm – 5.45pm
University High School
Unit 1 & 2 | Wednesdays | 1.45pm – 5.45pm

ADDITIONAL TRAINING
All students (except those going to Mount Waverley Secondary College) will also be required to complete four Unit online/self paced by the end of July 2016.

NUMBER OF STUDENT PLACES
18 places per class

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

VCE: Students will be eligible for up to four Units of credit for each stream. Two Units at Unit 1 & 2 level for each stream.

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

WORK PLACEMENT
Students will be required to undertake a compulsory 40 hour back-of-house placement and an additional 40 hour front-of-house placement in commercial premises with an operational bar and dining area before the end of October 2016.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to wear a full chef’s uniform during practical classes. Uniforms can be purchased from the IMVC (details to be provided at Information Evening). Closed toed black shoes are to be worn in both the kitchen and in front of house situations. Students will also need to wear a white shirt, black pants and footwear as above during their front of house practical placement.

PROGRAM CONTENT
Sample competencies include:
• Prepare simple dishes
• Produce dishes using basic methods of cookery
• Provide responsible service of alcohol

PATHWAYS
• Certificate II in Kitchen Operations (Unit 3 & 4/Second Year)
• Certificate III in Hospitality
• Certificate IV in Hospitality

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Chef
• Cook
• Food Production
• Catering Manager
• Kitchen Hand
• Waiter/Barman
• Hotel/Resort Manager
• Housekeeping
• Tourism Manager

ENROLMENT TYPE – VES (please note this course sits under SIT31013 Certificate III in Catering Operations on VASS)

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
SIT20213 Certificate II in Hospitality  
(Front of House – Second Year)

**COURSE AIMS**  
This is the Hospitality stream of the second year VCE VET Hospitality program. It is an extension of the knowledge and skills developed in Unit 1 & 2. The program will cover subject areas such as food and beverage knowledge and service, espresso coffee and live service (front of house). They will achieve competencies that will enhance their employment prospects in the hospitality industry.

**VENUE**  
William Angliss Institute

**RTO**  
William Angliss Institute of TAFE  
RTO Number: 3045  
Website: www.angliss.edu.au

**DAY & TIME**  
Unit 3 & 4 | Wednesdays | 2.00pm – 6.00pm

Practical classes in the William Angliss Restaurant are also scheduled throughout the year with students required to attend from 4pm – 10pm on Wednesdays (Dates TBC).

**NUMBER OF STUDENT PLACES**  
40 places are available in this program

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

**VCE:** Students will be eligible for one Unit 3 & 4 sequence.

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

**WORK PLACEMENT**  
Students will be required to undertake a minimum of 40 hours back-of-house work placement in each year.

**PREREQUISITE**  

**ADDITIONAL REQUIREMENTS/INFORMATION**  

Students are also required to possess the following clothing requirements:
- Black tailored pants – black business style trousers with pocket (no hipsters, no jeans, spandex or leggings are permitted)
- Black shoes – lace-ups preferred or a slight comfortable heel (no ballerina flats, platform, t-bar or high heels)
- Black socks or stockings

**UNIT 3 & 4 PROGRAM CONTENT**  
Sample competencies covered in Unit 3 & 4 include:
- Prepare and serve non-alcoholic beverages
- Serve food and beverages
- Provide advice on food

**PATHWAYS**  
- Certificate III in Hospitality
- Certificate IV in Hospitality
- Diploma of Hospitality (Management)

**POSSIBLE FUTURE CAREER OPPORTUNITIES**  
- Promotions Director
- Event Manager
- Kitchen Hand
- Waiter/Barman
- Hotel/Resort Manager
- Front of House Manager
- Steward/Hostess
- Tourism Manager

**ENROLMENT TYPE – VES** (please note this course sits under SIT31013 Certificate III in Catering Operations on VASS)
**COURSE AIMS**
This second year stream provides students with the skills and knowledge to be competent in a range of kitchen functions and activities to work in various hospitality enterprises where food is prepared and served. Upon successful completion students will be eligible to receive the SIT20312 in Kitchen Operations.

**VENUES**
- Lynall Hall Community School
- Swinburne Senior Secondary College

**RTO**
**Inner Melbourne VET Cluster**
RTO Number: 21732
Website: www.imvc.com.au

**DAY & TIME**
**Lynall Hall Community School**
Unit 3 & 4 | Mondays | 4.00pm – 8.00pm

**Swinburne Senior Secondary College**
Unit 3 & 4 | Tuesdays | 4.30pm – 8.30pm

**NUMBER OF STUDENT PLACES**
18 places per class.

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

**VCE:** Students will be eligible for one Unit 3 & 4 sequence upon successfully completion of the program.

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

**WORK PLACEMENT**
Students will be required to undertake a minimum of 40 hours back-of-house work placement.

**PREREQUISITE**
Students who express an interest in Unit 3 & 4 (i.e. second year of the course) will need to have successfully completed all Unit of competency in Unit 1 & 2 (i.e. first year of the course).

**ADDITIONAL REQUIREMENTS/INFORMATION**
Students are required to wear a full chef's uniform during practical classes and School Holiday Training Block programs. Unit 3 & 4 students at Lynall Hall Community School and Swinburne Senior Secondary College will have to undertake an additional one week training block during the July school holidays.

**UNIT 3 & 4 PROGRAM CONTENT**
Sample competencies covered in Unit 3 & 4 include:
- Prepare appetisers and salads
- Prepare stocks, sauces and soups
- Prepare hot and cold desserts

**PATHWAYS**
- Certificate III in Hospitality
- Certificate IV in Hospitality
- Diploma of Hospitality (Management)

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
- Chef
- Cook
- Food Production
- Catering Manager
- Kitchen Hand

**ENROLMENT TYPE – VES** (please note this course sits under SIT31013 Certificate III in Catering Operations on VASS)
ICA30111 Certificate III in Information, Digital Media and Technology

COURSE AIMS
Certificate III in Information Digital Media and Technology provides students with the skills and knowledge to be competent in introductory Information and Communications Technology (ICT) functions. The course is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user.

VENUE
Mount Waverley Secondary College

RTO
Ringwood Secondary College
RTO Number: 22475
Website: www.rttf.vic.edu.au

DAY & TIME
Unit 1 & 2 | Wednesdays | 1.25pm – 4.30pm
Unit 3 & 4 | Wednesdays | 1.25pm – 4.30pm

NUMBER OF STUDENT PLACES
20 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students will be eligible for up to four Units towards satisfactory completion of their VCE: two Units at Unit 1 & 2 level and a Unit 3 & 4 sequence.
ATAR: Students wishing to receive an ATAR contribution for the Unit 3 & 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
80 hours of work placement is strongly recommended (40 hours to be completed in the first year and 40 hours to be completed in the second year).

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Work and communicate effectively in an IT environment
• Run standard diagnostic tests
• Operate application software packages

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Install and optimise operating system software
• Maintain equipment and software
• Connect internal hardware components

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

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

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.

ENROLMENT TYPE – VES

Page 46 www.imvc.com.au
COURSE AIMS
This course covers a range of technologies including basic electrical theory, electronic components, programmable logic devices, computer networking, sustainable energy and maintenance of rechargeable battery banks. The course is delivered using the project driven learning concept. The major project involves the students designing and building two energy efficient vehicles, then competing in a 24 hour energy efficiency trial.

VENUE
Northern College of the Arts and Technology

RTO
Northern College of the Arts and Technology
RTO Number: 6736
Website: www.ncat.vic.edu.au

DAY & TIME
Unit 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Unit 3 & 4 | Thursdays | 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
5 places per class

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

VCE: This program contributes to four VCE/VET Units - two Units at the Unit 1 & 2 level and a Unit 3 & 4 sequence.

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

WORK PLACEMENT
80 hours of work placement (over two years) is required.

ADDITIONAL REQUIREMENTS/INFORMATION
This course requires at least Year 10 mathematical knowledge, and is not recommended if students find mathematics challenging at this level. Students are also required to wear:
• overalls/work pants (no jeans)
• work or safety boots/runners
• short or long sleeve shirt/polo (no singlets)

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Perform basic network and computer assembly
• Build a small wireless LAN
• Plan and build a system using fibre optic equipment

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Identify and select components, accessories, materials for electrotechnology work activities
• Apply technologies and concepts to electrotechnology work activities
• Install, maintain and modify customer premises communicating cabling – ACMA restricted rule

PATHWAYS
Certificate II in Integrated Technologies provides a springboard into a diverse range of related industries sharing technologies with the electrotechnology industry. Skill areas within the industry include the use and management of computer networks, manipulation of wireless communications, ability to analyse the amounts of data collected by smart devices and involvement in electricity generation.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Electrician
• Electronics Technician
• Computer Assembler
• Data Communications Technician

ENROLMENT TYPE – VES

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
MSF31013 Certificate III in Interior Decoration Retail Services

COURSE AIMS
This qualification describes the skills and knowledge required to provide practical assistance and advice to customers on interior decorating in a retail showroom or residential environment.

The qualification is designed to develop the knowledge and skills for the selection and coordination of interior furnishings and finishes for residential and commercial interiors. The program provides you with the practical skills and knowledge to plan and implement creative decoration solutions to apply to a diverse range of projects.

The program will provide you with skills to present your initial ideas through to concept sketches and to final implementation. Areas of study include colour theory, soft furnishings, hard materials and client communication. To produce and develop a fantastic portfolio, computer programs such as Photoshop, InDesign, Word and Excel are used to create and present the project work.

VENUE
Holmesglen (Chadstone Campus)

RTO
Holmesglen Institute of TAFE
RTO Number: 0416
Website: www.holmesglen.edu.au

DAY & TIME
Year 1 | Wednesdays | 1.30pm – 5.30pm
Year 2 | Wednesdays | 1.30pm – 5.30pm

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

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

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
Not applicable

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Communicate in the workplace
• Work Safely
• Produce drawings from design concepts
• Make measurements and calculations
• Explore the use of colour
• Provide technical advice to customers
• Advise customers on interior decoration

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Work in a team
• Participate in environmentally sustainable practices
• Style a retail display
• Recommend home and home improvement products and services
• Estimate and cost job
• Evaluate the nature of design in a specific industry context

PATHWAYS
Upon successful completion of the Certificate III in Interior Decoration Retail Services, you may proceed to apply for the Certificate IV in Interior Decoration, Diploma of Interior Design and Decoration and the Advanced Diploma of Interior Design programs.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Interior designer – sole practitioner or within a design practice
• Interior decorator – sole practitioner or within a design practice
• Specialised commercial project manager
• Specialised residential project manager
• Design firm administrator
• Specialised areas of design ie: bathroom, kitchen, restoration, hospitality and heath care projects

ENROLMENT TYPE – VFE

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE AIMS
This course will provide students with knowledge of the Australian criminal justice system and the social and legal context in which it operates. The course provides a sound grounding in workplace skills, knowledge of organizations and management practice, legal knowledge to work effectively in the justice field, and the research skills necessary to undertake projects.

This qualification would suit students who wish to work in government (either in municipal law or law enforcement), State Government Departments, such as Justice, State Emergency Services, as Justice Administrative Support Workers, Loss Prevention Officers or as Security Guards in private industry.

VENUE
Bendigo Kangan Institute (Richmond Campus)

RTO
Bendigo Kangan Institute
RTO Number: 0306
Website: www.kangan.edu.au

DAY & TIME
Year 1 | Wednesdays | 1.45pm – 4.45pm
Year 2 | Wednesdays | 1.45pm – 4.45pm

NUMBER OF STUDENT PLACES
16 places per class

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

VCE: Block credit arrangements are available for this program

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
This course requires students with capable literacy & numeracy skills. Completing VCE legal studies with this VET program is an advantage.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Work within the criminal justice system
• Apply foundation legal principles
• Apply writing and presentation skills within a justice environment

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Implement workplace safety procedures and programs
• Uphold and support the values and principles of public service
• Support policing processes within justice environment contexts

PATHWAYS
• Diploma of Justice
• Advanced Diploma of Justice

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Bail Supervisor
• Bailiff
• Police /Fire/Ambulance Officer
• Youth Worker
• Legal Assistant
• Probation Officer
• Correctional Officer
• Industrial Relations Officer
• Customs Officer

ENROLMENT TYPE – VFE

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE AIMS
This is an entry level course for laboratory personnel in many industry sectors such as construction, materials testing, environmental monitoring, food testing, pathology testing and mineral assaying.

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

VENUE
Box Hill High School – Satem Centre

RTO
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

DAY & TIME
Unit 1 & 2 | Wednesdays | 1.00pm – 5.00pm
Unit 3 & 4 | Wednesdays | 1.00pm – 5.00pm

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

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

VCE: Students who complete the Certificate III in Laboratory Skills will be eligible for up to four Units of credit towards their VCE- two Units at Unit 1 & 2 level and a Unit 3 & 4 sequence.

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

WORK PLACEMENT
80 hours of work placement is strongly recommended.

PREREQUISITES
To be considered for this program, students must have successfully completed Year 9 Maths.

ADDITIONAL REQUIREMENTS / INFORMATION
Normal school wear including closed-toed shoes should be worn. All items such as safety glasses, lab coats and gloves will be provided to students.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Plan and conduct laboratory/field work
• Receive and prepare samples for testing
• Performing basic tests

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Perform aseptic techniques
• Prepare working solutions
• Perform microscopic examination

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Laboratory Assistant
• Laboratory Technician
• Scientist

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
Making Alternatives Possible (MAP)

**COURSE AIMS**
The MAP Program is a re-engagement program designed for young adults who are seeking an alternative learning environment to mainstream schooling. The program aims to inspire them to explore what they want to achieve in the future, by acquiring essential skills, knowledge and competencies in preparation for further education, training or employment.

Students participate in career and industry exploration activities beyond the classroom and the program’s small-group setting provides for a more supportive and individualised approach to learning.

**VENUE**
IMVC, South Melbourne

**DAY & TIME**
5 October – 11 December 2015
Mon, Tues, Thurs and Fri
9.00am – 3.00pm

**NUMBER OF STUDENT PLACES**
15 places per class

**WORK PLACEMENT**
Students are required to complete a 40 hour placement

**PROGRAM CONTENT**
Program content includes five major areas:
- Maths for Life
- Research and Report Writing
- Pathway Planning
- Ready Set Work
- Event Management

**PATHWAYS**
At the conclusion of this program students can undertake a broad range of further study from VCAL (in a school or out of school setting), traineeship or a range of certificate courses. Career counselling will be offered to all students enrolled in the program.

**Information Session**
More information about this program will be provided at the compulsory information evening to be held on 17 September at IMVC – Level 1, 71 Palmerston Crescent, South Melbourne at 7.00pm. Attendance is compulsory for prospective students.
CUF30107 Certificate III in Media (Interactive Digital Media)

COURSE AIMS
This course will enable students to 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.

VENUES
• Princes Hill Secondary College
• Swinburne Senior Secondary College
• IMVC, South Melbourne

RTO
Bendigo Kangan Institute
RTO Number: 0306
Website: www.kangan.edu.au

DAY & TIME
Princes Hill Secondary College
Unit 1 & 2 | Wednesdays | 9.30am – 12.30pm
Unit 3 & 4 | Wednesdays | 1.45pm – 5.45pm

Swinburne Senior Secondary College
Unit 1 & 2 | Wednesdays | 1.45pm – 5.15pm
Unit 3 & 4 | Tuesdays | 4.30pm – 8.00pm

IMVC
Unit 1 & 2 | Wednesdays | 1.45pm – 4.45pm

NUMBER OF STUDENT PLACES
15 places per class

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

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

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Students will be required to purchase a memory stick (further details to be provided at the course Orientation Evening).

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Produce and prepare photo images
• Create 3D models
• Produce drawings to represent and communicate the concept

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Author interactive sequences
• Prepare video assets
• Create visual design components

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Graphic Designer
• Media Producer
• Publisher
• Editor
• Photographer
• Screen Printer
• Multimedia Developer
• Games Developer
• Webpage Designer

ENROLMENT TYPE – VES

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
CUS20109 Certificate II in Music and CUS30109 Certificate III in Music

**COURSE DESCRIPTION**
This program enables students to apply a broad range of knowledge and skills in varied work contexts in the music industry. The VET courses prepare students for work in the music industry in areas such as performance, critical listening, music management and music promotions.

**VENUES**
- Swinburne Senior Secondary College
- Lynall Hall Community School
- Templestowe College
- Ashwood Secondary College
- CBC – St Kilda

**RTO**
**Australian College of the Arts Pty Ltd** (for Swinburne Senior Secondary College, Lynall Hall Community School, Ashwood Secondary College and CBC – St Kilda)
RTO Number: 0109
Website: www.collarts.edu.au

**Australian Centre for Advanced Studies** (for Templestowe College)
RTO Number: 50392
Website: www.cosamp.com.au

**DAY & TIME**
**Swinburne Senior Secondary College (delivering CUS20109)**
Unit 1 & 2 | Mondays | 4.30pm – 8.00pm

**Lynall Hall Community School (delivering CUS30109)**
Unit 1 & 2 | Wednesdays | 1.30pm – 4.30pm

**Templestowe College (delivering CUS30109)**
Unit 1 & 2 | Wednesdays | 1.30pm – 5.30pm

**Ashwood Secondary College (delivering CUS30109)**
Unit 1 & 2 | Wednesdays | 1.30pm – 3.30pm
Unit 3 & 4 | Wednesdays | 1.30pm – 3.30pm

**CBC – St Kilda (delivering CUS30109)**
Unit 1 & 2 | Wednesdays | 1.30pm – 5.00pm
Unit 3 & 4 | Wednesdays | 4.30pm – 8.00pm

**Swinburne Senior Secondary College (delivering CUS30109)**
Unit 3 & 4 | Wednesdays | 5.00pm – 8.30pm

**NUMBER OF STUDENT PLACES**
15-20 places per class

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

**VCE:** Students who complete Certificate II in Music receive two Units of credit at the Unit 1 & 2 level. Students who successfully complete Certificate III in Music will be eligible for up to five Units of credit towards their VCE: up to three at the Unit 1 & 2 level and a Unit 3 & 4 sequence.

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

**WORK PLACEMENT**
40 hours of work placement (over two years) is recommended.

**PREREQUISITES**
All students are required to have:
- Ownership of a musical instrument and evidence that they access private music tutorials on a weekly basis (e.g. letter from their teacher); or
- Students who do not play musical instruments, but sing; will also need to provide evidence that they attend professional singing lessons.

**ADDITIONAL REQUIREMENTS/INFORMATION**
Students will be allocated to classes to ensure a suitable mix of instrumentalists and vocalists are provided to each group.

**UNIT 1 & 2 PROGRAM CONTENT**
Sample competencies covered in Unit 1 & 2 include:
- Compose simple songs or musical pieces
- Develop ensemble skills for playing or singing music
- Prepare for performances

**UNIT 3 & 4 PROGRAM CONTENT**
Sample competencies covered in Unit 3 & 4 include:
- Develop technical skills in performance
- Develop improvisation skills
- Apply knowledge of genre to music making

**PATHWAYS**
- Certificate IV in Music
- Diploma of Music
- Advanced Diploma of Music

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
Musician, Music Technician, Singer, Songwriter, Stage Producer, Director, Stage Manger, Session Musician, Performer, Band member, Promoter, Arranger, Promoter, Arranger

**Information Session**
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE AIMS
The course in outdoor recreation provides students with the skills and knowledge to competently perform the core skills in outdoor recreation environments and assist with the conduct of a range of outdoor activities. Work in the outdoor recreation industry will be undertaken in field locations such as camps, or in indoor recreation facilities, and in a variety of environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

VENUES
- CBC – St Kilda
- Holmesglen (Waverley Campus)

RTO
Australian Institute of Education and Training Pty Ltd (for CBC – St Kilda)
RTO Number: 121314
Website: www.aiet.edu.au

Holmesglen Institute of TAFE
RTO Number: 0416
Website: www.holmesglen.edu.au

DAY & TIME
CBC – St Kilda
Unit 1 & 2 | Wednesdays | 2.00pm – 5.00pm

Holmesglen
Unit 1 & 2 | Wednesdays | 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: Students completing this program will be eligible for up to three Units of credit at the Unit 1 & 2 level.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

Please note this is a one year program.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
The course will consist of multiple outdoor experiences to develop practical skills and knowledge. These will include day trips on weekends and extended camps during school holidays. Attendance will be compulsory.

Students will be required to complete the compulsory Unit 1 & 2 First Aid module (HLTFA311A Apply First Aid) in the school holidays. Dates TBC.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
- Demonstrate basic off-road cycling skills
- Demonstrate simple kayaking skills
- Demonstrate basic cross country skiing skills

PATHWAYS
- Certificate III in Outdoor Recreation
- Certificate III in Sport and Recreation
- Certificate IV in Sport and Recreation
- Certificate IV in Community Recreation
- Certificate IV in Outdoor Recreation
- Certificate IV in Sport (Development)
- Certificate IV in Sport and Recreation
- Diploma of Outdoor Recreation
- Bachelor Degrees in one of the following: Outdoor Education, Education, Nature Tourism, Exercise and Health Science and Environmental Science.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Adventure Tourism Guide
- School Camp Leader
- Outdoor Education Teacher
- Ski Resort Employee
- Lift Operator/Ski Patroller/Ski Instructor
- Ranger
- Parks Education Officer
- Sustainability Educator
- Recreation Officer
- Environmental Scientist
- Resort Manager
- Community Sports Manager

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
CUV40411 Certificate IV in Photo Imaging

COURSE AIMS
This qualification prepares people for work as a photographer or prolab assistant and for learning at higher levels in qualifications such as the Diploma of Photo Imaging.

This course is designed to reflect the roles of individuals working as a photographer’s assistant who apply a range of skills including lighting, image capture, enhancements and manipulation and output. Pathways to careers in areas such as screen, media and design are also relevant. This is a two year program.

VENUE
Peter Lalor Vocational College

RTO
Australian Institute of Education and Training Pty Ltd
RTO Number: 121314
Website: www.aiet.edu.au

DAY & TIME
Year 1 | Wednesdays | 9.00am – 2.00pm
Year 2 | Wednesdays | 10.00am – 3.00pm

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

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level is determined by the AQF level at which the Unit of Competence are recognised.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

WORK PLACEMENT
180 hours of work placement is required over two years.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Capture images in response to a brief
• Apply photo imaging lighting techniques
• Enhance, manipulate and output photo images

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Capture photographic images
• Collaborate in a creative process
• Experiment with techniques to enhance digital images

PATHWAYS
• Diploma or Degree Courses in Arts, Visual Arts or Fine Arts such as:
  • Diploma of Photo Imaging
  • Diploma of Commercial Arts – Graphic Design
  • Diploma of Creative Industries
  • Diploma of Graphic Design
  • Diploma of Visual Art
  • Advanced Diploma of Advertising and Graphic Design
  • Graduate Certificate in Graphic Design Practice

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Portrait Photographer
• Wedding Photographer
• Photographic Processor
• Press Photographer
• Fashion Photographer
• Scientific Photographer
• Commercial Photographer
• Industrial Photographer
• Medical Photographer
• Advertising Photographer
• Architectural Surveying Photographer
• Graphic Designer

ENROLMENT TYPE – VFE

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
22138VIC Certificate II in Plumbing (Pre-apprenticeship)

COURSE AIMS
The pre-apprenticeship program is designed for students who are considering a career in the plumbing industry. It will prepare them for employment as an apprentice in the plumbing trade.

The course equips students with the skills and knowledge to enhance their employment prospects, with strong emphasis on sustainability and safe plumbing principles. It helps to develop social and personal skills relevant to the workplace, as well as providing an understanding of the nature of the work and conditions.

VENUES
- Box Hill Institute (Elgar Campus)
- Northern College of the Arts and Technology

RTO
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

Northern College of the Arts and Technology
RTO Number: 6736
Website: www.ncat.vic.edu.au

DAY & TIME
Box Hill Institute
Year 1 | Wednesdays | 4.30pm – 8.00pm
Year 2 | Wednesdays | 4.30pm – 8.00pm

Northern College of the Arts and Technology
Year 1 | Wednesdays | 8.30am – 12.30pm
Year 1 | Wednesdays | 1.30pm – 5.30pm
Year 2 | Thursdays | 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
Box Hill Institute
15 places per class

Northern College of the Arts and Technology
6 places per class

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

VCE: Block credit arrangements are available for this program only at the Unit 1 & 2 level.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

WORK PLACEMENT
80 hours of work placement is required over two years.

ADDITIONAL REQUIREMENTS/INFORMATION
NCAT students must possess the following: steel capped safety boots and full uniform (vintage trouser, drill shirt & windcheater), safety glasses, earmuffs, 8m tape measure, manila or plastic assignment folders, loose leaf paper, pens, pencils, USB drive & calculator.

Box Hill Institute students must possess the following: leather upper work boots, blue overalls, pair of clear safety glasses (AS/NZS 1337:1992), pair of oxy welding glasses (AS/NZS 1338.1), pair of Ear Muffs/Ear Protection.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Use basic plumbing hand tools
- Perform basic oxy-acetylene welding and cutting
- Apply basic sheet metal practices

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Use plumbing pipes, fittings and fixtures to simulate plumbing installations
- Fabricate simple plumbing pipe systems
- Cut and penetrate building materials and structures

PATHWAYS
Certificate III in Plumbing, Certificate III in Refrigeration and Air Conditioning or a range of other Certificate III within the Building qualifications.

POSSIBLE FUTURE CAREER OPPORTUNITIES
Once you have successfully completed your Certificate II in Plumbing (Pre-vocational), you may decide to pursue further study as an apprentice or trainee. Some of the opportunities available in the Plumbing industry include:
- Sanitary and Gas Fitter Plumbing
- Heating and Ventilating (Sustainable Plumbing)
- Domestic, Commercial and Industrial Plumbing
- Refrigeration

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE AIMS
This one year program is designed as an entry point to the makeup industry and includes a comprehensive makeup and skin care training kit. This program is ideal for students interested in a career as an in-store cosmetics consultant or as a pathway to a professional makeup artist qualification.

The program focuses on developing job-specific skills in demonstrating retail skin care products and designing and applying makeup. You’ll also receive training in customer service, financial transactions and other retail service skills.

VENUES
- Avidity
- Lynall Hall Community School
- South Oakleigh Secondary College

RTO
Inner Melbourne VET Cluster Inc
RTO Number: 21732
Website: www.imvc.com.au

DAY & TIME
Avidity
Year 1 | Tuesdays | 4.00pm – 7.30pm

Lynall Hall Community School
Year 1 | Wednesdays | 9.00am – 12.30pm

South Oakleigh Secondary College
Year 1 | Wednesdays | 1.00pm – 4.30pm

NUMBER OF STUDENT PLACES
Avidity | 15 places per class
Lynall Hall Community School | 12 places per class
South Oakleigh Secondary College | 15 places per class

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

VCE: VCE credits are available through block credit. Only credit at Unit 1 & 2 level is available.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

Please note this is a one year program.
SIS30513 Certificate III in Sport and Recreation

**COURSE AIMS**
This program enables students to combine skills and undertake a range of activities required in order to support the operation of facilities such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres.

**VENUES**
- Melbourne High School (Aquatic and General Streams)
- Camberwell High School (Basketball)
- Templestowe College (General Stream)

**RTO**
**Australian Institute of Education and Training Pty Ltd** (for Melbourne High School)
RTO Number: 121314
Website: www.aiet.edu.au

**IVET Institute Pty Ltd** (for Camberwell High School and Templestowe College)
RTO Number: 40548
Website: www.ivetresources.com.au

**DAY & TIME**
**Melbourne High School**
Unit 1 & 2 | Wednesdays | 2.00pm – 5.00pm (Aquatic Stream)
Unit 3 & 4 | Wednesdays | 2.00pm – 5.00pm (General Stream)

**Camberwell High School**
Unit 1 & 2 | Wednesdays | 1.45pm – 4.45pm (Basketball Stream)

**Templestowe College**
Unit 1 & 2 | Wednesdays | 2.00pm – 5.00pm (General Stream)

**NUMBER OF STUDENT PLACES**
20 places per class

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

**VCE**: Students who undertake the Certificate III in Sport and Recreation will be eligible for up to four Units of credit towards their VCE: up to two Units at Unit 1 & 2 level and a Unit 3 & 4 sequence.

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

**WORK PLACEMENT**
80 hours of work placement is required over two years.

**PREREQUISITES**
For students undertaking the Unit 1 & 2 Aquatics Stream—students must have basic ability and knowledge of swimming or have completed prior swimming lessons. Students are also required to provide their own swimming gear, goggles and a swimming cap.

**ADDITIONAL REQUIREMENTS/INFORMATION**
Students will be required to complete the compulsory Unit 1 & 2 First Aid module (HLTAID003 Provide First Aid) in the school holidays. Dates TBC

**UNIT 1 & 2 PROGRAM CONTENT**
In Unit 1 & 2, the course is broken up into three different streams; Aquatics, Basketball and General. Students will complete elective Units tailored to one of these streams, depending on which is chosen. Sample competencies covered in the Unit 1 & 2 (Aquatics Stream) include:
- Respond to emergency situations
- Instruct clients in water safety and survival skills
- Instruct swimming strokes

Sample competencies covered in the Unit 1 & 2 (Basketball Stream) include:
- Follow work health and safety policies
- Teach fundamental basketball skills
- Teach fundamental basketball tactics and game strategy

Sample competencies covered in the Unit 1 & 2 (General Stream) include:
- Provide first aid
- Develop and update knowledge of coaching practices

**UNIT 3 & 4 PROGRAM CONTENT**
Sample competencies covered in Unit 3 & 4 include:
- Conduct basic warm-up and cool down programs
- Provide fitness orientation and health screening
- Instruct and monitor fitness programs

**PATHWAYS**
- Certificate III and IV in Community Recreation
- Certificate III and IV in Sport (Officiating, Coaching, Trainer)
- Diploma of Community Recreation or Sport and Recreation, or Sport Coaching
- Bachelor Degree in Human Movement, Sports Administration, Fitness Leadership, Outdoor Recreation, Physical Education (Teaching)

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
Coach, Jockey, Sportsperson, Dietitian, Exercise Physiology, Personal Trainer, Ranger, Recreation Officer, Community Sports Manager, Leisure/Recreation Officer, Sports Massage/Trainer, Physiotherapist, Aerobics/Fitness Instructor, Sports Psychologist, Sports Development and Promotion

**ENROLMENT TYPE – VES**

**Information Session**
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
CUS30209 Certificate III in Technical Production

COURSE AIMS
This program aims to provide students with the broad-based knowledge and skills required to work in the music industry in a range of areas such as recording, mixing and editing sound sources. Students will gain competencies that will enhance their employment opportunities within the music industry, and a recognised qualification that will assist them in making a more informed choice when considering vocational and career pathways.

VENUES
• Swinburne Senior Secondary College
• Sydney Road Community School
• Templestowe College

RTO
Australian Centre for Advanced Studies
RTO Number: 50392
Website: www.cosamp.com.au

DAY & TIME
Swinburne Senior Secondary College
Unit 1 & 2 | Wednesdays | 9.00am – 12.30pm
Unit 1 & 2 | Wednesdays | 1.30pm – 5.00pm
Unit 3 & 4 | Tuesdays | 4.30pm – 8.00pm
Unit 3 & 4 | Thursdays | 4.30pm – 8.00pm

Sydney Road Community School
Unit 1 & 2 | Wednesdays | 9.10am – 12.40pm
Unit 3 & 4 | Wednesdays | 1.30pm – 4.30pm

Templestowe College
Unit 1 & 2 | Tuesdays | 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: Students who complete this course will be eligible for up to five Units of credit towards their VCE: up to three at Unit 1 & 2 level and a Unit 3 & 4 sequence.

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

WORK PLACEMENT
40 hours of work placement (over two years) is recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Students will be required to purchase a memory stick (further details to be provided at the course Information Session).

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in Unit 1 & 2 include:
• Implement copyright arrangements
• Assist with sound recordings
• Perform basic sound editing

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in Unit 3 & 4 include:
• Select and manage microphones and other audio input sources
• Apply a general knowledge of audio to work activities
• Record and mix a basic music demo

PATHWAYS
• Certificate IV in Music Industry (Technical Production)
• Diploma of Music Industry (Technical Production)
• Advanced Diploma of Music Industry (Technical Production)
• Bachelor of Music – Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Musician
• Music Technician
• Stage Producer
• Sound and Lighting Technician
• Director
• Stage Manager
• Musical Therapist
• Digital Audio Technician
• Sound Engineer
• Broadcaster

ENROLMENT TYPE – VES

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
COURSE AIMS
This course aims to teach students the skills and competencies required for installation of telecommunications and data cabling and cabling products, specifically to roll out the optical fibre cables for the National Broadband Network.

VENUE
RMIT (City Campus)

RTO
Royal Melbourne Institute of Technology
RTO Number: 3046
Website: www.rmit.edu.au

DAY & TIME
Year 1 | Wednesdays | 1.00pm – 4.00pm

NUMBER OF STUDENT PLACES
17 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Partial or full completion of this program may contribute via Block Credit Recognition to complete the VCE. The level is determined by the AQF level at which the Unit of competence are recognised.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

WORK PLACEMENT
180 hours of work placement is required.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Use electrical skills in telecommunications work
• Install and test an internet protocol device in convergence networks
• Work effectively in a telecommunications technology team

PATHWAYS
Related employment opportunities may include:
• Cable Jointer
• Telecommunications Technician
Completion of the VET program leads to the award of a qualification which directly leads in to higher level qualifications in the Telecommunications industry such as:
• Certificate III in Telecommunications
• Certificate III in Telecommunications Cabling and Customer Premises Equipment
• Certificate III in Telecommunications Digital Reception Technology
• Certificate IV in Telecommunications – Technician
• Certificate IV in Telecommunications Engineering
• Certificate IV in Telecommunication Network Planning

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Broadband Fibre Splicer
• Broadband Network Installer
• Data and Telecommunications Cabler
• Cable Jointer
• Telecommunications Technician
• Telecommunications Linesworker
• Telecommunications Engineer

ENROLMENT TYPE – VFE

Information Session
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
SIT20112 Certificate II in Tourism and SIT30112 Certificate III in Tourism

COURSE AIMS
The tourism industry is an ever changing and exciting industry to work in. Throughout the course you will learn about the different career prospects the tourism industry can offer. You will discover Australian and International destinations and promote overseas cities. You will develop the skills and knowledge to organise a customer’s dream holiday from start to finish.

Bendigo Kangan Institute students – in the second year of the program, students are given the opportunity to undertake studies in airline reservations, airfares and ticketing at Melbourne CBD and Tullamarine Airport.

Holmesglen students – in the second year of the program, students will be given an opportunity to take an optional trip to the Gold Coast to explore the operations of a theme park and learn about the local attractions.

VENUE
• Bendigo Kangan Institute (Richmond Campus)
• Holmesglen (Waverley Campus)

RTO
Bendigo Kangan Institute
RTO Number: 0306
Website: www.kangan.edu.au

DAY & TIME
Bendigo Kangan Institute (delivering SIT20112)
Year 1 | Wednesdays | 9.30am – 12.30pm
Year 1 | Wednesdays | 1.45pm – 4.45pm
Year 2 | Wednesdays | 1.45pm – 4.45pm

Holmesglen (delivering SIT30112)
Year 1 | Wednesdays | 1.30pm – 5.00pm
Year 2 | Wednesdays | 1.30pm – 5.00pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Bendigo Kangan Institute Students may be required to attend practical classes off-site (i.e. Melbourne CBD, Tullamarine Airport).

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Develop and update tourism industry knowledge
• Construct domestic airfares
• Source and provide Australian destination information and advice

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Sell tourism products and services
• Process travel related documentation
• Source and provide international destination information and advice

PATHWAYS
• Certificate IV in Tourism
• Diploma of Tourism

POSSIBLE FUTURE CAREER OPPORTUNITIES
The tourism industry is an ever changing and exciting industry to work in. Career prospects range from selling dream holidays to customers as a travel agent, working for an airline, to guiding local and international tours.

• Event Manager
• Travel Consultant
• Reservation Sales Agent
• Tour Guide
• Theme Park Attendant

ENROLMENT TYPE – VFE
Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
TLI11210 Certificate I in Warehousing Operations for students with disability

COURSE DESCRIPTION
The nationally recognised Certificate II in Warehousing Operations TLI21610 is a course suitable for anyone wishing to develop or advance a career in transport and Logistics one of Australia’s largest industries. Students will develop knowledge and skills in how to organise their workplace, enhance workflow, shift materials safely and follow systems for receiving and despatch of goods. Completion of a Certificate I translating to an industry employment pathway will require supervision, support and mentoring till familiarity with the work environment and job role is achieved.

VENUE
Montague Continuing Education Centre

RTO
Avocare Ltd
RTO Number: 21941
Website: www.avocare.org.au

DAY & TIME
Year 1 | Mondays | 9:30am – 2:30pm OR
Year 1 | Thursdays | 9:30am – 2:30pm

NUMBER OF STUDENT PLACES
20 places per class

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

VCE: No VCE credits are available.

Please note this is a one year program.

WORK PLACEMENT
40 hours of work placement is required.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Receiving goods
• Participation in stocktakes
• Shifting materials safely using manual handling methods

PATHWAYS
Upon completion of your course, you may undertake a range of further study including but not limited to:
• TLI21610 Certificate II in Warehousing Operations
• TLI21810 Certificate II in Logistics
• TLI31610 Certificate III in Warehousing Operations

POSSIBLE FUTURE CAREER OPPORTUNITIES
Occupational titles may include:
• Warehouse Assistant
• Pick Packer

ENROLMENT TYPE – VFE

Information Session
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
**COURSE DESCRIPTION**
The nationally recognised Certificate II in Warehousing Operations [TLI21610] is a course suitable for anyone wishing to develop or advance a career in transport and Logistics one of Australia’s largest industries. Students will develop knowledge and skills in how to organise their workplace, enhance workflow, accurately compete workplace documentation, follow systems for receiving and despatch of goods and maintain quality systems. Completion of a Certificate II translating to an industry employment pathway will require supervision, support and mentoring till familiarity with the work environment and job role is achieved.

**VENUE**
Montague Continuing Education Centre

**RTO**
Avocare Ltd
RTO Number: 21941
Website: www.avocare.org.au

**DAY & TIME**
Wednesdays | 1.30pm to 5.30pm – plus two additional one-week training blocks in the first week of the July and September holidays.

**NUMBER OF STUDENT PLACES**
20 places per class

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

**VCE:** VCE credits are available through block credit. Only credit at Unit 1-2 level is available.

**ATAR:** There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

Please note this is a one year program.

**WORK PLACEMENT**
40 hours of work placement is required

**YEAR 1 PROGRAM CONTENT**
Sample competencies covered in the first year include:
- Participation in stocktakes
- Completing receival / despatch documentation
- Receiving and storing stock

**PATHWAYS**
Upon completion of your course, you make undertake a range of further study including but not limited to:
- TLI21810 Certificate II in Logistics
- TLI31610 Certificate III in Warehousing Operations

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
Occupational titles may include:
- Warehouse Assistant
- Storeperson
- Pick Packer
- Warehouse Administration Assistant [clerical]

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**Information Session**
Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Unit 1 & 2 students. Dates and times for course-specific sessions are listed on pages 67-68.
Information Session

An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory. Dates and times for course-specific sessions are listed on pages 67-68.
Further Information

For information on how to select and submit an Expression of Interest for a 2016 program, please read the step-by-step process outlined on page 8.

If you have questions about applying or completing the Expression of Interest form, contact your school VET Coordinator.
Information Sessions for 2016 Programs

First Year or Unit 1 & 2 students expressing an interest in 2016 VET programs are required to attend a compulsory parent and student information session. Course content and requirements will be outlined and ample time will be provided to answer questions. Non-attendance at the information session may result in cancellation of 2016 Expressions of Interest applications.

<table>
<thead>
<tr>
<th>VET PROGRAM</th>
<th>VENUE</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who have applied for the following trade courses at Box Hill Institute need to attend this session: Automotive, Building-Carpentry, Electrotechnology, Engineering and Plumbing</td>
<td>Box Hill Institute Elgar Road Campus Building 7 - The Forum 465 Elgar Road Box Hill</td>
<td>Tuesday 6 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Applied Fashion (Siena and Emmaus), Acting, Community Services (Uni High) and Business</td>
<td>Siena College Gym 815 Riversdale Road Camberwell</td>
<td>Wednesday 7 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Music and Technical Production</td>
<td>Templestowe College Resource Centre 7 Cypress Avenue Templestowe Lower</td>
<td>Thursday 8 October</td>
<td>7.00pm – 8.00pm</td>
</tr>
<tr>
<td>Outdoor Recreation (CBC – St Kilda), Sports and Recreation, Fitness</td>
<td>CBC – St Kilda Hall 11 Westbury Street St Kilda East</td>
<td>Monday 12 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Students who have applied for the following non-trade courses at Box Hill Institute need to attend this session: Allied Health, Animal Studies, Community Services, Equine and CISCO</td>
<td>Box Hill Institute Elgar Road Campus Building 4 Basement-Auditorium and Foyer 465 Elgar Road Box Hill</td>
<td>Tuesday 13 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Students who have applied for CISCO at Ringwood Trade Training Facility should also attend this session.</td>
<td>Peter Lalor Vocational College Learning Hub 35 Duncan Road Lalor</td>
<td>Wednesday 14 October</td>
<td>6.15pm – 7.30pm</td>
</tr>
<tr>
<td>Students who have applied for the following courses at Holmesglen need to attend this session: Allied Health, Building-Bricklaying, Building-Carpentry, Events, Floristry, Horticulture, Interior Decoration Retail Services, Outdoor Rec. and Tourism. Students who have applied for Horticulture at CERES should also attend this session.</td>
<td>Holmesglen (Waverly Campus) Building 12 (Room 12.01.01) 595 Waverley Road Glen Waverley</td>
<td>Wednesday 14 October</td>
<td>7.00pm – 8.00pm</td>
</tr>
<tr>
<td>Students who have applied for the following courses at Northern College of the Arts and Technology need to attend this session: Building-Carpentry, Electrotechnology, Integrated Technology and Plumbing</td>
<td>NCAT Tech Building 62 Murray Road Preston</td>
<td>Thursday 15 October</td>
<td>7.00pm – 8.00pm</td>
</tr>
</tbody>
</table>
## Information Sessions for 2016 Programs cont...

<table>
<thead>
<tr>
<th>VET PROGRAM</th>
<th>VENUE</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviation</td>
<td>Ashwood Secondary College Collaborative Learning Centre Vannam Drive Ashwood</td>
<td>Thursday 15 October</td>
<td>7.00pm – 8.00pm</td>
</tr>
<tr>
<td>Hospitality, Kitchen Operations</td>
<td>Melbourne High School Memorial Hall T29 and Classroom T21 Forrest Hill South Yarra</td>
<td>Monday 19 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Hairdressing, Dual program Hairdressing and Retail Make-up and Skincare for students with disability</td>
<td>Avidity 129 Beaconsfield Parade Albert Park</td>
<td>Tuesday 20 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Students who have applied for the following courses at Bendigo Kangan Institute need to attend this session: Allied Health, Applied Fashion, Justice and Tourism</td>
<td>Bendigo Kangan Institute (Richmond Campus) Cremorne Street Richmond</td>
<td>Tuesday 20 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Dance, Furnishings and Interactive Digital Media</td>
<td>Vermont SC Fallon Centre Auditorium Morack Road Vermont</td>
<td>Wednesday 21 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Information Technology and Lab Skills</td>
<td>Box Hill High School Satern Building Whitehorse Road Box Hill</td>
<td>Thursday 22 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Creative Industries (Broadcasting and Game Design and Animation)</td>
<td>Elwood College Theatre 101 Glenhuntly Road Elwood</td>
<td>Monday 26 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Retail Make-Up and Skincare</td>
<td>Avidity 129 Beaconsfield Parade Albert Park</td>
<td>Tuesday 27 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Students who have applied for the following courses at Bendigo Kangan Institute need to attend this session: Automotive and Engineering.</td>
<td>Bendigo Kangan Institute (Dockland Campus) 1 Batman Hill Road Docklands</td>
<td>Tuesday 27 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Students who have applied for Automotive and Engineering at Ringwood Trade Training Facility should also attend this session.</td>
<td>IMVC Level 1, 71 Palmerston Crescent South Melbourne</td>
<td>Wednesday 28 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td>Transitions on Track</td>
<td>Montague Continuing Education Centre 100 Montague Street South Melbourne</td>
<td>Thursday 29 October</td>
<td>7.30pm – 8.30pm</td>
</tr>
</tbody>
</table>
2016 EXPRESSION OF INTEREST APPLICATION

HOW TO APPLY
Refer to the five-step process on page 8 before you submit an expression of interest.

PART I – STUDENT DETAILS (PLEASE PRINT CLEARLY USING BLOCK LETTERS)
Surname: ................................................................................................................................................................................................
Given Name: ..........................................................................................................................................................................................
Year Level in 2016: ........................................................................ Unique Student Identifier: ..............................................................
Name of school you currently attend: ..................................................................................................................................................
Home Address: ......................................................................................................................................................................................
Home Telephone: ........................................................................... Student Mobile: ...........................................................................
Student Email Address: .........................................................................................................................................................................
Please tick:               Female              Male                                     Date of Birth: ...............................................................................

PART 2 – COURSE DETAILS
I wish to apply for the following Program (provide the full course name and venue):
Course Name: ................................................................................ Venue: ..........................................................................................
Please tick:             Year 1/Unit 1 & 2 (or) Year 2/Unit 3 & 4

PART 3 – PARENT’S ENDORSEMENT
I/we have read and understood the information regarding our child’s 2016 Program and agree to his/her Expression of Interest application:
Parent’s Name: ..................................................................................................................................................................................
Parent’s Signature: ................................................................................ Date: .................................................................................

PART 4 – VET COORDINATOR’S ENDORSEMENT
Your school’s VET Coordinator must endorse that you are deemed suitable for the program listed above.
I endorse that the above-named student has undertaken course/career counselling and is deemed suitable.
Teacher’s Signature: ................................................................................ Date: .................................................................................

DUE DATE TO LODGE 2016 EXPRESSION OF INTEREST: ......................................................................................................................

Privacy Statement: Refer over page
Privacy and Use of Information

The IMVC uses personal information to:

• Provide and/or develop quality services and support;
• Enable us to perform related functions and activities;
• Maintain contact with stakeholders; and,
• Comply with any law, rule, regulation, lawful and binding
determination, decision or direction of a regulator, or in
coopération with a governmental body.

Individuals may elect not to receive further marketing
information from us by sending a request to
admin@imvc.com.au. Alternatively, if we have contacted you
by email, you may use the unsubscribe function in that email
to notify us that you do not want to receive further marketing
information from us by email.

The IMVC may disclose personal information where it is
reasonably necessary for one or more functions or activities;
for fulfilling Federal and State Government requirements; or
where required by Australian law.

Personal information may be disclosed to organisations
including but not limited to:

• Department of Education
• Registered Training Organisations
• Department of the Prime Minister and Cabinet
• Schools
• Employers
• Other agencies where required by Australian Law

If you do not want your personal information to be disclosed,
the IMVC will endeavour to accommodate this request
provided that disclosure is not required by law. However, if
your personal information is not disclosed, the IMVC might
not be able to effectively provide you with certain services or
benefits.

If we collect, hold or use personal information in ways other
than as stated in this policy, we will ensure we do so pursuant
to the requirements of the Privacy Act.

We do not provide your personal information to other
organisations for the purposes of direct marketing. We do
not disclose your personal information to any person or body
outside Australia for any purpose.

For more information on how we collect and use your personal
information, please contact the IMVC on 9686 2354. A copy
of this privacy policy can be downloaded from
Did you know IMVC is an RTO?
We offer VET delivery for Secondary Schools, specialising in the following industry areas:

- SIT20213 Certificate II in Hospitality
- SIT20312 Certificate II in Kitchen Operations
- SIB20110 Certificate II in Retail Make-Up and Skin Care
- SIH20111 Certificate II in Hairdressing

IMVC can offer face-to-face training or auspicing services, inclusive of:

- student friendly resources aimed at VET students
- support with training compliance requirements
- competitive rates
- great customer service

For more information, please contact Penny Vakakis
M: 0409 258 140   T: 9686 2354   E: pvakakis@imvc.com.au

The IMVC has a myriad of programs focused on building the capacity of young people to successfully transition into further education, training or employment.