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

facebook.com/IMVCInnerMelbourneVETCluster
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VET in Schools (VETiS)

VET in Schools refers to Vocational Education and Training (VET) courses undertaken as part of school studies.

FEATURES OF VET

- VET combines senior school studies and accredited vocational education and training.
- It enables students to complete a nationally recognised vocational qualification (e.g. Certificate II in Hospitality) and a senior school certificate (VCE/VCAL) at the same time.
- It allows students to go directly into employment or receive credit towards further vocational training.
- It develops students’ employability and industry-specific skills.
- It is a vocationally-oriented school program designed to meet the needs of industry.

HOW DOES VET WORK?

A VET in Schools (VETiS) program is usually made up of units of competency and Structured Workplace Learning.

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

Structured Workplace Learning (SWL)
SWL involve an employer accepting a student on a one day a week basis or a one-week block, enabling the student to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will have specific tasks to undertake in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

VET CONTRIBUTES TO THE VCE

With the exception of English there is no limit on the VET programs that may contribute to satisfactory completion of the VCE. VET may be fully incorporated into the VCE as VCE VET or Block Credit Program.

VCE VET Programs:
- Are fully recognised within the Units 1 - 4 structure of the VCE.
- Have equal status with other VCE studies.
- May offer scored assessment and provide a study score (selected programs only).

Furthermore, all three sequences other than English can be approved VCE VET Unit 3 & 4 sequences, with study scores and scored VCE 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 with a 10% increment towards their ATAR.

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

VET INCREASES STUDENTS’ LEARNING POTENTIAL

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

VET also fosters positive feedback by enabling students to demonstrate specific skills and competency and matches student interests and career directions through the provision of strong pathways.

VET GIVES NATIONAL QUALIFICATIONS AND SKILLS

Upon successful completion of the program, students are awarded a nationally accredited vocational training Certificate or Statement of Attainment. VET qualifications may articulate directly into further education and training at TAFE through documented pathway agreements.

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

VET PREPARES STUDENTS FOR THE WORKFORCE

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

VET programs help students to explore possible areas of interest, which promote further study and work choices, and allows students to develop strong links with industry and local community employers, i.e. students may be offered part-time/casual work.

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

The Inner Melbourne VET Cluster (IMVC) is a partnership of 56 member schools located in the inner Melbourne region. The partnership is cross-sectoral with representatives from State, Catholic and Independent schools forming a collegial association to extend the vocational training needs of students in the post compulsory years.

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

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

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

2014 Inner Melbourne VET Cluster members

Academy of Mary Immaculate
Albert Park College
Auburn High School
Beth Rivkah Ladies College
Bialik College
Brunswick Secondary College
Camberwell Grammar School
Camberwell High School
Canterbury Girls’ Secondary College
Carey Baptist Grammar School
Christian Brothers College
Coburg Senior High School
Collingwood College
Collingwood College Alternative School
De La Salle College
Elwood College
Fitzroy High School
Footscray City College
Genazzano FCJ College
Glen Eira College
Kew High School
King David School
Korowa Anglican Girls’ School
Leibler Yavneh College
Loreto-Mandeville Hall Toorak
Lynall Hall Community School
MacRobertson Girls’ High
Melbourne Girls’ College
Melbourne Girls’ Grammar School
Melbourne High
Mount Alexander College
Mount Scopus Memorial College
Northcote High School
Presentation College Windsor
Preskil (The Margaret Lyttle Memorial School)
Princes Hill Secondary College
Sacre Coeur
Santa Maria College
Scotch College
Shelford Girls’ Grammar
Siena College
Simonds Catholic College
Sophia Mundi Steiner School
St Aloysius College
St Catherine’s School
St Kevin’s College
St Michael’s Grammar School
Strathcona Baptist Girls’ Grammar School
Swinburne Senior Secondary College
Sydney Road Community School
Trinity Grammar School
University High School
Victorian College for the Deaf
Wesley College
Xavier College
Yeshivah College
The Eastern Network VET Cluster (ENVC)

Prior to 2012, education providers in the Gateway region had no established VET Cluster offering VET in School programs. In 2011, the IMVC prepared a proposal to establish the Eastern Network VET Cluster (ENVC).

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

The ENVC is a cross-sectoral cluster, with representation from 27 State, Catholic and Independent schools, TAFEs and Adult Community and Further Education (ACFE) providers.

The ENVC plays a key role in connecting with local providers to create strong partnerships between RTOs and industry, to broker VETiS offerings for the ENVC (refer to IMVC’s brokerage role). The ENVC also encourages the sharing of resources and expertise in the delivery of VETiS.

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

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

2014 Eastern Network VET Cluster members

Ashwood College
Balwyn High School
Blackburn High School
Box Hill High School
Box Hill Senior Secondary College
Brentwood Secondary College
Doncaster Secondary College
East Doncaster Secondary College
Emmaus College

Forest Hill College
Glen Waverley Secondary College
Highvale Secondary College
John Monash Science School
Kilvington Grammar
Kingswood College
Koonung Secondary College
Marcellin College
Mount Waverley Secondary College

Mullauna College
Oakleigh Grammar
Our Lady of Sion
Ringwood Secondary College
Salesian College
Templestowe College
Viewbank College
Vermont Secondary College
Warrandyte High School
VETiS Brokerage

IMVC provides a VETiS brokerage role to IMVC and ENVC members, which includes:

- Conducting an environment scan to identify:
  i. VETiS program needs of students/schools
  ii. Local industry needs

- Identifying Registered Training Organisation (RTOs) who can provide relevant training, and negotiating suitable delivery arrangements in line with Cluster requirements. RTOs are selected based on their current registration with VRQA or ASQA. It is the responsibility of RTOs to adhere to existing regulations and standards in place to govern training providers. IMVC does not represent or exonerate the RTO from their responsibilities to report to their governing body.

- Developing collaborative school protocols/structures for delivery of VETiS programs, including timetable arrangements and establishing and implementing student expression of interest protocols.

- Maintaining a web based/electronic information system (Portal) to communicate and keep school based staff up to date with VETiS operations. This includes facilitating the collation of VASS codes, scored VETiS assessment plans, indicative grades and student results. The Portal provided by the IMVC is a tool for schools and RTOs to share student information. The IMVC takes no responsibility for the accuracy and maintenance of data.

- Setting up protocols in collaboration with schools to assist in monitoring student progress.

- Developing and implementing post course or post school destination surveys.

- Developing and implementing a promotional campaign for relevant stakeholder groups.

- Conducting information workshops for students, parents, trainers and new VET Co-ordinators.

- Coordinating the meeting schedules, agenda, minutes for the VETiS Working Party.

- Assisting schools to identify suitable professional development activities.

- Facilitating Memorandums of Understanding with home/host schools and the Cluster.

- Assisting with the communication between Host/Home schools and RTOs regarding VCAA VETiS audit requirements.

- Disseminating relevant VETiS literature or information to schools and RTOs.

Brokerage fees paid by schools contribute to the administration of the above responsibilities.
The Workplace Learning Coordinator Program

The Workplace Learning Coordinator (WLC) 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. It also connects industry and schools to provide the opportunity for students to experience quality workplace learning.

WHAT DOES THE WLC PROGRAM DO?
• Provides an important link between industry and young people.
• Facilitates workplace learning opportunities.
• Enables young people to gain the skills and experience to support the training they are undertaking as part of their secondary school education.
• Promotes quality work education in local skills shortage areas, and supports industry in meeting their skill development needs.
• Enhances student engagement, wellbeing and supports successful transitions and pathways.

WHAT IS STRUCTURED WORK PLACEMENT?
Structured Workplace Learning is on-the-job training during which a student is expected to master a set of skills or competencies related to an accredited course. They will be regularly monitored and may be assessed on the job.

Students who do Structured Workplace Learning may be undertaking the VCE, VCAL or VET in Schools.

BENEFITS OF STRUCTURED WORK PLACEMENTS
The Workplace Learning Coordinator (WLC) Program recognises the important role played by applied and workplace learning in achieving young people’s improved engagement in education and training, and more successful transitions beyond school.

Benefits of structured work placements include:
• Exposure to the ‘real’ world of work.
• A greater understanding of workplace environments, behaviour and expectations.
• The chance to put in to practice the skills and knowledge you have acquired in your studies.
• Improved communication skills through interaction with adults in a variety of workplace situations.
• The opportunity to develop contacts with potential employers.
• Assistance in career planning through contact with industry and employers.
• An opportunity to test future career-choices.

STRUCTURED WORK PLACEMENT ASSISTANCE
Assistance with sourcing work placements is available through the IMVC. A comprehensive list of employers offering work placements is advertised on the IMVC website.

Visit www.imvc.com.au and select Workplace Vacancies under the Quick Links menu. Young people requiring work placement assistance should regularly check and register their interest online. They should pay particular attention to job descriptions, work placement dates, work locations and any special requirements.
VETiS Application Process

This handbook outlines an extensive selection of Pathway, VETiS and SBAT programs available to students at member schools for 2015, as brokered by the Inner Melbourne and Eastern Network VET Clusters (IMVC and ENVC).

Please note that printed arrangements regarding times, venues and course outlines are subject to change and will be confirmed at the course-specific information sessions scheduled for Term 4 2014. Applicants to programs will be notified of changes prior to course commencement, via their school’s VET Coordinator or the respective Registered Training Organisation (RTO).

Please read the requirements of your selected program carefully.

FIVE STEP EXPRESSION OF INTEREST APPLICATION FOR A 2015 PROGRAM

STEP 1
Read the handbook and course requirements carefully, select your program and complete the Expression of Interest Form (located on page 65). Submit this form to your VET Coordinator or Careers Advisor by the due date as indicated by your school.

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

STUDENTS WHO DO NOT COMPLETE STEPS 1 & 2 WILL NOT BE CONSIDERED FOR A 2015 VETiS PROGRAM BROKERED BY THE IMVC/ENVC.

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

STEP 4
Attend the compulsory Information session in Term 4 (for prospective first year and/or Units 1 & 2 students and parents/guardians). Dates and times for course-specific information sessions are listed in this handbook and updated on the IMVC website in Term 3. Students who do not attend may not be considered for a 2015 Program.

STEP 5
There are tuition/materials costs associated with each program and applicants are advised to contact their VET Coordinator for an estimate of costs. Your school’s Careers/VET Coordinator or RTO will confirm your enrolment by Term 4, 2014.

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

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

1. **ABSENCES**
   Students are permitted two absences per 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 to class on time. 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 assigned by the trainer/employer are to be completed by the due date. Students who fail to meet deadlines will be given a warning and a second submission date will be negotiated. Students who fail to complete set tasks by the end of the Term may face withdrawal from the program.

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

5. **STUDENT COMMITMENT FORMS**
   This form outlines all student responsibilities in regards to work requirements, student behaviour and course expectations. Failure to complete and submit this form at the information session will jeopardise a student’s Expression of Interest for a program.

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

7. **WORK PLACEMENT**
   Work Placement or Structured Workplace Learning is a key feature of VETiS programs. All students are encouraged to complete a minimum of one week (40 hours) work placement in a related industry. Students undertaking VETiS courses with compulsory work placements (e.g. Certificate II in Hospitality) will be offered assistance, through the IMVC, to source a suitable placement. It is the responsibility of the student however, to ensure that all paperwork associated with structured work placements are completed and returned promptly.

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

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

9. **STUDENT BEHAVIOUR**
   Over 1300 students undertake VETiS programs through the IMVC and ENVC each year. To ensure the success, continuity and availability of VETiS programs to all Cluster students, it is imperative that students abide by the trainer’s rules and the rules of the Host School whenever they are on site. This includes meeting Occupational Health and Safety requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard.
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 by the RTO.

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

i. Contact the VET Coordinator at school and their VET Trainer by 9am.
ii. Provide a detailed parental note immediately upon return to school. A copy should be given to the VET Coordinator by 9am and a copy should be faxed to the VET Trainer.

The VET Trainer in conjunction with the student’s VET Coordinator will determine whether the absence is excused and whether rescheduling the missed task will be allowed. Students who fail to report to their VET Coordinators by 9am and whether rescheduling the missed task will be allowed.

The VET Trainer in conjunction with the student’s VET Coordinator will determine whether the absence is excused and whether rescheduling the missed task will be allowed. Students who fail to report to their VET Coordinators by 9am and a copy should be faxed to the VET Coordinator by 9am.

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

12. BLOCK CREDIT RECOGNITION
Students may be eligible for credit towards the VCE if they have completed, or are completing, training in a nationally recognised VET qualification that is not included in the suite of approved VCE VET programs. Credit towards the VCE may be available for full or partial completion of a nationally recognised qualification at the Australian Qualification Framework Level II and above. This credit is referred to as Block Credit Recognition. To be eligible for Block Credit Recognition, the student must be enrolled in the VCE.

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

14. RTO CODE OF CONDUCT
The purpose of the RTO Code of Conduct is:
(i) to provide school communities with a clear statement of the standards which RTOs are expected to adopt and deliver.
(ii) to enable training providers to understand the code of conduct expected of them.

RTOs have been selected to work alongside the IMVC/ENVC and Cluster members based on their current registration with VRQA or ASQA. It is the responsibility of RTOs to adhere to existing regulations and standards in place to govern training providers. IMVC/ENVC and Cluster members do not represent or exonerate the RTO from their responsibilities to AQTF or SNR.

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

*Qualifications and course structures published in this handbook were correct at time of publication (June 2014). Please check the VCAA or IMVC website for updates.
Deciding what you are going to study in the future can be very intimidating, especially with the huge number of courses and careers on offer. Pathway programs give you the opportunity to try out a study area while only committing to a Semester long course.

What are the advantages of a Pathway Program?
• Gain valuable skills and knowledge in an area that you think you might be interested in before jumping in to a longer VETiS program
• You study units or subjects from a nationally recognised qualification
• It can help you get a job
AUTOMOTIVE MECHANICAL PATHWAY PROGRAM

OVERVIEW
Students will experience a “hands-on” program, learning basic automotive skills at the Docklands campus.

VENUE
Kangan Institute (ACE Docklands Campus)

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

DAY & TIME
Term II | Thursdays | 8.30am to 12.30pm
Please note this program runs for one Term only (Term II).

NUMBER OF STUDENT PLACES
15 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the industry strand. Students will undertake accredited training and upon successful completion of the program will receive a Statement of Attainment for those units completed.
VCE: No contribution available

SAMPLE PROGRAM
• Dismantle and assemble engine, four stroke single cylinder petrol
• Apply safe working practices

PATHWAYS
At completion of this course, students can undertake a broad range of further study from certificate, diploma and advanced diploma in Applied Fashion. Refer to 222015VIC Certificate II in Automotive Studies (Prevocational)

INFORMATION SESSION
A compulsory information session will be held in Term 4 for prospective students. Dates and times for course-specific session are listed on page 64.

FASHION/MILLINERY PATHWAY PROGRAM

OVERVIEW
Students will learn how to sew a range of different products from a cushion, to a scarf and beanie.

VENUE
Kangan Institute (Richmond Campus)

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

DAY & TIME
Term II | Thursdays | 10.00am to 2.00pm
Please note this program runs for one Term only (Term II).

NUMBER OF STUDENT PLACES
15 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the industry strand. Students will undertake accredited training and upon successful completion of the program will receive a Statement of Attainment for those units completed.
VCE: No contribution available

SAMPLE PROGRAM
• Design principles and influences – fashion and millinery
• Construction methods
• Embellishment techniques
• Fitting and attaching to the head
• Current trends
• Catwalk presentation

PATHWAYS
At completion of this course, students can undertake a broad range of further study from certificate, diploma and advanced diploma in Applied Fashion. Refer to LMT21707 Certificate II in Applied Fashion Design and Technology

INFORMATION SESSION
A compulsory information session will be held in Term 4 for prospective students. Dates and times for course-specific session are listed on page 64.
FLORISTRY (ASSISTANT) PATHWAY PROGRAM

OVERVIEW
Looking for a job where you put a smile on people faces? Do you have a creative flair? Want to start your own business? A career in floristry may be just what you have been looking for. This program provides students with the skills needed to begin their career in the retail or creative floristry industries.

VENUE
Holmesglen (Campus TBC)

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

DAY & TIME
Semester I | Wednesdays | 9.00am to 3.30pm
Please note this program runs for one semester only.

NUMBER OF STUDENT PLACES
20 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the industry strand. Students will undertake accredited training and upon successful completion of the program will receive a Statement of Attainment for those units completed.
VCE: Block credit arrangements are available. Two units of credit towards VCE may be available (TBC).

SPECIAL REQUIREMENTS
To enrol in a Semester pathway program students must be older than 14 years and 10 months, and be enrolled as a full time student in a secondary school.

SAMPLE PROGRAM
- Apply point-of-sale handling procedures
- Display and merchandise floristry products
- Tend nursery plants
- Receive and dispatch nursery products
- Install and maintain plant displays

PATHWAYS
At completion of this course, students can undertake a broad range of further study from certificate, diploma and advanced diploma in Floristry. Refer to SFL20110 Certificate II in Floristry (Assistant)

INFORMATION SESSION
A compulsory information session will be held in Term 4 for prospective students. Dates and times for course-specific session are listed on page 64.

FURNITURE & JOINERY MAKING PATHWAY PROGRAM

OVERVIEW
The Furniture & Joinery Making Pathway Program gives students the opportunity to work safely using hand tools and construct basic timber furnishing products.

This course is suitable for students who are interested in furniture design and technology, joinery, shopfitting, stairbuilding and cabinet making.

VENUE
Holmesglen (Chadstone Campus)

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

DAY & TIME
Semester I | Wednesdays | 9.00am to 3.30pm
Please note this program runs for one semester only.

NUMBER OF STUDENT PLACES
15 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the industry strand. Students will undertake accredited training and upon successful completion of the program will receive a Statement of Attainment for those units completed.
VCE: Block credit arrangements are available. Two units of credit towards VCE may be available (TBC).

SPECIAL REQUIREMENTS
To enrol in a Semester pathway program students must be older than 14 years and 10 months, and be enrolled as a full time student in a secondary school.

SAMPLE PROGRAM
- Work Safely
- Construct a basic timber furnishing product
- Apply surface coating by spray gun

PATHWAYS
At completion of this course, students can undertake a broad range of further study from certificate, diploma and advanced diploma in Furniture Design and Technology.

INFORMATION SESSION
A compulsory information session will be held in Term 4 for prospective students. Dates and times for course-specific session are listed on page 64.
HORTICULTURE PATHWAY PROGRAM

OVERVIEW
Whether students are considering a career in landscaping or sustainability, or want to work with turf, parks, gardens or nurseries, this pathway program will enable them to explore the horticulture industry.

VENUE
Holmesglen (Campus TBC)

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

DAY & TIME
Semester I | Wednesdays | 9.00am to 3.30pm

Please note this program runs for one semester only.

NUMBER OF STUDENT PLACES
20 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the industry strand. Students will undertake accredited training and upon successful completion of the program will receive a Statement of Attainment for those units completed.

VCE, including two units of credit towards VCE may be available (TBC).

SPECIAL REQUIREMENTS
To enrol in a Semester pathway program, students must be older than 14 years and 10 months, and be enrolled as a full time student in a secondary school.

SAMPLE PROGRAM
- Transplant small trees
- Prepare turf surfaces for play
- Shift materials safely using manual handling methods
- Pot up plants
- Conduct visual inspection of park facilities
- Install aggregate paths
- Construct low-profile timber or modular retaining walls

PATHWAYS
At completion of this program, students may continue their studies in a number of Certificate courses in the horticulture area. Refer to the VETiS AHC20410 Certificate II in Horticulture course.

INFORMATION SESSION
A compulsory information session will be held in Term 4 for prospective students. Dates and times for course-specific session are listed on page 64.

HOSPITALITY PATHWAY PROGRAM

OVERVIEW
Looking for a part-time work whilst you are still at school? The Hospitality Industry offers a range of opportunities for part-time, full time or casual employment. This program provides students with the skills needed to begin their career in the industry.

VENUE
Latte Lounge, North Melbourne

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

DAY & TIME
Semester I | Wednesdays | 9.30am to 3.00pm

Please note this program runs for one semester only.

NUMBER OF STUDENT PLACES
20 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the industry strand. Students will undertake accredited training and upon successful completion of the program will receive a Statement of Attainment for those units completed.

VCE: No contribution available

SPECIAL REQUIREMENTS
To enrol in a Semester pathway program students must be older than 14 years and 10 months on 1 Jan 2015, and be enrolled as a full time student in a secondary school.

SAMPLE PROGRAM
- Use hygienic practices for food safety
- Prepare and Serve Espresso Coffee
- Prepare Sandwiches
- Work effectively with others

PATHWAYS
At completion of this course, students can undertake a broad range of further study from the Industry of Hospitality or gain part-time employment. Refer to the Hospitality and/or Kitchen Operation courses in this handbook.

INFORMATION SESSION
A compulsory information session will be held in Term 4 for prospective students. Dates and times for course-specific session are listed on page 64.
TROWEL TRADE PATHWAY PROGRAM

OVERVIEW
This program provides students with an insight into the training required to achieve a trade qualification. Particular attention will be given to the correct use of tools and equipment, occupational health and safety, and industry terminology. Students will gain some experience in bricklaying, tiling, plastering and stonemasonry.

VENUE
Holmesglen (Chadstone Campus)

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

DAY & TIME
Semester I | Wednesdays | 8.00am to 4.00pm
Please note this program runs for one Semester only.

NUMBER OF STUDENT PLACES
15 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the industry strand. Students will undertake accredited training and upon successful completion of the program will receive a Statement of Attainment for those units completed.
VCE: One unit of credit towards VCE may be available (TBC).

SPECIAL REQUIREMENTS
To enrol in a Semester pathway program students must be older than 14 years and 10 months, and be enrolled as a full time student in a secondary school.

SAMPLE PROGRAM
- Workplace safety and industry induction
- Tiling structures
- Bricklaying hand tools
- Calculations for the construction industry

PATHWAYS
At completion of this course, students may continue their studies in a number of pre-apprenticeship or apprenticeship courses in the trowel trades areas.

INFORMATION SESSION
A compulsory information session will be held in Term 4 for prospective students. Dates and times for course-specific session are listed on page 64.
COURSE AIMS
Certificate II and III in Acting (Screen) have been designed for students with a strong interest to pursue acting or related jobs. The course will provide the skills and knowledge needed for a broad range of acting tasks relating to the film and television industry.

VENUES
University High School
Canterbury Girls Secondary College
Swinburne Senior Secondary College

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

DAY & TIME
University High School
Year 1 | Wednesdays | 1.45pm to 4.45pm
Canterbury Girls Secondary College
Year 1 | Wednesdays | 4.30pm to 7.30pm
Swinburne Senior Secondary College
Year 2 | Wednesdays | 1.15pm to 4.15pm

NUMBER OF STUDENT PLACES
20 places per class

CONTRIBUTION TYPE - VFE

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.

YEAR 1 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 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.

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.

WORK PLACEMENT
Work placement is not required.
**COURSE AIMS**
Secure a nationally accredited qualification in an area of high demand. Allied Health Assistance is an emerging and growing career option in both public and private practice.

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

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

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

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

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

**DAY & TIME**
Holmesglen (Moorabbin Campus)
Units 1 & 2 | Wednesdays | 1.00pm to 5.00pm
Units 3 & 4 | Wednesdays | 1.00pm to 5.00pm

Kangan Institute (Richmond Campus)
Units 1 & 2 | Wednesdays | 1.45pm to 4.45pm
Units 3 & 4 | Wednesdays | 1.45pm to 4.45pm

Box Hill Institute (Elgar Campus)
Units 1 & 2 | Wednesdays | 1.30pm to 4.30pm
Units 3 & 4 | Wednesdays | 1.30pm to 4.30pm

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

**ENROLMENT TYPE - VES**

**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 is an unscored VCE VET program. Students who complete the HLT32412 Certificate III in Allied Health Assistance can receive up to two Unit 3 and 4 sequences.

**ATAR:** This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

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

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

**ADDITIONAL REQUIREMENTS / INFORMATION**
Box Hill Institute Year 11 and 12 students who have an interest in pursuing a career health should apply (Year 10 students not accepted). Students seeking to enrol in a Box Hill Institute VETiS course are required to attend a compulsory enrolment session in Term 4 2014. Failure to attend may jeopardise a student’s application for enrolment.

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

**UNITS 1 & 2 PROGRAM CONTENT**
At the end of Year 1 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.

**UNITS 3 & 4 PROGRAM CONTENT**
At the end of the Year 2 program students will understand:

- Standard medical terminology
- What constitutes a healthy body system
- Key features of a health/hospital work environment
- What is needed to be an effective worker in the sector.

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

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

**POSSIBLE FUTURE CAREER OPPORTUNITIES**

- Therapy Assistant
- Physiotherapy Assistant
- Occupational Assistant
- Podiatry Assistant

**INFORMATION SESSION**
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
ACM20110 CERTIFICATE II IN ANIMAL STUDIES

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

VENUE
Box Hill Institute (Elgar and City Campuses)

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

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

Box Hill Institute (City Campus)
Units 1 & 2 | Mondays | 4.00pm to 7.30pm

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

ENROLMENT TYPE - VES

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

VCE: Students who complete the VCE VET Animal Studies Program will be eligible for four units' credit towards their VCE, including two units at Units 1 and 2 level, 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. Students who receive a Units 3 and 4 sequence for ACM20110 Certificate II in Animal Studies will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

WORK PLACEMENT
Two weeks (10 days) work experience in the animal care industry must be completed prior to enrolling in the course in Term 4, 2014.

ADDITIONAL REQUIREMENTS / INFORMATION
Students seeking to enrol in a Box Hill Institute VETiS course are required to attend a compulsory full day workshop/enrolment session in Term 4 2014. Failure to attend may jeopardise a student’s application for enrolment.

Students must be in Year 11 or 12 and have completed two weeks of work experience within the animal care industry prior to commencing the course. A copy of a current tetanus vaccination and proof of work experience must be faxed to Box Hill Institute on 8892 2119 before formal enrolment in Term 4 2014.

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program aims to provide students with the basic design and development skills and knowledge to prepare them for work in the fashion industry with particular emphasis on sewing techniques and pattern making modification.

This is a hands-on qualification, in which students will be encouraged to develop their expression through a series of practical projects.

VENUES
Kangan Institute (Richmond Campus)
Siena College
Emmaus College

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

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

DAY & TIME
Kangan Institute (Richmond Campus)
Units 1 & 2 | Wednesdays | 9.00am to 1.00pm
Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm
Units 3 & 4 | Wednesdays | 1.45pm to 5.45pm

Siena College
Units 1 & 2 | Wednesdays | 1.00pm to 3.30pm
Units 1 & 2 | Wednesdays | 3.30pm to 6.00pm
Units 3 & 4 | Tuesdays | 3.30pm to 6.30pm

Emmaus College (Vermont South Campus)
Units 1 & 2 | Wednesdays | 1.30pm to 5.30pm
Units 3 & 4 | Thursdays | 1.30pm to 5.30pm

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VES

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.

VECE: Students who complete the VCE VET Applied Fashion Design and Technology program will be eligible for up to six units of credit towards their VCE, including four units at 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.

Students who receive a Units 3 and 4 sequence for the VCE VET Applied Fashion Design and Technology program will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

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

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Identifying design processes for fashion designs
• Designing and producing a simple garment
• Modifying patterns to create basic styles

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Identifying fibres and fabrics
• Embellishing garments by hand or machine
• Preparing and producing a sewn garment

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program provides students with the knowledge and skills to enhance their employment prospects in the automotive or related industries. Depending on the electives chosen, the program includes industry research, using and maintaining measuring equipment, operating electrical testing equipment, electronics, vehicle body, vehicle engine reconditioning and maintenance.

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

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

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

Ringwood Trade Training Facility (RTTF)  
RTO Number: 22475  
Website: www.rttf.vic.edu.au

DAY & TIME
Kangan Institute (ACE Docklands Campus)  
Units 1 & 2 | Wednesdays | 8.30am to 12.30pm  
Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm  
Units 3 & 4 | Wednesdays | 1.45pm to 5.45pm

Box Hill Institute (Elgar Campus)  
Units 1 & 2 | Wednesdays | 1.30pm to 6.00pm  
Units 3 & 4 | Wednesdays | 1.30pm to 6.00pm

RTTF (Ringwood Trade Training Facility)  
Units 1 & 2 | Wednesdays | 8.00am to 12.30pm  
Units 1 & 2 | Wednesdays | 1.00pm to 5.30pm  
Units 3 & 4 | Wednesdays | 1.00pm to 5.30pm

NUMBER OF STUDENT PLACES
15 places per class

ENROLMENT TYPE - VES

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

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

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

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

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

Box Hill Institute students seeking to enrol in a Box Hill Institute VETiS course are required to attend a compulsory enrolment session in Term 4 2014. Failure to attend may jeopardise a student’s application for enrolment. Students are required to provide and wear work overalls, steel cap boots and safety glasses.

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Apply safe work practices
- Carry out industry research
- Participate in basic servicing
- Use and maintain tools and equipment
- Operate electrical test equipment
- Remove and replace tyres, wheels and cylinder heads

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Dismantle and assemble fuel pump and carburettor
- Dismantle and assemble 4 stroke multi cylinder engine
- Remove and replace radiator, clutch assembly, suspension and front springs
- Operate electrical test equipment
- Recharge batteries

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program provides students with the knowledge and skills to enhance their employment prospects in the paint and panel automotive or automotive related industries. The program includes industry research, applying safe working practices, welding, panel repair and detailing.

VENUE
Kangan Institute (ACE Docklands Campus)

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

DAY & TIME
Units 1 & 2 | Wednesdays | 8.30am to 1.30pm
Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm

NUMBER OF STUDENT PLACES
15 places per class

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students who complete 22015VIC Certificate II in Automotive Studies will be eligible for four units towards their VCE, which can include two units at Units 1 & 2, and a Units 3 & 4 sequence.
ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 & 4 sequence for 22015VIC Certificate II in Automotive Studies will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

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

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Apply safe work practices
- Carry out industry research
- Set up and use welding equipment
- Carry out basic panel repair
- Apply sealants
- Maintain and test a spray gun
- Use and maintain workplace tools and equipment

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Remove and realign body panels
- Prepare surface and prime a repaired body panel
- Prepare surface and apply masking materials
- Set up body alignment equipment
- Clean a vehicle
- Cut and polish a painted body panel

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Panel beater
- Vehicle painter
- Vehicle trimmer
- Windscreen fitter
- Vehicle dismantler
- Spray Painter

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program provides students with the knowledge and skills that will enhance their employment prospects in the Building Industry. Students completing the Certificate II in Building and Construction (Bricklaying) will gain a broad knowledge of building and bricklaying in particular. The majority of the course involves practical projects and tasks giving students sound bricklaying and building skills which are currently in strong demand by industry. Underpinning theory of Building & Construction is also covered in the course.

VENUE
Holmesglen (Chadstone Campus)

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

DAY & TIME
Units 1 & 2 | Wednesdays | 8.00am to 4.00pm
Units 3 & 4 | Wednesdays | 8.00am to 4.00pm

NUMBER OF STUDENT PLACES
10 places per class

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students who complete the VCE VET Building and Construction Program (at least 360 hours) will be eligible for four units towards their VCE, including two units at Units 1 & 2, and a Units 3 & 4 sequence.

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

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

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

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

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

Unit 3 & 4 PROGRAM CONTENT
Sample competencies covered in this program include:
• Masonry blockwork
• Brick veneer construction processes
• Cavity brick construction processes

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program provides students with knowledge and skills required to enhance their employment prospects in the Building Industry. The Certificate II in Building and Construction - Carpentry provides partial completion of the pre-apprenticeship program which provides a pathway into a building and construction apprenticeship.

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

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

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

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

DAY & TIME
Holmesglen (Chadstone Campus)
Units 1 & 2 | Wednesdays | 8.00am to 4.00pm
Units 3 & 4 | Full time during school holidays | 8.00am to 4.00pm

Box Hill Institute (Elgar Campus)
Units 1 & 2 | Wednesdays | 1.15pm to 4.45pm
Units 3 & 4 | Wednesdays | 4.30pm to 8.00pm

NCAT (Northern College of the Arts and Technology)
Units 1 & 2 | Wednesdays | 8.30am to 12.30pm
Units 1 & 2 | Wednesdays | 1.30pm to 5.30pm

NUMBER OF STUDENT PLACES
15 places per class

ENROLMENT TYPE - VES

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, including two units at Units 1 & 2, and a Units 3 & 4 sequence.

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

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

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

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

Box Hill Institute students will be required to attend additional training days over the school holidays to complete the CI White Card (details TBC). Students will also need to purchase the textbook Basic Building and Construction.

Students seeking to enrol in a Box Hill Institute VETiS course are required to attend a compulsory enrolment session in Term 4, 2014. Failure to attend may jeopardise a student’s application for enrolment.

Unit 1 & 2 PROGRAM CONTENT
Sample Competencies covered in this program include:
• Levelling
• Workplace documents and plans
• Carpentry hand tools
• Sub-floor framing

Unit 3 & 4 PROGRAM CONTENT
Sample Competencies covered in this program include:
• Building Structures
• Wall framing
• Roof framing
• External cladding

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This course provides entry-level training for students seeking to undertake a wide variety of careers in Business Administration. It also aims to provide participants with the knowledge and skills that will enhance their employment prospects within a broad range of business settings.

VENUE
Swinburne Senior Secondary College

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

DAY & TIME
Swinburne Senior Secondary College
Units 1 & 2 | Wednesdays | 1.30pm to 4.30pm
Units 3 & 4 | Tuesdays | 4.30pm to 7.30pm

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VES

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in this program include:
- Occupational Health & Safety processes
- Working effectively with others
- Organising and completing daily work activities
- Creating and using spreadsheets
- Handling mail

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

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program gives students hands on experience to gain networking skills and knowledge whilst using industry current routers, hubs and switches. Students will work with highly qualified Cisco Networking Professionals to design, configure, troubleshoot and implement computer networks.

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

RTO
Ringwood Trade Training Facility
RTO Number: 22475
Website: www.rttf.vic.edu.au

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

DAY & TIME
Ringwood Trade Training Facility
Year 1 | Wednesdays | 2.00pm to 6.00pm

Box Hill Institute (Nelson Campus)
Year 1 | Wednesdays | 2.00pm to 6.00pm

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

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VES

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

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

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

WORK PLACEMENT
40 hours of work placement is strongly recommended

ADDITIONAL REQUIREMENTS / INFORMATION
Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2014. Failure to attend may jeopardise a student’s application for enrolment.

YEAR 1 PROGRAM CONTENT
Covers CCNAv51 and CCNAv5 2 competencies, including:
- Build a simple network and establish end to end connectivity
- Configure and troubleshoot network switches and routers
- Install and configure a home or small office networks

YEAR 2 PROGRAM CONTENT
Covers CCNAv5 3 and CCNAv5 4. competencies, including:
- Scale an existing network
- Establish connectivity to a wide area network (WAN)
- Build a small wireless LAN

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program provides entry-level training for a wide variety of careers in the area of Community Services, including Disability Studies, Youth Work, Occupational Therapy, Psychology, Aged Care, Child Protection, and Children's Services. In the first year, students will have the opportunity to focus on the Community Services or Children's Services sector.

VENUES
University High School
Box Hill Institute (Elgar Campus)

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

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

DAY & TIME
University High School
Units 1 & 2 | Wednesdays | 1.45pm to 4.45pm
Units 3 & 4 | Wednesdays | 1.45pm to 4.45pm

Box Hill Institute (Elgar Campus)
Units 1 & 2 | Wednesdays | 1.30pm to 4.30pm
Units 3 & 4 | Wednesdays | 1.30pm to 4.30pm

NUMBER OF STUDENT PLACES
25 places per class

ENROLMENT TYPE - VES

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

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

Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2014. Failure to attend may jeopardise a student’s application for enrolment.

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

UNIT 1 & 2 PROGRAM CONTENT
For the Community Services Stream:
Sample competencies to be covered include:
- Communicate appropriately with clients and colleagues
- Identify and address specific client needs
- Prepare for disability work

For the Children's Services Stream:
Sample competencies to be covered include:
- Ensure the health and safety of children
- Support the development of children
- Communicate with children

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies to be covered include:
- Operate under a casework framework
- Advocate for clients
- Work effectively in the leisure and health industry
- Develop an understanding of children's interests and developmental needs

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
Students will obtain a nationally recognised certificate learning and experiencing all the aspects of radio. Students will explore how the radio industry works, put together a radio documentary and prepare and present their own program on Melbourne’s youth radio station, SYN FM. This is a fun and exciting certificate that students will enjoy doing as well as being a great start for young people interested in a media career.

VENUE
Swinburne Senior Secondary College

RTO
St Kilda Youth Services Inc
RTO Number: 4103
Website:  www.skys.org.au

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

NUMBER OF STUDENT PLACES
25 places per class

ENROLMENT TYPE - VFE

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 of work placement (over the two years) is strongly recommended.

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

YEAR 1 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
- Presenting information on air

YEAR 2 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
- Recording sound

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program introduces students to the many career opportunities available for 3D artists, animators and designers. The course focuses on 3D animation and game Design, providing students an understanding of the creative potential and application of 3D animation and game software in the games, film and visual effects industry.

VENUE
Collingwood College

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

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

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE – CUF20107 VES
ENROLMENT TYPE – CUF30107 VFE

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 of work placement is strongly recommended.

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

YEAR 2 PROGRAM CONTENT
The second year advances students’ skills in 3D animation covering game design, game level creation, scripting and game development. The course concludes with the production of a fully playable game, showcasing a core game play mechanic.

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
The aim of this program is to provide young people with the technical and performance skills, knowledge and attitudes to begin the process of establishing a career in the entertainment industry.

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

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

VENUE
Swinburne Senior Secondary College

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

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

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VES

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

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

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

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

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

UNITS 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Follow safe dance practices
• Perform basic jazz dance technique
• Perform basic contemporary dance technique
• Perform basic tap technique

UNITS 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Prepare for performances
• Develop and apply creative arts industry knowledge
• Increase depth of Jazz dance technique
• Increase depth of ballet dance technique

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
Looking for a pathway to a career in design with a focus on fashion? This qualification provides a pathway to a career in fashion design through providing participants with foundation skills in design, media and art. It is for students who want to develop fundamental skills in design to prepare for further study at a higher level.

VENUES
Kangan Institute (Richmond Campus)

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

DAY & TIME
Kangan Institute (Richmond Campus)
Wednesdays | 1.45pm to 5.45pm

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VFE

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.

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

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Explore the use of colour
• Evaluate the nature of design in a specific industry context
• Explore and apply the creative design process to 2D forms
• Explore and apply the creative design process to 3D forms
• Source and apply design industry knowledge
• Participate in OHS processes
• Produce drawings to communicate ideas
• Market design product to local outlets
• Prepare design concept for a simple garment
• Draw a trade drawing for fashion design
• Produce computer image for screen printing
• Produce computer-aided drawings

PATHWAYS
• Certificate IV in Design
• Certificate IV in Interior Decoration
• Diploma of Interior Design and Decoration
• Diploma of Product Design
• Diploma of Visual Merchandising

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Fashion Designer
• Costume Designer
• Design assistant
• Digital print designer

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
 COURSE AIMS
Students will learn the basics of electrical theory and maths, and gain practical skills to help them find work in the electrical, security systems or refrigeration and air conditioning trades. They will learn how to interact with clients and deliver quality service, interpret electrical drawings and operate safely in an electrical workshop. They will also learn to identify, select and use equipment in an electrotechnology environment, and carry out general work activities.

VENUE
Box Hill Institute (Nelson Campus)

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

DAY & TIME
Year 1 | Wednesdays | 1.00pm to 6.00pm
Year 2 | Wednesdays | 1.00pm to 6.00pm

NUMBER OF STUDENT PLACES
20 places per class

CONTRIBUTION TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Block credit arrangements are available for this program. Only credit for Units 1-2 level is available.

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

ADDITIONAL REQUIREMENTS / INFORMATION
Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2014. Failure to attend may jeopardise a student’s application for enrolment.

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

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

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

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
22209VIC CERTIFICATE II IN ENGINEERING STUDIES

COURSE AIMS
The aim of this course is to provide pre-employment training and pathways in the engineering, manufacturing or related industries and accommodate entry into the wider engineering industry. Specifically, a graduate of this course may:
• Undertake a work-based apprenticeship, traineeship or cadetship leading into a range of careers as a tradesperson.
• Enrol into the Certificate III in Engineering
• Gain level entry employment in engineering or related industries.

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

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

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

Ringwood Trade Training Facility
RTO Number: 22475
Website: www.rttf.vic.edu.au

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

Box Hill Institute (Elgar Campus)
Units 1 & 2 | Wednesdays | 1.30pm to 5.30pm
Units 3 & 4 | Wednesdays | 1.30pm to 5.30pm

Ringwood Trade Training Facility
Units 1 & 2 | Wednesdays | 8.00am to 12.30pm
Units 3 & 4 | Wednesday | 1.00pm to 5.30pm

NUMBER OF STUDENT PLACES
15 places per class

ENROLMENT TYPE - VES

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

VCE: Upon completion, students are eligible for four unit credits towards their VCE, including two units at the Unit 1 & 2 level and a Unit 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the 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 of work placement is required over two years, of which at least half (40 hours) must be undertaken in the first year.

ADDITIONAL REQUIREMENTS / INFORMATION
Kangan Institute students are required to provide their own safety gear including long-sleeved overalls and leather upper boots. Students will also be required to attend a 5-day Machining Training Block at Kangan Institute (Broadmeadows Campus) during school holidays (Dates TBC).

Box Hill Institute students are required to provide their own safety gear including full length cotton drill overalls, steel-cap leather work boots and safety glasses. Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2014. Failure to attend may jeopardise a student's application for enrolment.

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

UNIT 1 & 2 PROGRAM CONTENT
• Apply basic fabrication techniques
• Use hand tools, power tools/hand held operation
• Perform basic machining processes

UNIT 3 & 4 PROGRAM CONTENT
• Handle engineering materials
• Perform computations
• Produce basic engineering sketches and drawings

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program is designed to give horse-enthusiasts an introduction to the equine industry. Students will gain essential communication skills, learn to work effectively in the industry and receive an introduction to Occupational Health and Safety procedures. Students will develop horse riding skills, learn to monitor and care for horses, and determine nutritional requirements for a range of horses.

VENUES
Box Hill Institute (Elgar and City Campuses)

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

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

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

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

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VES

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, including three units at 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
40 hours of work placement is required.

ADDITIONAL REQUIREMENTS / INFORMATION
Students are required to:
• Have a current tetanus vaccination
• Have current Ambulance cover
• Purchase a book (Horse Sense 2nd Edition by Huntington, Myers & Owens)
• Attend the Box Hill Institute compulsory Orientation day and a compulsory Practical Workshop (applies to Units 1 & 2 students only)

Students seeking to enrol in a Box Hill Institute VETiS course are required to attend a compulsory enrolment session in Term 4 2014. Failure to attend may jeopardise a student’s application for enrolment.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies delivered in the first year include:
• Provide daily care for horses
• Provide basic emergency life support
• Handle horses
• Equine anatomy

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

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
Coordinating festivals, weddings, conferences, special events or functions requires certain skills. This Certificate aims to provide an insight into the events industry and the skills and knowledge required to be successful in this career.

VENUE
Holmesglen (Waverley Campus)

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

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

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VFE

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 of work placement is strongly recommended.

YEAR 1 PROGRAM CONTENT
You will learn how to communicate event ideas, gather information, plan and organise activities, work in teams and solve problems. You will develop and promote a themed event and prepare an event proposal for an ‘in house’ customer and an end of year event. Sample competencies include:
• Develop event concepts
• Access and Interpret product information
• Operate an online information system
• Source and provide Australian destination information and advice
• Make presentations

YEAR 2 PROGRAM CONTENT
The focus for the second year is to further develop your skills and knowledge of the events industry, meeting management, team building, client liaison and event coordination. Sample competencies include:
• Provide event staging support
• Perform office procedures
• Provide venue information and assistance
• Organise in house events or functions
• Select event venues and sites
• Design and produce business documents

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
SIS30310 CERTIFICATE III IN FITNESS

COURSE AIMS
This certificate is the foundation upon which all other fitness qualifications are built. It will teach you the basics of anatomy, physiology, nutrition, fitness evaluation, program design, and how to instruct exercise safely and effectively.

VENUE
Ashwood College

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

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

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: VCE credits are available through block credit.
ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. 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
150 hours of work placement over two years is required.

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

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

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

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Exercise instructor (Gym)
• Exercise instructor (Group exercise)
• Exercise instructor (Aqua)

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
Students will learn how to arrange flowers in an attractive manner and create floral designs for all types of occasions, how to recognise plants, how to look after flowers and how to display floristry stock. They will also learn how to cut and wire plants and create arrangements such as bouquets, posies and wreaths and how to deal with the public in a pleasant and helpful manner.

VENUE
Holmesglen (Waverley Campus)

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

DAY & TIME
Year 1 | Wednesdays | 9.00am to 3.30pm
Year 2 | Wednesdays | 9.00am to 3.30pm

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VFE

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include: Learning the skills, knowledge and attitudes required for effective communication with customers and other staff in the workplace, establishing contact with customers, processing information, working in a team, maintaining personal presentation, following routine instructions, reading and interpreting retail documents and using numbers in the workplace, operating retail equipment, recognising plants, preparing and displaying floristry stock.

YEAR 2 PROGRAM CONTENT
- Sample competencies covered in the second year include:
  - Performing routine housekeeping duties
  - Performing stock control procedures
  - Caring for floristry stock and merchandise
  - Providing service to floristry customers
  - Assembling and preparing floristry products

PATHWAYS
- Certificate III in Floristry qualification

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIDS
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, as well as core skills in Cabinet Making.

VENUE
Swinburne Senior Secondary College

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

DAY & TIME
Units 1 - 4 | Tuesdays | 4.00pm to 8.00pm

NUMBER OF STUDENT PLACES
20 places per class

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Upon completion students are eligible for up to five units’ credit towards their VCE. Three units at the Unit 1 & 2 level and a Unit 3 & 4 sequence.
ATAR: Students wishing to receive an ATAR contribution for the 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 of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS / INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid module (HLTFA211A Provide basic emergency life support). Students will need to undertake a two-part process, including:
1. Complete theory component online in their own time; and
2. Attend a one day practical training session either during the Term 1, 2 or 3 school holidays.

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
- Prepare surfaces for finishing

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Assemble furnishing components
- Read and interpret documents
- Construct furniture using leg and rail method

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
SIH20111 CERTIFICATE II IN HAIRDRESSING

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

This course allows students to develop their creative and practical skills within a real salon setting, and is very hands-on and focused on developing employability skills. Training is delivered at two excellent hairdressing facilities located at Albert Park and Richmond.

VENUES
Avidity, Albert Park
Lynall Hall Community School

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

DAY & TIME
Avidity | Albert Park
Year 1 | Wednesdays pm to 4.45pm

Lynall Hall Community School
Year 1 | Wednesdays | 1.45pm to 4.45pm

NUMBER OF STUDENT PLACES
15 places per class

ENROLMENT TYPE - VFE

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

Please note this is a one year program.

WORK PLACEMENT
80 hours of work placement is required.

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

YEAR 1 PROGRAM CONTENT
Sample competencies include:
• Effective communication in the workplace and working effectively in a retail environment
• Greet and prepare clients for salon services
• Perform shampoo and basin treatment services
• Perform head, neck and shoulder massage
• Dry hair to shape
• Maintain and organise tools, equipment and work areas
• Conduct financial transactions
• Product merchandising
• Recommend hair, beauty and cosmetic products and services

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This course offers students the opportunity to acquire a wide range of skills. They will learn how to build retaining walls and lay paving, maintain gardens, test soil, drive a tractor, use a ride on mower and identify pests and diseases in plants. It is a great course for students who want to work outdoors in a variety of roles.

The course also provides an introduction to careers in areas such as gardening, landscape gardening, nurseries, turf management, floriculture and arboriculture. Undertaken at Holmesglen specialised horticulture training centre, this course is a great introduction to the horticulture industry.

VENUE
Holmesglen (Waverley Campus)

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

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

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

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students will be eligible for up to two or more units at Units 1 & 2 level, and a Units 3 & 4 sequence.
ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 and 4 sequence for VCE VET Horticulture will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

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

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Apply chemicals under supervision
- Assist with the operation of pressurised irrigation
- Lay paving
- Participate in OHS processes
- Recognise plants
- Support turf establishment
- Work effectively in the industry
- Participate in environmentally sustainable work practices

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Assist with landscape construction work
- Operate basic machinery and equipment
- Undertake propagation activities
- Plant trees and shrubs
- Prune shrubs and small trees
- Treat plant pests, diseases and disorders
- Determine basic properties of soil and/or growing media

PATHWAYS
Upon completion of this course, students may transition directly into an apprenticeship within selected fields, or into a Diploma of Horticulture.

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
**DUAL PROGRAM - SIT20212 CERTIFICATE II IN HOSPITALITY AND SIT20312 CERTIFICATE II IN KITCHEN OPERATIONS (PARTIAL COMPLETION)**

**COURSE AIMS**
The dual program provides an incredible opportunity for students to undertake two qualifications simultaneously - SIT20312 Certificate II in Kitchen Operations (partial completion) and SIT20212 Certificate II in Hospitality, while also receiving additional credits towards their VCE/VCAL. The dual program provides participants with an overview of the hospitality industry as well as the necessary training and skills development for the achievement of competence in both Food Preparation and Food and Beverage Service.

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

**VENUES**
Carey Baptist Grammar School  
Melbourne Girls College  
Princes Hill Secondary College  
Swinburne Senior Secondary College  
University High School

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

**DAY & TIME**
Carey Baptist Grammar School (Kew Campus)  
Units 1 & 2 | Tuesdays | 4.00pm to 8.00pm

Melbourne Girls College  
Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm

Princes Hill Secondary College  
Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm

Swinburne Senior Secondary College  
Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm

University High School  
Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm

Students will also be required to complete four units online by the end of July 2015.

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

**ENROLMENT TYPE - VES**

**CONTRIBUTION TO VCAL/VCE**

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

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

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

**WORK PLACEMENT**
Students will be required to undertake a compulsory 40 hour back-of-house placement and an additional 40 hour front-of-house placement in commercial premises with an operational bar and dining area before the end of October 2015.

**ADDITIONAL REQUIREMENTS / INFORMATION**
Students are required to wear a full chef's uniform during practical classes. Uniforms can be purchased from the IMVC (details to be provided at Information session). Students will also need to wear a white shirt and black during their front of house practical placement.

**PROGRAM CONTENT**
Sample competencies include:
- Prepare simple dishes
- Use food preparation equipment
- Clean kitchen premises and equipment
- Produce dishes using basic methods of cookery
- Provide responsible service of alcohol
- Show social and cultural sensitivity

**PATHWAYS**
- Certificate II in Kitchen Operations (Units 3 & 4/Second Year)
- 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
- Kitchen Hand
- Waiter/Barman
- Hotel/Resort Manager
- Housekeeping
- Tourism Manager

**INFORMATION SESSION**
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
**COURSE AIMS**
This program provides students with the skills and knowledge to be competent in a range of kitchen functions and activities to work in various hospitality enterprises where food is prepared and served. Upon successful completion students will be eligible to receive the SIT20312 in Kitchen Operations.

**VENUES**
- Carey Baptist Grammar School
- Melbourne Girls College
- Princes Hill Secondary College
- University High School
- Swinburne Senior Secondary College
- Lynall Hall Community School

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

**DAY & TIME**
- Carey Baptist Grammar School (Kew Campus)
  - Units 1 & 2 | Tuesdays | 4.00pm to 8.00pm
- Melbourne Girls College
  - Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm
- Princes Hill Secondary College
  - Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm
- University High School
  - Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm
- Swinburne Senior Secondary College
  - Units 1 & 2 | Wednesdays | 1.45pm to 5.45pm
  - Units 3 & 4 | Tuesdays | 4.30pm to 8.30pm
- Lynall Hall Community School
  - Units 3 & 4 | Mondays | 4.00pm to 8.00pm

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

**CONTRIBUTION TYPE - VES**

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

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

**ATAR:** Students wishing to receive an ATAR contribution for the 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 of 40 hours back-of-house work placement in each year.

**PREREQUISITE – for Units 3 & 4**
Students who express an interest in Units 3 & 4 (ie second year of the course), will need to have successfully completed all units of competency in Units 1 & 2 (ie first year of the course).

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

**UNIT 1 & 2 PROGRAM CONTENT**
Sample competencies include:
- Maintain the quality of perishable items
- Participate in safe work practices
- Produce dishes using basic methods of cookery
- Prepare simple dishes
- Use food preparation equipment

**UNIT 3 & 4 PROGRAM CONTENT**
Sample competencies include:
- Prepare vegetables, fruit, eggs and farinaceous dishes
- Prepare appetisers and salads
- Prepare stocks, sauces and soups
- Prepare hot and cold desserts

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

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

**INFORMATION SESSION**
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
SIT20213 CERTIFICATE II IN HOSPITALITY (FRONT OF HOUSE) SECOND YEAR

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

VENUE
William Angliss Institute

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

DAY & TIME
Units 3 & 4 | Wednesdays | 2.00pm to 6.00pm
Practical classes in the William Angliss Restaurant are also scheduled throughout the year with students required to attend from 4pm to 10pm on Wednesdays (Dates TBC).

NUMBER OF STUDENT PLACES
40 places are available in this program

ENROLMENT TYPE - VES

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

PREREQUISITE

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

ADDITIONAL REQUIREMENTS / INFORMATION

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

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies include:
• Prepare and serve non-alcoholic beverages
• Prepare and serve espresso coffee
• Serve food and beverages
• Provide advice on food

PATHWAYS
• Certificate III in Hospitality
• Certificate IV in Hospitality
• Diploma of Hospitality (Management)
• Advanced Diploma of Hospitality (Management)
• Bachelor of Tourism and Hospitality Management

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
ICA30111 CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (PARTIAL COMPLETION)

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

VENUE
Mount Waverley Secondary College

RTO
Ringwood Trade Training Facility
RTO Number: 22475
Website: www.rttf.vic.edu.au

DAY & TIME
Units 1 & 2 | Wednesdays | 1.25pm to 4.30pm
Units 3 & 4 | Wednesdays | 1.25pm to 4.30pm

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VES

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, including two units at Units 1 and 2, and a Units 3 and 4 sequence.
ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

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

UNIT 1 & 2 PROGRAM CONTENT
Units 1 and 2 include core units such as:
• Integrating and operating commercial computing packages
• Designing organisational documents
• Installing software applications

UNIT 3 & 4 PROGRAM CONTENT
Units 3 and 4 offer scored assessment and includes units such as:
• Using advanced features of computer applications
• Installing and managing network protocols
• Connecting internal hardware components
• Managing customer relationships

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This course covers a range of technologies including basic electrical theory, electronic components, programmable logic devices, computer networking, sustainable energy and maintenance of rechargeable battery banks. The course is delivered using the project driven learning concept. The major project involves the students designing and building two energy efficient vehicles, then competing in a 24 hour energy efficiency trial.

VENUE
NCAT (Northern College of the Arts and Technology)

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

DAY & TIME
NCAT (Northern College of the Arts and Technology)
Units 1 & 2 | Wednesdays | 1.30pm to 5.30pm
Units 3 & 4 | Thursdays | 1.30pm to 5.30pm

NUMBER OF STUDENT PLACES
5 places per class

ENROLMENT TYPE - VES

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 a Unit 3 & 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 hours of work placement (over two years) is required.

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in 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
• Carry out a shared technology project

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Electrician
• Electronics technician
• Computer assembler
• Data communications technician

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This course is designed to develop the knowledge and skills required for the selection and coordination of interior furnishings and finishes in the decoration of domestic and commercial interiors. You study interior decoration and will learn the practical skills and knowledge to plan and implement creative design and decoration solutions for commercial and residential applications.

You will also learn skills in computing (CAD), presentation methods, restoration decoration, soft and hard material application, colour theory and lighting design. You will have the opportunity to use Photoshop, Illustrator, Word and Excel during the program, which will assist you in developing fantastic portfolios, required in the application for all art-based courses.

VENUE
Holmesglen (Chadstone Campus)

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

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

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

ENROLMENT TYPE - VFE

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 of work placement is strongly recommended.

YEAR 1 PROGRAM CONTENT
Sample competencies covered include:
• Explore the use of colour
• Style a retail display
• Source and specify decoration products

YEAR 2 PROGRAM CONTENT
Sample competencies covered include:
• Advise customers on interior decoration
• Create visual design components
• Provide technical advice to customers

PATHWAYS
Upon completion of the course, you may undertake a broad range of further study from Certificate, Diploma and Advanced Diploma courses in interior design and decoration.

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Interior designer
• Interior decorator
• Set (TV or film) designer
• Corporate (office or reception) designer
• Visual Merchandiser (shopfront)

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This course will provide students with knowledge of the Australian criminal justice system and the social and legal context in which it operates. The course provides a sound grounding in workplace skills, knowledge of organizations and management practice, legal knowledge to work effectively in the justice field, and the research skills necessary to undertake projects.

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

VENUE
Kangan Institute (Richmond Campus)

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

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

NUMBER OF STUDENT PLACES
16 places per class

ENROLMENT TYPE - VFE

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 of work placement is strongly recommended.

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

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Work in a legal environment
• Uphold and support the Values and Principles of Public Service
• Introduction to the Criminal Justice System

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Work within the current industrial relations climate
• Apply principles and practice for management and leadership in a justice environment
• Implement the mediation process in a justice environment

PATHWAYS
• Diploma of Justice
• Advanced Diploma of Justice

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This is an entry level course for laboratory personnel in many industry sectors, including construction, materials testing, environmental monitoring, food testing, pathology testing and mineral assaying.

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

VENUE
Saturn Centre (Box Hill High School)

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

DAY & TIME
Units 1 & 2 | Wednesdays | 1.00pm to 5.00pm
Units 3 & 4 | Wednesdays | 1.00pm to 5.00pm

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

ENROLMENT TYPE - VES

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

VCE: Students who complete the Certificate III in Laboratory Skills will be eligible for up to four units’ credit towards their VCE, including two units at Units 1 and 2, and a Units 3 and 4 sequence.

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

WORK PLACEMENT
80 hours of work placement is strongly recommended.

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

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Planning and conducting laboratory work
• Safe laboratory practice
• Receiving and preparing samples
• Performing basic tests

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Quality controls and objectives
• Aseptic techniques
• Preparing solutions
• Microscopic examination
• Culture media

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
MAKING ALTERNATIVES POSSIBLE (MAP)

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

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

VENUES
Inner Melbourne
iLounge, North Melbourne

City of Boroondara
Venue to be confirmed

DAY & TIME
6 October – 12 December 2014
Monday, Tuesday, Thursday and Friday
9.00am to 3.00pm

NUMBER OF STUDENT PLACES
15 places per class

WORK PLACEMENT
Students are required to complete a 40 hour placement

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This course will enable students to develop skills in designing for a range of specific audiences and working with audio, video, photography, complex Graphics, web design, motion graphics and 2D animation. Successful completion of the Certificate will support students entering further studies and enhancing opportunities for other vocational and post-secondary educational pathways.

VENUES
Princes Hill Secondary College
Swinburne Senior Secondary College
i-Lounge

RTO
Kangan Institute (for Princes Hill Secondary College and Swinburne Senior Secondary College)
RTO Number: 0306
Website: www.kangan.edu.au

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

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

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

i-Lounge
Units 1 & 2 | Wednesdays | 1.45pm to 4.45pm

NUMBER OF STUDENT PLACES
15 places per class

ENROLMENT TYPE - VES

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 of work placement is strongly recommended.

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

UNIT 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.

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.
- Students 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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program enables students to apply a broad range of knowledge and skills in varied work contexts in the music industry. The VETiS course prepares students for work in the music industry in areas such as performance, critical listening, music management and music promotions.

VENUES
Swinburne Senior Secondary College
Ashwood College
Lynall Hall Community School

RTO
Australian College of the Arts Pty Ltd
RTO Number: 0109
Website: www.collarts.edu.au

DAY & TIME
Swinburne Senior Secondary College (delivering CUS20109)
Units 1 & 2 | Mondays | 4.30pm to 8.00pm

Lynall Hall Community School (delivering CUS30109)
Units 1 & 2 | Wednesdays | 1.30pm to 4.30pm

Ashwood College (delivering CUS30109)
Units 1 & 2 | Wednesdays | 1.30pm to 3.30pm
Units 3 & 4 | Wednesdays | 1.30pm to 3.30pm

Swinburne Senior Secondary College (delivering CUS30109)
Units 3 & 4 | Wednesdays | 5.00pm to 8.30pm

NUMBER OF STUDENT PLACES
15 -20 places per class

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students who complete Certificate II in Music receive two units of credit at the Unit 1 and 2 sequence. Students who successfully complete Certificate III in Music will be eligible for up to five units’ credit towards their VCE, including 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 of work placement (over two years) is recommended.

PREREQUISITES
All students are required to have ownership of a musical instrument and evidence that they access private music tutorials on a weekly basis (e.g. letter from their teacher); or evidence that they attend professional singing lessons.

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Implement copyright arrangements
• Work effectively in the music industry
• Follow occupational health and safety procedures
• Make a music demo
• Compose simple songs or musical pieces
• Write song lyrics
• Prepare for performances
• Assist with sound recordings

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Develop technical skills in performance
• Develop improvisation skills
• Apply knowledge of genre to music making
• Develop and maintain stagecraft skills
• Perform music as a soloist or as part of a group

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Musician
• Music Technician
• Singer
• Songwriter
• Stage Producer
• Director
• Stage Manager
• Session Musician
• Performer
• Band member
• Promoter
• Arranger

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
The course in outdoor recreation provides students with the skills and knowledge to competently demonstrate their capability in outdoor recreation environments, and assist with the conduct of a range of outdoor activities. Work in the outdoor recreation industry will be undertaken in field locations such as camps, or in indoor recreation facilities, and in a variety of environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

VENUES
CBC - St Kilda
Holmesglen (Waverley Campus)

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

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

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

Holmesglen (Waverley Campus)
Units 1 & 2 | Wednesdays | 1.30pm to 4.30pm

NUMBER OF STUDENT PLACES
20 places are available in this program

ENROLMENT TYPE - VES

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

VCE: Students completing this program will be eligible for up to three units’ credit at Units 1 and 2.

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

Please note this is a one year program.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Demonstrate basic off-road cycling skills
• Select, set up and maintain a bike
• Demonstrate snorkelling activities
• Use and maintain a temporary or overnight site
• Demonstrate simple kayaking skills
• Demonstrate basic cross country skiing skills

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

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
**22138VIC CERTIFICATE II IN PLUMBING PRE-APPRENTICESHIP**

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

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

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

**RTO**
Box Hill Institute
RTO Number: 4687
Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

NCAT (Northern College of the Arts and Technology)
RTO Number: 6736
Website: [www.ncat.vic.edu.au](http://www.ncat.vic.edu.au)

**DAY & TIME**
Box Hill Institute (Elgar Campus)
Year 1 | Wednesdays | 4.30pm to 8.00pm
Year 2 | Wednesdays | 4.30pm to 8.00pm

NCAT (Northern College of the Arts and Technology)
Year 1 | Wednesdays | 8.30am to 12.30pm
Year 2 | Thursdays | 1.30pm to 5.30pm

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

**ENROLMENT TYPE - VFE**

**CONTRIBUTION TO VCAL/VCE**

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

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

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

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

**PREREQUISITES**
It is recommended participants have a minimum sound achievement of Year 10 Maths and English or equivalent, and an aptitude for practical work.

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

Box Hill Institute students must have leather upper work boots, blue overalls, pair of clear safety glasses (AS/NZS 1337:1992), pair of oxy welding glasses (AS/NZS 1338.1), pair of ear muffs/ear protection, required text available from the Box Hill Institute Bookshop Basic Plumbing Skills - 2nd Edition.

**YEAR 1 PROGRAM CONTENT**
Sample competencies covered in the first year include:
- Apply OHS requirements, policies and procedures
- Use basic plumbing hand tools and power tools
- Use plumbing pipes, fittings and fixtures
- Use basic electric welding equipment and techniques
- Cut and penetrate building materials and structures
- Fabricate simple plumbing pipe systems
- Apply basic sheet metal practices

**YEAR 2 PROGRAM CONTENT**
Sample competencies covered in the second year include:
- Work effectively and sustainably in the construction industry
- Provide basic emergency life support
- Apply basic levelling procedures
- Carry out measurements and calculations
- Read and interpret plans and specifications
- Produce technical drawings

**PATHWAYS**
Certificate III in Plumbing, Refrigeration and Air Conditioning or other Certificate III programs within the Building qualifications.

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
Once you have successfully completed your Certificate II in Plumbing (Prevocational), you may decide to pursue further study as an apprentice or trainee. Some of the opportunities available in the Plumbing industry include:
- Sanitary and gas fitter plumbing
- Heating and Ventilating (sustainable plumbing)
- Domestic, Commercial and industrial plumbing
- Refrigeration

**INFORMATION SESSION**
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This one year program is designed as an entry point to the makeup industry and includes a comprehensive makeup and skin care training kit. This program is ideal for students interested in a career as an in-store cosmetics consultant or as a pathway to a professional makeup artist qualification.

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

VENUES
Avidity, Albert Park
Lynall Hall Community School

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

DAY & TIME
Avidity, Albert Park
Year 1 | Tuesdays | 4.00pm to 7.00pm

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

NUMBER OF STUDENT PLACES
15 places per class

ENROLMENT TYPE - VFE

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

WORK PLACEMENT
40 hours of work placement is required.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Communicate in the workplace
• Work effectively in a retail environment
• Conduct financial transactions
• Merchandise products
• Recommend hair, beauty and cosmetic products and services
• Sell Products and Services
• Perform head, neck and shoulder massage
• Apply safe working practices
• Demonstrate retail skin care products
• Design and apply makeup
• Organise and maintain work areas
• Create a display
• Design and apply makeup for photography
• Minimise theft
• Provide service to clients

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Makeup Artist
• Retail Cosmetic Consultant
• Beauty Therapist
• Retail Cosmetic Manager

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
This program enables students to combine skills and undertake a range of activities required in order to support the operation of facilities such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres.

VENUES
Melbourne High School (Aquatics and General Streams)
Camberwell High School (Basketball)

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

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

DAY & TIME
Melbourne High School
Units 1 & 2 | Wednesdays | 2.00pm to 5.00pm (Aquatic)
Units 3 & 4 | Wednesdays | 2.00pm to 5.00pm (General)

Camberwell High School (Basketball)
Units 1 & 2 | Wednesdays | 1.45pm to 4.45pm

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VES

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

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

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

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

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

ADDITIONAL REQUIREMENTS / INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid module (HLTAID311A Provide First Aid) in the school holidays. Dates TBC.
COURSE AIMS
The Certificate III in Sports Coaching introduces secondary students to equestrian coaching. Coaching skills are extremely valuable and versatile for people who want to work as a coach in an equestrian centre, a pony club, as a private coach, or at a sports club.

Students who achieve competency will acquire the skills and knowledge to observe the performance of sports and riding participants, establish training plans, communicate clear instructions, conduct and evaluate individualised and team based training and riding programs.

Delivery comprises a combination of theory classes, practical training and work placement observations which supplements the exposure of students to the industry and aids in the creation of important industry contacts.

VENUE
Box Hill Institute (Elgar Campus)

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

DAY & TIME
Year 1 | Wednesdays | 3.00pm to 6.30pm

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE – VFE

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
10 hours of work placement per year, is required

ADDITIONAL REQUIREMENTS/INFORMATION
Students need Year 9 Maths. Course is only open to Year 11 and 12 students who have successfully completed 21908VIC Certificate II in Equine Industry or 22246VIC Certificate II in Equine Studies.

Students are also required to: have a current tetanus vaccination; current ambulance cover; and attend the Box Hill Institute compulsory orientation day.

YEAR 1 PROGRAM CONTENT
Sample competencies include:
• Provide first Aid
• Coach beginner or novice participants to develop fundamental motor skills
• Plan and deliver coaching programs
• Customise coaching for athletes with specific needs
• Maintain sport, fitness and recreation equipment for activities
• Apply first aid for horses

PATHWAYS
• Diploma of Horse Industry Management (Performance Horse)
• Diploma of Sport Development
• Diploma of Sport and Recreation Management
• Diploma of Events
• Certificate IV in Fitness

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Equine Coach
• Equestrian Centre Management
• Sports coach
• Sports Management

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.

SIS30713 CERTIFICATE III IN SPORTS COACHING (SPECIALISING IN EQUINE COACHING)
COURSE AIMS
This program aims to provide students with the broad-based knowledge and skills required to work in the music industry in a range of areas such as recording, mixing and editing sound sources. Students will gain competencies that will enhance their employment opportunities within the music industry, and a recognised qualification that will assist them in making a more informed choice when considering vocational and career pathways.

VENUES
Swinburne Senior Secondary College
Sydney Road Community School

RTO
Australian Centre for Advanced Studies Inc (for Swinburne Senior SC)
RTO Number: 50392
Website: www.acas.edu.au

Northern Melbourne Institute of TAFE
RTO Number: 3075
Website: www.nmit.edu.au

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

Sydney Road Community School
Units 1 & 2 | Wednesdays | 9.00am to 1.30pm
Units 3 & 4 | Wednesdays | 1.30pm to 4.30pm

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students who complete this course will be eligible for up to five units’ credit towards their VCE, including 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 of work placement (over two years) is recommended.

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Work effectively with others
• Manage own work and learning
• Source and apply entertainment industry knowledge
• Follow occupational health and safety procedures
• Implement copyright arrangements
• Assist with sound recordings
• Perform basic sound editing

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Select and manage microphones and other audio input sources
• Apply a general knowledge of audio to work activities
• Record and mix a basic music demo
• Provide sound reinforcement
• Set up and disassemble audio equipment

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

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
COURSE AIMS
The tourism industry is an ever changing and exciting industry to work in. Throughout the course students will learn about the different career prospects the tourism industry can offer. They will discover Australian and International destinations and learn how to promote overseas cities. They will also develop the skills and knowledge to organise a customer’s dream holiday from start to finish.

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

Kangan Institute students will have the opportunity to undertake studies in airline reservations in the second year of the program, learning about airfares and ticketing at Melbourne CBD and Tullamarine Airport.

VENUES
Kangan Institute (Richmond Campus)
Holmesglen (Waverley Campus)

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

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

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

Holmesglen (Waverley Campus) (delivering SIT30112)
Year 1 | Wednesdays | 1.30pm to 5.00pm
Year 2 | Wednesdays | 1.30pm to 5.00pm

NUMBER OF STUDENT PLACES
20 places per class

ENROLMENT TYPE - VFE

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 of work placement is strongly recommended.

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

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:

• Develop and update tourism industry knowledge
• Access and interpret product information
• Operate an online information system
• Construct domestic airfares
• Source and provide Australian destination information and advice

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:

• Sell tourism products and services
• Prepare quotations
• Process travel related documentation
• Source and provide international destination information and advice
• Create electronic presentations
• Create a promotional stand
• Use business technology

PATHWAYS
• Certificate IV in Tourism
• Diploma of Tourism

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

• Event Manager
• Travel Consultant
• Reservation Sales Agent
• Tour guide
• Theme Park attendant

INFORMATION SESSION
An information session will be held in Term 4 for prospective students. Attendance at this session is compulsory for first year and/or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 64.
Transitions on Track is a suite of courses specifically designed for young people with a disability who want to learn about a specific industry, while developing employability skills.

Two courses will be offered in 2015.

Transitions on Track - Ready Set Go is a Sport and Recreation flavoured employment preparation course for young people with a disability/learning needs.

Using units of competency from the Certificate I in Vocational Preparation and Certificate II in Sports and Recreation, Ready Set Go will assist the student to develop employability skills for the Sports and Recreation field. Students will explore the options for employment or further training in this field through meeting with sports professionals, real industry visits and creating their own recreation portfolio.

Ready Set Go will provide the student with a stepping stone into further training and career pathways into this growing industry.

Transitions on Track - Animate Your Life is a media industry flavoured employment preparation course for young people with a disability/learning needs.

Animate Your Life will help students to develop employability skills for the Creative Industries (Media) field. Students will explore the options for employment or further training in this field through meeting with media professionals, real industry visits and creating their own DVD show reel.

Animate Your Life will provide students with a pathway into further training and career pathways into this exciting industry.

**VENUES**

- Ready Set Go
  - City of Boroondara, venue to be confirmed
- Animate Your Life
  - iLounge, North Melbourne

**DAY & TIME**

- Ready Set Go:
  - Thursday, 10.00am to 3.00pm
  - 5th March – 25th June (Semester I)
- Animate Your Life:
  - Thursday, 10.00am to 3.00pm
  - 16th July – 5th November (Semester II)

**NUMBER OF STUDENT PLACES**

15 places per class

**ADDITIONAL INFORMATION**

These courses are aimed at 15-19 year olds with a disability/learning needs who may have difficulties or specific conditions which require learning support. Students who wish to participate must complete the expression of interest form and be able to demonstrate:

- 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.

We welcome the opportunity to discuss the students’ specific learning needs and / or suitability for the program.
SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS

School Based Apprenticeships and Traineeships (SBATs), also known as Australian School Based Apprenticeships (ASbAs), enable students to work part-time as a paid apprentice or trainee, while completing their VCAL or VCE.

SBATs usually take one or two years to complete, and can be tailored to the needs of individual students, ensuring that the program fits in with their studies.

Through the SBAT program, students can get ahead in their career of choice, try the job they are considering and make important industry connections before they leave school.

The IMVC has facilitated SBATs across a variety of industries, including Business Administration, Childcare, Aged Care, Information Technology, Fitness, Multimedia and Hospitality, and programs can be arranged in most industry areas.

To be eligible for an SBAT, the student must be:
• 15 years of age or over at the time of commencement
• 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.

HOW IT WORKS
Each SBAT consists of at least 7 hours of employment and 6 hours of training with a Registered training Organisation (RTO), each week.

Employment hours are undertaken during the school week, and training hours can be averaged over three periods of four months per year. This means a student can undertake training one day per week during school hours, or attend a block of time at regular intervals over the year.

HOW TO APPLY
If you are interested in undertaking an SBAT, please complete and the Expression of Interest Form below and return this page to:
IMVC
Level 1, 71 Palmerston Crescent
South Melbourne VIC 3205
Email reception@imvc.com.au
Fax 03 3686 3572

If you have questions about SBATs and the industry options available, please contact the IMVC on 03 9686 2354.

SBAT EXPRESSION OF INTEREST

Family name or surname: ___________________________        Female ☐ Male ☐
Given names: ___________________________
School: ___________________________  Year Level: __________
Address: ___________________________
Suburb: ___________________________  Post code: __________
Mobile phone: ___________________________  Home phone: __________
Email: ___________________________
Date of birth: ___________________________  Are you a VCE or VCAL Student? ☐ VCE ☐ VCAL
Are you an ESL Student? Yes ☐ No ☐ Are you an Aboriginal or Torres Straight Islander? ☐ Yes ☐ No ☐
Do you have any disabilities/ known allergies? Yes ☐ No ☐
If yes please specify (especially if you routinely carry medication):
I am interested in a SBAT in the following industry areas (list in order of preference):

i ___________________________
ii ___________________________
iii ___________________________

Privacy Statement
The IMVC collects information as required to administer and manage 2015 Expression of Interest applications. The IMVC is committed to protecting the information collected for this purpose and will only pass on details to relevant education providers and/or RTOs delivering 2015 courses/programs. For further information please refer to page 65.
For information on how to select and apply for a 2015 program, please read the step-by-step process outlined on page 9.

If you have questions about applying or completing the expression of interest form, contact the IMVC on 03 9686 2354 or email reception@imvc.com.au.
First Year or Unit 1 & 2 students expressing an interest in 2015 VETiS or Pathway programs are required to attend a compulsory parent and student information session. Course content and requirements will be outlined and ample time will be provided to answer questions. Non-attendance at the information session may result in cancellation of 2015 expressions of Interest applications.

<table>
<thead>
<tr>
<th>VET PROGRAM</th>
<th>VENUE</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Holmesglen</strong> Allied Health, Building-Bricklaying, Building-Carpentry, Events, Interior Decoration, Horticulture, Floristry, Outdoor Recreation, Tourism and Pathway Programs</td>
<td>Holmesglen (Waverley Campus) Building 12, Room 12.01.01 95 Waverley Road, Glen Waverley</td>
<td>Wednesday 15 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Kangan</strong> Allied Health, Applied Fashion, Engineering, Justice and Tourism</td>
<td>Kangan Batman TAFE (Richmond) Cremorne Street, Richmond</td>
<td>Wednesday 29 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Box Hill</strong> Automotive, Building, Electrotechnology, Engineering and Plumbing</td>
<td>Box Hill Institute Elgar Road Campus 465 Elgar Road, Box Hill</td>
<td>Tuesday 21 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Box Hill</strong> Allied Health, Animal Studies, CISCO, Community Services, Equine, Sports Coaching</td>
<td>Box Hill Institute Elgar Road Campus 465 Elgar Road, Box Hill</td>
<td>Wednesday 22 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Kangan and RTTF</strong> Automotive and Business</td>
<td>Kangan Batman TAFE (Docklands) 1 Batman Hill Road, Docklands</td>
<td>Tuesday 28 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Hospitality, Kitchen Operations, Making Alternative Possible (MAP)</strong></td>
<td>Melbourne High School Memorial Hall T29 and Room T21 Forrest Hill, South Yarra</td>
<td>Thursday 16 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Outdoor Recreation, Sports and Recreation, Fitness</strong></td>
<td>CBC St Kilda Hall 11 Westbury Street, East St Kilda</td>
<td>Thursday 23 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Dance, Media, Music, Technical Production, Furnishings</strong></td>
<td>Vermont SC Flexible Learning Centre Morack Road, Vermont</td>
<td>Thursday 30 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>NCAT</strong> Building, Integrated Technology and Plumbing</td>
<td>NCAT Tech Building, 62 Murray Road, Preston</td>
<td>Wednesday 5 November</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Hairdressing</strong></td>
<td>Avidity 129 Beaconsfield Parade, Albert Park</td>
<td>Tuesday 21 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Retail and Makeup</strong></td>
<td>Avidity 129 Beaconsfield Parade, Albert Park</td>
<td>Tuesday 28 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Transitions on Track</strong></td>
<td>IMVC Level 1, 71 Palmerston Crescent South Melbourne</td>
<td>Tuesday 21 October</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Sienna and Emmaus</strong> Applied Fashion, Acting, Community Services</td>
<td>Siena College Gym 815 Riversdale Road, Camberwell</td>
<td>Thursday 6 November</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Information Technology and Laboratory Skills</strong></td>
<td>Box Hill High Satern Building Whitehorse Road, Box Hill</td>
<td>Wednesday 12 November</td>
<td>7.30pm to 8.30pm</td>
</tr>
<tr>
<td><strong>Creative Industries (Broadcasting and Media)</strong></td>
<td>Elwood College VCE Centre 101 Glenhuntly Road, Elwood</td>
<td>Tuesday 11 November</td>
<td>7.30pm to 8.30pm</td>
</tr>
</tbody>
</table>
2015 EXPRESSION OF INTEREST FORM

HOW TO APPLY
1. Submit this form to your VET Coordinator or Careers Advisor by the due date as indicated by your school.
2. Complete an online application by visiting www.imvc.com.au and clicking on the VETiS Student Login under the Quick Links menu on the homepage. You will then be redirected to the Student Portal where you can submit an electronic application.
3. ‘Like’ the IMVC Facebook page at www.facebook.com/IMVCInnerMelbourneVETCluster, to receive updates about courses, classes, information sessions, careers info, news items, events, job opportunities, pathways and support.
4. Attend the compulsory course Information session in Term 4.
5. Pay program tuition/materials costs. Your school’s Careers/VET Coordinator will confirm your program by Term 4, 2014.

PART 1 – STUDENT DETAILS (PLEASE PRINT CLEARLY USING BLOCK LETTERS)
Surname: ____________________________________________
Given name: __________________________________________
Year level in 2015: ____________________________________ VCE or VCAL Student: □ VCE □ VCAL
Name of school you currently attend: ____________________________
Home address: ____________________________________________ Post code: ____________________________
Home telephone: ____________________________________________ Student’s mobile: ____________________________
Student email address: ________________________________________________
Date of Birth: ____________________________ Gender: □ Female □ Male
Are you an ESL Student? □ Yes □ No Are you an Aboriginal or Torres Straight Islander? □ 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 the following VETiS Program (provide the full course name and venue):
Course name: ____________________________________________ Venue: ____________________________
Please tick: □ Year 1 / Units 1 & 2 (or) □ Year 2 / Units 3 & 4

PART 3 – PARENT’S ENDORSEMENT
I/ We have read and understood the information regarding our child’s application for an IMVC or ENVC Cluster program in 2015 and agree to his/her application.
Parents Name: ____________________________________________ Date: ____________________________

PART 4 – VET COORDINATOR’S 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’
Teacher’s Signature: __________________________________ Date: ____________________________
Due date to lodge application: ___________________________________________________________________

Privacy Statement
The IMVC collects information as required to administer and manage 2015 Expressions of Interest. The IMVC is committed to protecting the information collected for this purpose and will only pass on details to relevant education providers and/or RTOs delivering 2015 courses/programs. For further information please refer to page 66.
PRIVACY AND USE OF INFORMATION

The IMVC uses personal information to:
• Provide and/or develop quality services and support;
• Enable us to perform related functions and activities;
• Maintain contact with stakeholders; and,
• Comply with any law, rule, regulation, lawful and binding
determination, decision or direction of a regulator, or in co-operation with a governmental body.

Personal information may be used where reasonably required for general business and reporting purposes. It may also be used for marketing purposes (including direct marketing) to keep stakeholders informed of service offerings, events, and industry developments.

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

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

Personal information may be disclosed to organisations including but not limited to:
• Department of Education
• Department of Education and Early Childhood Development
• Department of Employment
• Department of the Prime Minister and Cabinet
• Schools
• Employers
• Centrelink
• Other agencies where required by Australian Law

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

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

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

For more information on how we collect and use your personal information, please contact the IMVC on 03 9686 2354. A copy of this privacy policy can be downloaded from www.imvc.com.au.
WHAT IS AVIDITY?

Avidity is a unique combination of professional salon, training academy and social enterprise. As a social enterprise, we trade for a social purpose – all surpluses generated through the sales of our services are reinvested back into IMVC Hair and Beauty training. These programs aim to address the agendas of social inclusion, social equity and skills development.

Avidity is open as a professional salon Wednesday to Saturday. Our expert stylists are dedicated to providing a high level of service and customer care, alongside in-depth ‘look’ consultations, professional cut and colour using KEVIN.MURPHY and Revlon products, as well as professional makeup, workshops and VIP events.

COME & EXPERIENCE AUSTRALIA’S FIRST HAIRDRESSING & MAKEUP SOCIAL ENTERPRISE

$20 off any service

Simply cut out or mention this offer upon booking

Valid until 31 December 2014. For first time visits only. Not valid in conjunction with any other offer.