# CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What Is VETiS?</td>
<td>2</td>
</tr>
<tr>
<td>How To Use This Handbook</td>
<td>3</td>
</tr>
<tr>
<td>Who Is The Inner Melbourne VET Cluster (IMVC)?</td>
<td>5</td>
</tr>
<tr>
<td>What is the Workplace Learning Coordinator Program?</td>
<td>6</td>
</tr>
<tr>
<td>22070VIC Certificate III in Acting (Screen)</td>
<td>7</td>
</tr>
<tr>
<td>RTE20103 Certificate II in Agriculture</td>
<td>8</td>
</tr>
<tr>
<td>HTLT32407 Certificate III in Allied Health Assistance</td>
<td>9</td>
</tr>
<tr>
<td>LMT21707 Certificate II in Applied Fashion Design &amp; Technology &amp; selected units from LMT31407 Certificate III</td>
<td>10</td>
</tr>
<tr>
<td>22015VIC Certificate II in Automotive Studies - Electrical &amp; Electronics (Pre Vocational)</td>
<td>11</td>
</tr>
<tr>
<td>22015VIC Certificate II in Automotive Studies - Paint &amp; Panel (Pre Vocational)</td>
<td>12</td>
</tr>
<tr>
<td>22015VIC Certificate II in Automotive Studies - General (Pre Vocational)</td>
<td>13</td>
</tr>
<tr>
<td>AV120208 Certificate II in Aviation (Flight Operations) – Cabin Crew</td>
<td>14</td>
</tr>
<tr>
<td>21844VIC Certificate II in Building &amp; Construction – Carpentry</td>
<td>15</td>
</tr>
<tr>
<td>Accelerated Program - BSB20107 Certificate II in Business with selected units from BSB30107 Certificate III</td>
<td>16</td>
</tr>
<tr>
<td>SRC20206 Certificate II in Community Recreation &amp; selected units from Certificate III</td>
<td>17</td>
</tr>
<tr>
<td>CHC20108 Certificate II in Community Services &amp; selected units from Certificate II in Community Services Work &amp; Children's Service</td>
<td>18</td>
</tr>
<tr>
<td>CUF20107 Certificate II in Creative Industries – Media (Broadcasting) &amp; selected units from CUF30107 Certificate III</td>
<td>19</td>
</tr>
<tr>
<td>CUF20107 Certificate II in Creative Industries – Media (Media) &amp; selected units from CUF30107 Certificate III</td>
<td>20</td>
</tr>
<tr>
<td>21764VIC Certificate II in Dance</td>
<td>21</td>
</tr>
<tr>
<td>22019VIC Certificate II in Engineering Studies</td>
<td>22</td>
</tr>
<tr>
<td>21908VIC Certificate II in Equine Industry</td>
<td>23</td>
</tr>
<tr>
<td>LMF20309 Certificate II in Furniture Making with selected units from Certificate III</td>
<td>24</td>
</tr>
<tr>
<td>WRH20109 Certificate II in Hairdressing</td>
<td>25</td>
</tr>
<tr>
<td>SIT20307 Certificate II in Hospitality (Kitchen Operations)</td>
<td>26</td>
</tr>
<tr>
<td>SIT30707 Certificate III in Hospitality (Second Year (Units 3 &amp; 4) Only)</td>
<td>27</td>
</tr>
<tr>
<td>ICA20105 Certificate II in Information Technology &amp; partial completion of ICA30105 Certificate III (Accelerated Program)</td>
<td>28</td>
</tr>
<tr>
<td>22071VIC Certificate II in Integrated Technologies (formerly Electrotechnology)</td>
<td>29</td>
</tr>
<tr>
<td>WR820204 Certificate II In Make - Up Services</td>
<td>30</td>
</tr>
<tr>
<td>CUF30107 Certificate III Media</td>
<td>31</td>
</tr>
<tr>
<td>CUS30109 Certificate III in Music (Performance)</td>
<td>32</td>
</tr>
<tr>
<td>CUS30209 Certificate III in Music Industry - Technical Production</td>
<td>33</td>
</tr>
<tr>
<td>SIR20207 Certificate II In Retail</td>
<td>34</td>
</tr>
<tr>
<td>Create Your Own Future (Work Readiness Program for Young People with Disability)</td>
<td>35</td>
</tr>
<tr>
<td><strong>2012 VET Student Enrolment Form</strong></td>
<td>36</td>
</tr>
<tr>
<td><strong>Orientation Evenings For 2012 IMVC VET Programs</strong></td>
<td>37</td>
</tr>
<tr>
<td><strong>School Based Apprenticeship and Traineeships</strong></td>
<td>38</td>
</tr>
</tbody>
</table>
What Is VETiS?

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

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

HOW DOES VET WORK?
A VET in Schools program is usually made up of:

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

Structured Workplace Learning:
This involves an employer accepting a student on a one day a week basis or one week block.

Structured workplace learning enables the student to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will have specific tasks to undertake in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

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

VET may be fully incorporated into the VCE as VCE VET or Block Credit Programs. VCE VET Programs
• Are fully recognized within the Units 1 – 4 structure of the VCE;
• Have equal status with other VCE studies;
• May offer scored assessment and provide a study score (selected programs only);
• With a study score, of the 16 units that make up the VCE, an unlimited number can be VET units;
• All three sequences other than English, can be approved VCE VET Unit 3 & 4 sequences, with study scores;
• VET programs contribute directly to the ATAR in the Primary 4 or as a 5th or 6th study increment.

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

VET INCREASES STUDENT’S LEARNING POTENTIAL
• Broadens VCE/VCAL options;
• Develops student’s capacity to make decisions and solve problems;
• Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment;
• Fosters positive feedback by enabling students to demonstrate specific skills and competency;
• Matches student interests and career directions through the provision of strong pathways.

VET GIVES NATIONAL QUALIFICATIONS AND SKILLS
• Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate or Statement of Attainment;
• VET qualifications may articulate directly into further education and training at TAFE through documented pathway agreements;
• VET provides access to a range of different technologies related to the type and place of work.

VET PREPARES STUDENTS FOR THE WORKFORCE
• Multiplies post school opportunities;
• Provides the opportunity to trial a career. Helps students explore possible areas of interest which promote further study and work choices;
• Allows a student to develop strong links with industry and local community employers, i.e. students may be offered part time/casual work;
• Improves employment prospects;
• Helps students gain knowledge of employer’s expectations and real working conditions;
• Develops their capacity for co-operation, teamwork and leadership skill development;
• Assists in transition from school to work.
This handbook outlines an extensive selection of VET programs available to students at member schools for 2012 as brokered by the Inner Melbourne VET Cluster Inc (IMVC).

Read the requirements of your selected program carefully.

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

THERE ARE FOUR STEPS IN MAKING AN APPLICATION FOR A 2012 VET PROGRAM

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

STEP 2
Go to the IMVC website www.imvc.com.au, click on the Vocational Pathways and Workplace Learning tab, followed by the VET PROGRAMS link and submit an enrolment online.

Students who do not complete Steps 1 & 2 will not be eligible for enrolment in a 2012 VET Program.

STEP 3
Attend the compulsory Orientation Evening in Term 4. Details of the venue date and time will be on each course page and on page 37.

The Orientation Evenings are compulsory for prospective Unit 1& 2 students – students (and parents/guardians) who do not attend may not be considered for a 2012 VET Program.

STEP 4
There are costs associated with each program. Applicants should contact their VET Coordinators for an estimate of costs.

VET COURSE REQUIREMENTS

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

1 ABSENCES

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

2 PUNCTUALITY

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

3 WORK REQUIREMENTS

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

Students who fail to complete set tasks, by the end of the term that the tasks were set, may face withdrawal from the program.

4 ORIENTATION EVENING

All IMVC first year (Unit 1 & 2) VET programs will hold an Orientation Evening early in Term 4. Students will receive a full course outline, have an opportunity to meet and speak with the trainer and be given a Student Commitment Form. The form must be completed on the evening and returned to Cluster personnel to ensure that their application for an IMVC program is processed.

5 STUDENT COMMITMENT FORMS

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

6 PROGRAM COSTS

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

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

7 STRUCTURED WORKPLACE LEARNING

Structured Workplace Learning is a key feature of VET programs. All students are encouraged to complete a minimum of one week’s work placement in a related industry. Some students with a compulsory structured work placement, for example, Hospitality, will be offered assistance through the Cluster to source a suitable placement. It is the responsibility of the student; however, to ensure that all paperwork associated with this structured workplace learning is completed and returned in a timely fashion, students will need to meet the work placement requirements of the course to the best of their abilities.
8 REPORTS
All students undertaking an IMVC VET program will receive an official written report indicating their progress in the program. These reports are issued by the training providers to the student's school and will include information on completed competencies, student learning, attendance, behaviour and general comments. Parents will receive a copy of these reports in Terms 1, 2 and 4. Completed Certificates will be sent directly to schools at completion of the course.

Schools will forward these to students. It should be noted that completed certificates might not be sent until the following year in accordance with graduation processes from the various TAFE and Training Institutions.

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

9 STUDENT BEHAVIOUR
Currently, there are approximately 1,200 students undertaking VET or programs through IMVC. It is imperative that if these programs are to remain available to all Cluster students, that students abide by the trainer's rules and the rules of the Host School whenever they are on site. This includes meeting Occupational Health and Safety requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard.

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

11 ABSENCE FROM 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) Phone their VET Coordinator at school and their VET Classroom Teacher by 9.00am.

(ii) Provide a detailed parental note immediately on return to school. A copy should be given to the VET Coordinator by 9.00am and a copy should be faxed to the VET Classroom teacher.

The VET Classroom teacher in conjunction with the student’s VET Coordinator will determine whether the absence is excused and whether rescheduling the missed task will be granted. Students, who fail to report to their VET Coordinators on their first day back at school by 9.00am, will not have their assessment task rescheduled.

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

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

14 BLOCK CREDIT RECOGNITION
Students may be eligible for credit towards the VCE if they have completed or are completing training in a nationally recognised VET qualification that is not included in the suite of approved VCE VET programs. Credit towards the VCE may be available for full or partial completion of a nationally recognised qualification at Australian Qualification Framework Level II and above. This credit is referred to as “Block Credit Recognition”. To be eligible for Block Credit Recognition the student must be enrolled in the VCE.
Who Is The Inner Melbourne VET Cluster (IMVC)?

The Inner Melbourne VET Cluster (IMVC) is a unique partnership of 50 member schools located in the inner Melbourne region. The partnership is cross sectoral that is, representatives from State, Catholic and Independent schools have formed 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 five city council areas to facilitate VET in Schools programs and provide structured workplace learning opportunities using the Cluster’s distinctive Host School Model. Students accessing IMVC VET in Schools programs come from the City of Boroondara, the City of Melbourne, the City of Port Phillip, the City of Stonnington and the City of Yarra.

IMVC’s unique Host School Models 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 in Schools by providing a central service to the quality management of programs. Its reputation as a best practice model has been recognised by state and national government and industry authorities.

The IMVC was the winner of the 2010 Australian and Victorian VET in Schools Excellence Awards.

IN 2011 MEMBERSHIP OF THE IMVC INCLUDES

Academy of Mary Immaculate
Bialik College
Carey Baptist Grammar School
Camberwell Grammar School
Camberwell High School
Canterbury Girls’ Secondary College
Christian Brothers College
Collingwood College
Debney Park Secondary College
De La Salle College
Elwood College
Fitzroy High School
Genazzano FCJ
Glen Eira College
Hawthorn Secondary College
Kew High School
King David School
Korowa Anglican Girls’ School
Loreto Mandeville Hall
Lauriston Girls’ School
Lynall Hall Community School
Melbourne Girls’ College
Melbourne Grammar School
Melbourne High
Methodist Ladies College
Presbyterian Ladies College
Presentation College
Preshil
Princess Hill Secondary College
Sacred Coeur
Scotch College
Shelford Girls’ Grammar
Siena College
Simonds Catholic College
St Aloysius College
St Catherine’s School
St Kevin’s College
St Michael’s Grammar
Strathcona Baptist Girls’ Grammar School
Strathmore Secondary College
Swinburne Senior Secondary College
The MacRobertson Girls’ High School
University High School
Victorian College for the Deaf
Wesley College
Xavier College
Yeshivah College
What is the Workplace Learning Coordinator Program?

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

What does the Workplace Learning Coordinator Program do?

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

What is structured work placement?

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

Benefits of structured work placements for students

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

Structured Work Placement Assistance

Assistance with sourcing work placements is available from the IMVC. A comprehensive list of employers offering work placements, is advertised on the IMVC website www.imvc.com.au, click on the Workplace Vacancies icon. Young people requiring assistance should regularly check and register their interest online. Pay particular note to the job description, placement dates, any special requirements and location.
COURSE AIMS
This course aims to develop students' knowledge of the variety of careers available in the industry – as well as to develop their acting and technical competence. It provides the fundamental information for entry into the Film, TV and related industries.

CLUSTER PROVIDER
The Australian College of Dramatic Arts. Classes to be delivered at University High.

DAY & TIME
Units 1 & 2 Wednesday 2.00pm – 5.00pm TBC

NUMBER OF STUDENT PLACES
25 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: 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. However, the Certificate III program may offer a Units 3 & 4 sequence. VTAC may award students who receive a Units 3 & 4 sequence though Block Credit recognition a 10% increment, calculated as 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 required.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Competencies covered in the first year include:
Focus on providing an overview of the Film and TV industry, governing bodies, film and TV careers and skills, types of auditions, audition preparation, script knowledge and development, skills and abilities for acting in front of camera.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Competencies covered in the second year include:
Rehearsing or performing scripts, performance in front of camera and live audiences, screen tests, rehearsing and filming scenes and styles, protocols, and knowledge of the film and TV industry, camera techniques and filming styles.

More information on the content of this program will be given at the compulsory orientation evening.

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

Orientation evening for this course will be held at Sienna College, 815 Riversdale Road, Camberwell on Tuesday 18th October 2011 at 7.30pm to 8.30pm. Attendance is compulsory.
This program aims to provide students with the basic skills and knowledge needed to enter the Agriculture Industry and undertake supervised farm work on properties such as beef, dairy, sheep, vineyards and cropping.

**Cluster Provider**
Goulburn Ovens Institute of TAFE (delivered online)

**Day & Time**
This program is delivered on-line.

**Number of Student Places**
25 places are available in this program.

**Contribution to VCAL/VCE**

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

**VCE:** Students will be eligible for up to five units towards their VCE: up to three units at Units 1 and 2, and a Unit 3 and 4 sequence.

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

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

**Work Placement**
200 hours work placement required over 2 years.

**Additional Requirements/Information**
As the majority of the course is undertaken externally, the student will need the maturity and discipline to complete the work by correspondence. Students will also need to attend 2 x 1 week workshops over the year. These will be held over the school holidays in Shepparton.

**Year 1 (Unit 1 & 2) Program Content**
Not available in 2012

**Year 2 (Unit 3 & 4) Program Content**
Sample competencies covered in the second year include:
- Plant recognition, operating and maintaining chainsaws, operating ride-on vehicles and tractor’s, determining basic properties of soils/growing media, installing, maintaining and repair of fencing and observing and reporting on weather.
- Provide feed for livestock
- Care for health and welfare of livestock
- Recognise plants
- Install, maintain and repair fencing

**Pathways**
Certificate III in Agriculture
Certificate IV in Agriculture
Diploma of Agriculture

**Possible Future Career Opportunities**
- Wool Classer
- Shearer
- Winemaker
- Animal Nutritionist
- Biochemist
- Stud Manager
- Microbiologist
- Horticulturalist
- Geneticist
- Viticulturalist

*No orientation evening will be conducted for this program.*
COURSE AIMS
This course aims to:

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

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

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

CLUSTER PROVIDER
Kangan Institute (City and Richmond Campuses) and Box Hill Institute (Elgar Campus)

DAY & TIME
Kangan Institute
Units 1 & 2 Wednesdays 1.30pm – 4.30pm (City campus)
Units 3 & 4 Wednesdays 1.30pm – 4.30pm (Richmond Campus)

Box Hill Institute
Units 1 & 2 Wednesdays 1.30pm – 4.30pm

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

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

VCE: Block credit arrangements are available for this program.

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

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

WORK PLACEMENT
40 hour work placement required.

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

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

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

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

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

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

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

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

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

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

Orientation evening for Allied Health will be held at Kangan Institute- ACE Dockland Campus, Batmans Hill Drive, 7.30pm to 8.30pm Monday 17th of October. Attendance is compulsory.
LMT21707 CERTIFICATE II IN APPLIED FASHION DESIGN & TECHNOLOGY and selected units from LMT31407 Certificate III

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
- Pattern making modification

This is a hands-on qualification that allows for some creative expression to develop and be displayed in the practical projects undertaken.

CLUSTER PROVIDER
Siena College
Collingwood College
Kangan Institute (Richmond Campus)

DAY & TIME
Siena College
Units 1 & 2 Wednesdays 1.00pm – 3.30pm
Units 1 & 2 Wednesdays 3.30pm – 6.00pm
Units 3 & 4 Tuesdays 3.30pm – 6.30pm
Units 3 & 4 Thursdays 2.30pm – 5.30pm

Collingwood College
Units 1 & 2 Wednesday 1.00pm – 5.00pm
Units 3 & 4 Wednesday 1.30pm – 5.00pm

Kangan Institute
Units 1 & 2 Wednesdays 9.00am – 1.00pm
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Wednesdays 9.00am – 1.00pm
Units 3 & 4 Wednesdays 1.45pm – 5.45pm

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

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

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

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

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

WORK PLACEMENT
80 hours recommended over 2 years

ADDITIONAL REQUIREMENTS/INFORMATION
Siena College: Students will be required to attend a one week industrial machining block at Box Hill during one week of a school holiday.

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

- Identifying design processes for fashion designs;
- Designing and produce a simple garment;
- Modify patterns to create basic styles.

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

- Identifying fibres and fabrics;
- Embellish garment by hand or machine;
- Prepare and produce a sewn garment.

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4.

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

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

Orientation evening for this course will be held at Siena College, 815 Riversdale Road, Camberwell on Tuesday 18th October 2011 at 7.30pm. Attendance is compulsory.
COURSE AIMS
This program provides students with the knowledge and skills to enhance their employment prospects in the automotive or automotive related industries. Students will complete the core competencies and then focus on paint and panel elements.

CLUSTER PROVIDER
Kangan Institute (ACE Docklands Campus)

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

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

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

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

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

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

WORK PLACEMENT
40 hour work placement required.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
- Apply safe work practices
- Remove and replace alternator
- Remove and replace starter motor

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
- Construct basic electronic units
- Remove and refit batteries
- Construct microcomputer circuits

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4. Please note this course is subject to change.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Mechanic
- Auto Electrician
- Spare Parts Manager
- Automotive Engineer

Orientation evening for Automotive will be held at Box Hill Institute, 465 Elgar Road, Box Hill, on Thursday 20th of October 2011 at 7.30pm to 8.30pm. Attendance is compulsory.
COURSE AIMS
This program provides students with the knowledge and skills to enhance their employment prospects in the automotive or automotive related industries. Students will complete the core competencies and then focus on paint and panel elements.

CLUSTER PROVIDER
Kangan Institute (Richmond Campus)

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

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

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

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

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

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

WORK PLACEMENT
40 hour work placement required.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
• Apply safe work practices
• Prepare surface and prime a repaired body panel
• Apply vehicle paint to a body panel

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
• Maintain and test a spray gun
• Carry out basic panel repairs
• Carry out automotive trimming skill procedures

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4. Please note this course is subject to change.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Mechanic
• Panel Beater
• Spray Painter
• Automotive Engineer

Orientation evening for Automotive will be held at Box Hill Institute, 465 Elgar Road, Box Hill, on Thursday 20th of October 2011 at 7.30pm to 8.30pm. Attendance is compulsory.
COURSE AIMS
This program provides students with the knowledge and skills to enhance their employment prospects in the automotive or automotive related industries. Depending on the electives chose the program includes industry research, applying safe working practices, using and maintaining measuring equipment, operating electrical testing equipment, electronics, vehicle body, vehicle engine reconditioning and maintenance.

CLUSTER PROVIDER
Kangan Institute (Richmond Campus)
Box Hill Institute (Elgar campus)

DAY & TIME
Kangan Institute (Richmond Campus)
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Wednesdays 1.45pm – 5.45pm

Box Hill Institute (Elgar campus)
Units 1 & 2 Wednesdays 1.00pm – 6.00pm

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

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

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

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

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

WORK PLACEMENT
40 hour work placement required.

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

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

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4. Please note this course is subject to change.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Mechanic
• Spare Parts Manager
• Automotive Engineer

Orientation evening for Automotive will be held at Box Hill Institute, 465 Elgar Road, Box Hill, on Thursday 20th of October 2011 at 7.30pm to 8.30pm. Attendance is compulsory.
AV120208 CERTIFICATE II IN AVIATION (FLIGHT OPERATIONS) – CABIN CREW

COURSE AIMS
The modules of the course are structured to combine theory required by the aviation industry with high level of practical training using Kangan Institute fully functional Boeing 737.

CLUSTER PROVIDER
Kangan Institute (Richmond)

DAY & TIME
Units 1 & 2 Wednesdays 9.00am – 3.30pm
Units 3 & 4 Wednesdays 9.00am – 3.30pm

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

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

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

ATAR: There is no ATAR contribution.

WORK PLACEMENT
Not required.

ADDITIONAL INFORMATION/REQUIREMENTS
Some practical training will be required at Melbourne Airport using Kangan Institute Boeing 737 and transport to and from the airport will be the responsibility of the student.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Introduction to aviation, OH&S, security, apply basic first aid, customer relations, role and responsibilities and safety procedures.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Cabin and galley services, aircraft systems and components, crew resource management, dangerous goods, evacuation procedures, emergency procedures and airline employment.

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4.

PATHWAYS
Every year in Australia the Airline Industry requires significant numbers of cabin crew to cover growth and attrition. This includes a number of International airlines which actively seek to recruit cabin crew staff in Australia each year.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Flight Attendant
- Baggage Handler
- Airline Services Operator

Orientation evening for Cabin Crew will be held at Kangan Institute- ACE Docklands Batmans Hill Drive, 7.30pm to 8.30pm Monday 17th of October. Attendance is compulsory.
COURSE AIMS
The VCE VET Building and Construction program provides students with the knowledge and skills that will enhance their employment prospects in the Building Industry. The Certificate II in Building and Construction – Carpentry provides partial completion of the pre-apprenticeship program which provides a pathway into a building and construction apprenticeship.

CLUSTER PROVIDER
Glen Eira College
Northland Secondary College
Box Hill Institute

DAY & TIME
Glen Eira College
Units 1 & 2 Wednesday 8.00am – 4.00pm
Northland Secondary College
Units 1 & 2 Wednesday 1.30 – 5.30
Units 3 & 4 Thursday 1.30 – 5.30
Box Hill Institute
Units 1 & 2 Wednesdays 4.30pm – 8.00pm
Units 3 & 4 Wednesdays 4.30pm – 8.00pm

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

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

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

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

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

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

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

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

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

More in formation on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4.

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

Orientation evening for Building and Construction - Carpentry will be held at Glen Eira College, 6 Booran Road Caulfield South 7.30pm to 8.30pm Wednesday 19th of October. Attendance is compulsory.
ACCELERATED PROGRAM - BSB20107 CERTIFICATE II IN BUSINESS with selected units from BSB30107 Certificate III

COURSE AIMS
This course is an accelerated program with Units 1-4 delivered in the one year. It provides entry - level training for students who may wish to enter a wide variety of careers in Business Administration. It also aims to provide participants with the knowledge and skill development to enhance their employment prospects within a broad range of business settings.

CLUSTER PROVIDER
Box Hill Institute

DAY & TIME
Units 1 & 2 Wednesdays 1.45pm – 6.00pm

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

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

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

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

WORK PLACEMENT
80 hour placement recommended.

ADDITIONAL INFORMATION/REQUIREMENTS
Students are required to complete additional one week training blocks in the Easter, July and September school holidays.

YEAR 1 (UNITS 1 - 4) PROGRAM CONTENT
Sample competencies covered in this program include:
Developing employability skills covering OH&S processes; workplace communication; working effectively with others; producing simple word processed documents; maintaining daily financial and business records; organising workplace information; personal work priorities and development; designing and producing business documents; promoting innovation in a team environment; and organising and completing daily work activities.

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4.

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

Orientation evening for Business Administration will be held at Christian Brothers College, 11 Westbury Street, St Kilda 7.30pm to 8.30pm Monday 24th of October. Attendance is compulsory.
COURSE AIMS
The qualification aims to provide students with the opportunity to acquire and develop skills, knowledge and confidence to work in the areas of community recreation. Leadership, organisational and specialist activity skills will be developed through the units of competence undertaken in Units 1 – 4.

CLUSTER PROVIDER
Melbourne High (Aquatics)
Camberwell High School (Basketball)
Box Hill Institute

DAY & TIME
Melbourne High – Aquatic Stream
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Units 3 & 4 Wednesdays 1.45pm – 4.45pm
Camberwell High School - TBC
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Box Hill Institute - TBC
Units 3 & 4 Wednesdays.

NUMBER OF STUDENT PLACES
48 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 undertake a qualification from the VCE VET Sport and Recreation program will be eligible for up to five units of credit towards their VCE: up to three units at Units 1 and 2, and a Units 3 and 4 sequence.
ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
80 hour placement required over the two years.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Students cover areas such as implementing improved work practices, providing first aid and developing knowledge of the sport and recreation industry.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
In the second year students cover sport and recreation law, risk analysis activities and conducting a sport and recreation session for participants.
Revision to the Sport and recreation training package will see a changed VCE VET program structure for the first year of the program from 2011. Outcomes will be equivalent to the current program. All updates to the programs will be included in the future editions of the VCAA bulletin.

PATHWAYS
This program aims to provide specific skills and knowledge required for an assistant level employee at an aquatic centre or gymnasium/dry area fitness centre.
- 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
- University - Human Movement, Sports Administration, Fitness Leadership, Outdoor Recreation, Physical Education -Teaching

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

Orientation evening for Community Recreation will be held at Melbourne Girls College Yarra Boulevard Richmond 7.30pm to 8.30pm Thursday 21st of October. Attendance is compulsory.
COURSE AIMS
This program provides entry-level training for prospective applicants who may enter a wide variety of careers in the highly diverse area of Community Services. Further studies and careers are available in fields such as: Nursing, Disability Studies, Youth Work, Occupational Therapy, Psychology, Aged Care, Child Protection, and Children’s Services.

Students will have the opportunity to select from two streams:
1. Community Work
2. Children’s Services

CLUSTER PROVIDER
University High School

DAY & TIME
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Units 3 & 4 Wednesdays 1.45pm – 4.45pm

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

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

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

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

WORK PLACEMENT
80 hour placement required over the two years.

ADDITIONAL REQUIREMENTS/INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid module (HLTFA301B Apply First Aid) via on-line theory work in their own time and attend a one day practical session during the Term 1 or Term 2 school holidays.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies to be covered include:
• Undertake work in the Community Services Industry
• Process and provide information
• Communicate appropriately with clients and colleagues
• Participate in networks

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies to be covered include:
• Implement a community development strategy
• Operate under a casework framework
• Work effectively with young people
• Advocate for clients
• Support group activities
• Orientation to work in the leisure and health industry.

PATHWAYS
Certificate III/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 in Community Services
• Advanced Diploma in Community Services

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Social Worker
• Nurse
• Aged Care Attendant
• Health Care Nurse
• Childcare Assistant
• Nanny
• Youth Worker
• Sociologist
• Psychologist
• Welfare Worker
• Nutritionist
• Counselor

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4.

Orientation evening for Community Services will be held at Melbourne Girls College Yarra Boulevard Richmond
7.30pm to 8.30pm Thursday 21st of October. Attendance is compulsory.
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.

CLUSTER PROVIDER

Swinburne Senior Secondary College

DAY & TIME

Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Wednesdays 1.45pm – 5.45pm

NUMBER OF STUDENT PLACES

25 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. 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

40 hours recommended.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT

Sample competencies covered in the first year include:

- Developing and applying industry knowledge, health, safety and security, editing sound using digital systems, operating a portable audio recorder, working with others, identifying industry laws and regulations, collecting and organising information and presenting information on air.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT

Sample competencies covered in the second year include:

- Making presentations, producing pre recorded program segments, setting up, operating and de-rigging portable recording equipment, conducting live voice reports and recording sound.

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4. Please note this course is subject to change.

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

Orientation evening for Creative Industries will be held at Swinburne Senior Secondary College 7.30pm to 8.30pm Tuesday 25th of October. Attendance is compulsory.
COURSE AIMS
This program of study aims to introduce students to the many career opportunities available for 3D artists, animators and designers. These courses are run with a focus on 3D animation and give students an understanding of the creative potential and application of the 3D animation software in the games, film, and visual effects industry.

CLUSTER PROVIDER
Collingwood College

DAY & TIME
Units 1 & 2 Wednesdays 1.45pm – 5.45pm

NUMBER OF STUDENT PLACES
20 places per class are available

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. 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
40 hours recommended.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
The first year is intended to introduce students to the fundamentals of 3D animation including 3D modeling, texturing, animation, basic lighting and rendering. The certificate concludes with a production unit where students produce a short animated film.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
The second year advances students skills in 3D animation covering game design, game level creation, scripting and game development. The Certificate concludes with the production of a game which is fully playable game showcasing a core game play mechanic.

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.

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

Orientation evening for Creative Industries will be held at Swinburne Senior Secondary College, 505 Burwood Road, Hawthorn 7.30pm to 8.30pm Tuesday 25th of October. Attendance is compulsory.
COURSE AIMS
The aim of this program is to provide young people with the technical and performance skills, knowledge and attitudes to begin the process of establishing a career in the entertainment industry.

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

The skills learnt can be applied to everyday fitness and coordination, further training in dance and performance and an appreciation of dance and performing arts in society.

CLUSTER PROVIDER
Swinburne Senior Secondary College

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

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

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

VCE: Students will receive up to four units towards their VCE. Two units are at the 1 & 2 level and two Units are at the 3 & 4 level.

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

WORK PLACEMENT
40 hours recommended.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Develop a basic level of physical condition for dance performers, developing basic dance techniques and working with others.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Preparing for dance performances, refining basic dance techniques and applying basic dance techniques for performance.

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4.

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

Orientation evening for this course will be held at Sienna College, 815 Riversdale Road, Camberwell on Tuesday 18th October 2011 at 7.30pm. Attendance is compulsory.
COURSE AIMS
This program provides entry level training for prospective applicants who may enter a wide variety of careers in the Engineering/Manufacturing Industry. The Manufacturing Industry covers a wide range of industry sectors and jobs. The industry includes everything that is made. The occupations within it include all of the people who conceive, design, and manufacture, assemble, install, repair, package and sell those products.

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

DAY & TIME
Box Hill Institute (Elgar Campus)
Units 1 & 2 Wednesdays 1.00pm – 6.00pm

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

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

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

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

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

WORK PLACEMENT
80 hours required over the two years.

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

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

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

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

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

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

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

Orientation evening for Engineering will be held at Box Hill Institute, 465 Elgar Road, Box Hill, on Thursday 20th of October 2011 at 7.30pm to 8.30pm. Attendance is compulsory.
COURSE AIMS
The Certificate II in Equine Industry is an introductory course that prepares students for work in the equine industry.

CLUSTER PROVIDER
Box Hill Institute

DAY & TIME
Units 1 & 2 Wednesday 2.00 – 5.30pm

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

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

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

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

WORK PLACEMENT
40 hour placement required.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
The qualification covers units such as working in an equine organization, safe handling and daily care of horses and developing a career path in the equine industry. Elective units include horse riding and driving, preparing horses for competition, assisting in the conduct of an equine industry event, caring for mares and foals an providing advice on equine products.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Units 3 & 4 incorporate core units such as carrying out horse observation, responding to equine injury and disease, equine anatomy and physiology and determining nutritional requirements for horses.

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4. Please note this program is subject to change.

PATHWAYS
CERTIFICATE III
Farrier
Agriculture
Turf/Horticulture
Racing Steward

CERTIFICATE IV
Horse Management
Veterinary Nursing

DIPLOMA
Equine Stud Management
Sports Marketing
Racing (Thoroughbred) Training

ADVANCED DIPLOMA/UNDERGRADUATE DEGREE
Bachelor of Equine Studies
Marketing
Business Management
Horticulture

POSSIBLE FUTURE CAREERS OPPORTUNITIES
• Jockey
• Farrier
• Thoroughbred Trainer
• Stable Hand
• Business Manager
• Veterinarian
• Racing Steward

Orientation evening for Equine Industry TBC.
LMF20309 CERTIFICATE II IN FURNITURE MAKING
with selected units from Certificate III

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

CLUSTER PROVIDER
Swinburne Senior Secondary College

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

NUMBER OF STUDENT PLACES
20 places are available in this program

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

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

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

WORK PLACEMENT
40 hours recommended only.

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

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

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

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

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

Orientation evening for Furniture Making will be held at Melbourne Girls College, Yarra Boulevard, Richmond 7.30pm to 8.30pm Thursday 21st of October. Attendance is compulsory.
COURSE AIMS
The overall aim of this one year program is to provide young people with the opportunity to gain comprehensive entry level training in the Hairdressing Industry. The program covers broad based and core skills in Hairdressing Services.

CLUSTER PROVIDER
Lynall Hall Community School
Latte Locks – Albert Park

DAY & TIME
Lynall Hall Community School
Units 1 & 2 Wednesdays 1.30pm – 4.30pm
Latte Locks – Albert Park
Units 1 & 2 Wednesdays 1.30pm – 4.30pm

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

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

VCE: VCE credits are available through block credit.

ATAR: There is no ATAR contribution.

Please note: This is a one year program.

WORK PLACEMENT
80 hours required.

ADDITIONAL REQUIREMENTS/INFORMATION
Cost includes tuition, kit and workbooks.

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

SCHWARZKOPF WORKSHOPS
To complement the training offered in this course, student will be offered one of the following Schwarzkopf sponsored workshops:

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

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

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

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

Orientation evening for Hairdressing will be held at Lynall Hall Community School, Corner of Gleadell & Hightett Streets, Richmond 7.30pm to 8.30pm Thursday 27th of October. Attendance is compulsory.
COURSE AIMS
This certificate provides students with an overview of the hospitality industry. It provides the necessary training and skills development for the achievement of competence in food service.

CLUSTER PROVIDER
Strathcona (Tay Creggan)
Carey Baptist Grammar
MacRobertson Girls High
Melbourne Girls College
Princes Hill Secondary College
Swinburne Senior Secondary College
Lynall Hall Community School

DAY & TIME
Strathcona (Tay Creggan)
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Carey Baptist Grammar
Units 1 & 2 Tuesday 4.00pm – 8.00pm
MacRobertson Girls High
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Melbourne Girls College
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Princes Hill Secondary College
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Swinburne Senior Secondary College
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Tuesday 4.30pm – 8.30pm
Lynall Hall Community School
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Monday 4.00pm – 8.00pm

NUMBER OF STUDENT PLACES
200 places are available in this program

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students will be eligible for up to four units of credit for each stream. Two at Units 1 and 2 level for the first year and two units at the 3 / 4 level upon successful completion of either second year program.
ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

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

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

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

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

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Chef
- Cook
- Food Production
- Catering Manager
- Promotions Director
- Event Manager
- Kitchen Hand
- Waiter/Barman
- Hotel/Resort Manager
- Front of House Manager
- Steward/Hostess
- Tourism Manager

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4.

Orientation evening for Hospitality will be held at Melbourne High School, Forest Hill, South Yarra 7.30pm to 8.30pm Wednesday 26th of October. Attendance is compulsory.
**COURSE AIMS**
The program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the hospitality area, with specific focus on food and beverage activities (i.e. front of house).

**CLUSTER PROVIDER**
William Angliss

**DAY & TIME**
Units 3 & 4 Wednesdays 2.00pm – 6.00pm

**NUMBER OF STUDENT PLACES**
80 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 Units 3 and 4 sequence.

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

**PREREQUISITE**
Successful completion of Units 1 & 2 from Certificate II in Hospitality.

**WORK PLACEMENT**
40 hour placement required.

**YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT**
Sample competencies covered in the second year include:
Providing food and beverage service, preparing and serving non-alcoholic beverages, providing a link between kitchen and service areas, develop and update food and beverage knowledge and prepare and serve espresso coffee.

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

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

An orientation evening will not be conducted for this program.
ICA20105 CERTIFICATE II IN INFORMATION TECHNOLOGY
and partial completion of ICA30105 Certificate III (Accelerated Program)

COURSE AIMS
This one year accelerated programs allows students to complete competencies in Information Technology that are designed to equip them with the foundation skills and knowledge they need to function effectively in the IT environment in the workplace.

CLUSTER PROVIDER
Box Hill TAFE (Elgar Campus)

DAY & TIME
Units 1 - 4 Wednesday 1.30pm – 6.00pm TBC
Additional one week training blocks will be delivered in each of the three school holidays – Easter, July and September. These sessions are compulsory.

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

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

VCE: Students will be eligible for up to four units towards satisfactory completion of their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence. Significant duplication has been identified between components of the VET Information Technology Certificate II program core and VCE Information Technology Unit 1 and 2. Where students have successfully completed the core competencies of Certificate II and VCE Information Technology Unit 1 and 2, two units, not a potential four units, will contribute towards satisfactory completion of the VCE. No significant duplication has been identified between Certificate III in Information Technology and VCE Information Technology Units 3-4.

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

WORK PLACEMENT
Not required

ADDITIONAL REQUIREMENTS
Students will eligible to apply for credits using the recognition of prior learning (RPL) processes. Candidates will be able to apply for RPL early in Term 4.

YEAR 1 (UNIT 1 – 4) PROGRAM CONTENT
Sample competencies covered in the first year include:
Designing organisational documents using computer packages, integrating computer packages, working effectively in an IT environment, installing software applications, apply problem solving techniques, connecting hardware peripherals, creating user documentation, install and optimise operating system software, run diagnostic tests, provide advice to clients, access and using the internet.

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

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

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

Orientation evening for Information Technology will be held at Box Hill Institute, 465 Elgar Road, Box Hill, on Thursday 20th of October 2011 at 7.30pm to 8.30pm. Attendance is compulsory.
22071VIC CERTIFICATE II IN INTEGRATED TECHNOLOGIES
(formerly Electrotechnology)

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

CLUSTER PROVIDER
Swinburne TAFE (Hawthorn Campus)

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

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

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

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

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

WORK PLACEMENT
40 hours recommended.

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

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Set up and operate a wireless communications link, set up and test an embedded control system, construct and configure a basic robotic system and carry out a shared technology project.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Identify and select components/accessories/materials for electrotech work activities, apply technologies and concepts to electrotech work activities, implement a digital circuit using a programmable logic device and program a basic robotic system.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Electrician
• Electronics Technician
• Data Communications technician

Orientation evening for Integrated Technologies will be held at Glen Eira College, 6 Booran Road, Caulfield South 7.30pm to 8.30pm Wednesday 19th of October. Attendance is compulsory.
WRB20204 CERTIFICATE II IN MAKE-UP SERVICES

COURSE AIMS
This one year program is an introduction to vocational training and will provide students with the basic knowledge and skills to enhance their employment prospects and further study in the beauty industry.

CLUSTER PROVIDER
Latte Locks – Albert Park
Lynall Hall Community School

DAY & TIME
Latte Lock – Albert Park
Units 1 & 2 Wednesdays 9.00am – 12.30pm
Lynall Hall Community School
Units 1 & 2 Wednesday 9.00am – 12.30pm

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: Block credit arrangements are available at the Unit 1 & 2 level.

ATAR: There is no ATAR contribution for the Certificate II program. For students undertaking the Certificate III program, there is no study score and therefore this Certificate, cannot contribute towards the students primary four. It can however, be counted as a 5th and 6th subject and contribute to 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 required.

ADDITIONAL INFORMATION/REQUIREMENTS
Cost includes tuition, kit and uniform. Students will also be required to undertake a one week training block in one of the school holiday blocks.

PROGRAM CONTENT
Sample competencies covered in the first year include:
Design and apply make-up, design and apply make-up for photography, apply nail art, provide manicure and pedicure.

PATHWAYS
Certificate III in Beauty
Certificate IV in Beauty Therapy
Diploma of Beauty Therapy

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Beauty Therapist
• Make-Up Artist
• Aromatherapy
• Retail Sales
• Nail Technician
• Salon Manager

Orientation evening for Hairdressing will be held at Lynall Hall Community School, corner Gleadell and Highett Streets, Richmond, 7.30pm to 8.30pm Thursday 27th of October. Attendance is compulsory.
COURSE AIMS

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

CLUSTER PROVIDER

St Aloysius College
Princes Hill Secondary College
Hawthorn Secondary College
Swinburne Senior Secondary College
Digital Learning Hub – The Arts Centre

DAY & TIME

St Aloysius College
Units 1 & 2 Wednesdays 1.45pm – 4.45pm

Princess Hill Secondary College
Units 1 & 2 Wednesdays 9.30am – 12.30pm
Units 3 & 4 Wednesdays 1.45pm – 5.45pm

Hawthorn Secondary College
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Units 3 & 4 Tuesdays 5.00pm – 8.00pm

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

Digital Learning Hub
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Units 1 & 2 Thursdays 5.00pm – 8.00pm
Units 3 & 4 Wednesdays 5.00pm – 8.00pm
Units 3 & 4 Thursdays 5.00pm – 8.00pm

NUMBER OF STUDENT PLACES

140 places are available in this program.

CONTRIBUTION TO VCAL/VCE

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

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

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

WORK PLACEMENT

40 hours is recommended

ADDITIONAL INFORMATION/REQUIREMENTS

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

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT

Sample competencies covered in the first year include:

Learning a variety of software skills including Photoshop, Dreamweaver, Audacity and Flash. The course prepares students for the Multimedia and Media Industry. OH&S, design, creativity and workplace skills are emphasised throughout the course.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT

Sample competencies covered in the second year include:

Designing and creating 2D digital animations, as well as writing content for a range of media. They will also author interactive sequences, prepare video assets and create visual design components.

PATHWAYS

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

POSSIBLE FUTURE CAREER OPPORTUNITIES

- Graphic Designer
- Media Producer
- Publisher
- Editor
- Photographer
- Screen Printer
- Multimedia Developer
- Games Developer
- Webpage Designer

Orientation evening for Media will be held at Christian Brothers College, 11 Westbury Street, St Kilda 7.30pm to 8.30pm Monday 24th of October. Attendance is compulsory.
COURSE AIMS
This program aims to provide participants with music industry knowledge, practical knowledge of copyright and how to follow occupational health and safety procedures important to the music industry. Students prepare for performances, develop improvisation skills, operate a sound mixing console and edit sound using digital systems.

CLUSTER PROVIDER
University High School
Lynall Hall Community School

DAY & TIME
University High School
Units 1 & 2 Wednesdays 1.45pm – 5.45pm
Units 3 & 4 Wednesdays 1.45pm – 5.45pm
Lynall Hall Community School
Units 1 & 2 Wednesdays 1.30pm – 4.30pm

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

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

VCE: Students who complete Certificate III in Music will be eligible for up to five units credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence.

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

WORK PLACEMENT
40 hours spread over 2 years recommended only.

ADDITIONAL INFORMATION/REQUIREMENTS
All students enrolling in this course will need to indicate the following:

Ownership of a musical instrument and evidence they access private music tutorials on a weekly basis (e.g. letter from their teacher). Students who do not meet the above criteria will not be considered for entry in the program.

Over and above the prerequisites all students will have to audition to secure a position in the program. As part of the audition, students will need to present a piece on their main instrument. They will need to provide their own accompanist or backing tape where necessary.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
Students developing and updating their music industry knowledge. In addition, they will compose a simple song or tune and contribute to backup accompaniment, lay sound tracks, record sound and assist in stage managing a production.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
Students furthering and extending their technical skills in performance. Develop and practice improvising and prepare for self performance.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Musician
• Music Technician
• Singer
• Songwriter
• Stage Producer
• Sound and Lighting Technician
• Director
• Stage Manager
• Digital Audio Technician
• Sound Engineer
• Broadcaster
• Music Editor
• Jingle Writer
• Music Teacher
• Disc Jockey

Orientation evening for Music Performance will be held at Swinburne Senior Secondary College, 505 Burwood Road, Hawthorn 7.30pm to 8.30pm Tuesday 25th of October. Attendance is compulsory.
COURSE AIMS
This program aims to provide participants with the knowledge and skill development for the achievement of competence to enhance employment prospects within the music industry, whilst providing a recognised credential; for making a more informed choice of vocational and career paths in the music industry.

CLUSTER PROVIDER
Swinburne Senior Secondary College
Digital Learning Hub – The Arts Centre

DAY & TIME
Swinburne Senior Secondary College
Units 1 & 2 Wednesdays 9.00am – 12.30pm
Units 1 & 2 Wednesdays 1.30pm – 5.00pm
Units 3 & 4 Tuesdays 4.30pm – 8.00pm
Units 3 & 4 Wednesdays 5.00pm – 8.30pm

Digital Learning Hub – The Arts Centre
Units 1 & 2 Wednesdays 1.45pm – 4.45pm
Units 3 & 4 Wednesdays 5.00pm – 8.00pm

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

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

VCE: Students who complete Certificate III in Music will be eligible for up to five units credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence.

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

WORK PLACEMENT
40 hours spread over 2 years recommended only.

ADDITIONAL INFORMATION/REQUIREMENTS
Some providers require the students to purchase a USB memory stick. Details to be provided at compulsory orientation night.

YEAR 1 (UNITS 1 & 2) PROGRAM CONTENT
Sample competencies to be covered include:
- Develop and update music industry knowledge
- Develop music knowledge and listening skills
- Contribute creative music ideas to a project
- Lay sound tracks
- Purchase or hire equipment/supplies
- Record sound
- Transfer sound
- Use and adapt to changes in technology

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies to be covered include:
- Edit sound using digital systems
- Operate sound mixing console
- Operate sound reinforcement system
- Mix sound systems

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

Orientation evening for Music Industry Technical Production will be held at Swinburne Senior Secondary College, 505 Burwood Road, Hawthorn. 7.30pm to 8.30pm Tuesday 25th of October. Attendance is compulsory.
COURSE AIMS
This one semester program provides students with the knowledge and skills to achieve competencies that will enhance their employment prospects in retail and related industries. Delivery will incorporate activities, games, observations, report writing, classroom, excursions, mystery shopping and research based assignments.

Students will be able to develop a career plan to progress into the retail industry and be exposed to various setting such specialty stores and department stores.

CLUSTER PROVIDER
Kangan Institute (Richmond)

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm – 5.00pm

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

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

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

ATAR: There is no ATAR contribution for the Certificate II program.

WORK PLACEMENT
80 Hour work placement required.

ADDITIONAL INFORMATION/REQUIREMENTS
This program in only six months in duration.

PROGRAM CONTENT
Sample competencies covered in the first year include:
Students are exposed to applying safe working procedures, merchandising products, operating retail technology, interacting with customers, providing marketing and promotional programs and point of sale handling procedures.

PATHWAYS
Certificate III in Retail
Certificate II in Wholesale
Certificate IV in Retail Supervision
Certificate IV in Community Pharmacy

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Retail Sales
• Retail Manager
• Customer Service representative
• Sales Assistant

Orientation evening for Retail will be held at Melbourne High School, Forest Hill, South Yarra 7.30pm to 8.30pm Wednesday 26th of October. Attendance is compulsory.
CREATE YOUR OWN FUTURE
(Work Readiness Program for Young People with Disability)

COURSE AIMS
This program provides students with the skills needed for employment and future pathway planning in using competencies from accredited curricula - Certificate 1 in Work Education.

The course is aimed at Year 11 and 12 students with a disability, specifically students with learning disabilities and/or difficulties, a mild intellectual disability or specific disorders.

Students who wish to participate must meet the following selection criteria:

- The potential and desire for employment and/or further training
- The ability to take part in all course activities, including the ability to travel independently
- Age-appropriate behaviour

The Program is not suited to students with special learning needs for whom employment is not the primary focus.

CLUSTER PROVIDER
NMIT – Preston Campus, Work Education Centre, Building W.

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm – 5.00pm

NUMBER OF STUDENT PLACES
8 – 16 students

WORK PLACEMENT
Young people will have the opportunity to also access applied learning via structured workplace learning

PROGRAM CONTENT
Learning in VET:
- VET environment
- E-Learning / e-portfolio exploration and developing
- Integrated employability skills
- Everyday literacy and numeracy

Building Resilience for the Future:
- Financial literacy
- Problem solving
- Conflict resolution
- Goal setting and achievement
- Stress management
- Responding to change

Orientation to Work:
- Job search techniques
- Industrial visits to local industry sites
- Vocational tasters
- Planning and preparing for a changing employment market
- Career awareness and exploration
- Matching skills and interests to employment and further training options

Orientation evening to be confirmed.
2012 VET STUDENT ENROLMENT FORM

HOW TO APPLY
1. Submit this form to your Careers/VET Coordinator by the due date indicated below.
2. Go to www.imvc.com.au, click on the Vocational Pathways and Workplace Learning tab, followed by the VET PROGRAMS link and submit an enrolment online.
3. Attend the compulsory orientation evening – refer to page 37.
4. Pay any costs by Term 4, 2011.

PART 1 – STUDENT DETAILS (PLEASE PRINT CLEARLY USING BLOCK LETTERS)
Surname:..................................................................................................................................................
Given Name:.............................................................................................................................................
Year Level in 2012: .................................................................................................................................
VCE or VCAL Student:..............................................................................................................................
Name of School enrolled at: ......................................................................................................................
Home Address:........................................................................................................................................
..........................................................................................................................................................
..........................................................................................................................................................
Post Code:................................................................................................................................................
Home Telephone:.................................................................................................................................
Students Mobile:.................................................................................................................................
Female □ Male □ Date of Birth:................................................................................................................
Are you an ESL Student? □ Yes □ No
Are you an Aboriginal? □ Yes □ No
Do you have any disabilities/known allergies? □ Yes □ No
If yes please specify (especially if you routinely carry medication):........................................................

PART 2 – COURSE DETAILS
I wish to apply for administration to (provide the full course name and venue): .................................................
..........................................................................................................................................................
..........................................................................................................................................................
Please tick: □ Units 1 & 2 (or) □ Units 3 & 4

PART 3 – PARENT’S ENDORSEMENT
I/ We have read and understood the information regarding our child’s application for an IMVC Cluster VET program in 2012 and agree to his/her application.
Parents Name:...........................................................................................................................................
Parent’s Signature:.................................................................................................................................
Date:........................................................................................................................................................

PART 4 – VET COORDINATORS ENDORSEMENT
Your School’s VET Coordinator must endorse that you are deemed suitable for the program.
‘I endorse that the above named student has undertaken course/career counseling and is deemed suitable’
Teachers Signature:.................................................................................................................................
Date:........................................................................................................................................................
Due date to lodge application:..................................................................................................................
ORIENTATION EVENINGS FOR 2012 IMVC VET PROGRAMS

As part of the enrollment process, the Inner Melbourne VET Cluster holds compulsory parent and student orientation evenings for each Unit 1 & 2 VET Program. Course content and requirements will be outlined and ample time will be provided to answer questions. Students unable to attend must contact their school based VET Coordinator. Non attendance at the orientation evenings may result in cancellation of 2012 VET applications.

<table>
<thead>
<tr>
<th>VET PROGRAMS</th>
<th>VENUE</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabin Crew and Allied Health</td>
<td>Kangan Institute – ACE Docklands</td>
<td>Monday 17th October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>Batmans Hill Drive (parking available at venue and Etihad Stadium on Wurundjeri Way)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Fashion, Acting and Dance</td>
<td>Siena College</td>
<td>Tuesday 18th October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>815 Riversdale Road , Camberwell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building &amp; Construction and Integrated Technologies</td>
<td>Glen Eira College</td>
<td>Wednesday 19th October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>6 Booran Road, Caulfield South</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive, Information Technology and Engineering</td>
<td>Box Hill Institute</td>
<td>Thursday 20th October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>Elgar Road Campus, 465 Elgar Road, Box Hill, Building 4, Auditorium</td>
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<td></td>
</tr>
<tr>
<td>Community Services, Community Recreation and Furniture Making</td>
<td>Melbourne Girls College</td>
<td>Thursday 21st October</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>Yarra Boulevard, Richmond</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Administration and Media</td>
<td>Christian Brother’s College</td>
<td>Monday 24th October</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>11 Westbury Street, St Kilda</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative Industries (Broadcasting and Media), Music Performance and Music Technical Production</td>
<td>Swinburne Senior Secondary College</td>
<td>Tuesday 25th October</td>
<td>7.30pm – 8.30pm</td>
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<tr>
<td></td>
<td>Auditorium, 505 Burwood Road, Hawthorn</td>
<td></td>
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</tr>
<tr>
<td>Hospitality/Kitchen Operations and Retail</td>
<td>Melbourne High School</td>
<td>Wednesday 26th October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>Forest Hill, South Yarra</td>
<td></td>
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</tr>
<tr>
<td>Hairdressing and Make Up</td>
<td>Lynall Hall Community School</td>
<td>Thursday 27th October</td>
<td>7.30pm – 8.30pm</td>
</tr>
<tr>
<td></td>
<td>Corner Highett &amp; Gleadell Street, Richmond</td>
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</tbody>
</table>
What is a School Based Apprenticeship and Traineeship?

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

What are the requirements of a SBAT?

To participate in a SBAT, a student must be:

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

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

School Based Apprenticeship Programs facilitated by the IMVC

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

i. Certificate II in Automotive

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

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

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

A VACC SBAT will allow you to:

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

ii. Certificate II in Transport and Distribution

Reece – Take the Plunge Program

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

A REECE SBAT will allow you to:

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

iii. Certificate III in Information Technology

Interactive Entertainment Preparation Program (IEPP) - Games Design

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

An IEPP SBAT will allow you to:

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

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