2024

STUDENT HANDBOOK

WYNDHAM VETDSS CLUSTER

VET DELIVERED TO SECONDARY STUDENTS (VETDSS)

DRAFT

Version Date:

22 June 2023

WYNBAY
LOCAL LEARNING & EMPLOYMENT NETWORK

THE EDUCATION STATE

VICTORIA State Government | Education and Training

WYNDHAM VETis CLUSTER

Wyndham VETDSS Cluster arrangement is founded on a spirit of co-operation between schools and with the purpose of providing a wider breadth of learning opportunities for students.

Participating Member Schools:

1. Al-Taqwa College
2. Good News Lutheran College
3. Heathdale Christian College
4. Hoppers Crossing Secondary College
5. Jennings Street School
6. Manor Lakes P-12 College
7. MacKillop College Werribee
8. Mount St. Joseph Girls' College
9. Tarneit Secondary College
10. The Grange P-12 College
11. Thomas Carr College
12. Warringa Park School
13. Werribee Secondary College
14. Wyndham Central College

PLEASE REFER ALL YOUR QUESTIONS IN THE FIRST INSTANCE TO YOUR HOME SCHOOL VET COORDINATOR.

For more information please contact:
Karen Kennedy
Partnership Manager
Wyndham and Hobsons Bay VETDSS Cluster
Mob: 0417 543 797
Email: karen@wynbayllen.org.au

Privacy notice

When a student applies for a VET course, the student's school (Home School) will assist the relevant external provider (which includes a Delivery School and/or Registered Training Organisation (RTO)) with collecting student information for the purposes of assessing the application and placement of the students in VETDSS course. The Home School's career advisor or VET coordinator will also work together with students to upload their application information into a secure online portal managed by the WynBay Local Learning Education Network, which is funded by the Victorian government.

When a student is accepted into a VET course, the Home School may assist the relevant external provider with collecting necessary student personal and health information needed for enrolment with the external provider, supporting students' educational, social and wellbeing needs, medical emergencies and other purposes stated in the Schools' Privacy Policy.

Once the student is accepted into the course, in order to ensure the safety and wellbeing of students and others, the school may also share necessary student information such as emergency contacts, health plans, foreseeable risks, or reasonable adjustments that it holds with the chosen VET course external provider (which includes the RTO and Delivery School) and where permitted by law.

If you have questions or wish to request access to the information, please contact your Home School's VET Coordinator. For more information about how government schools handle student and parent information, please see: https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx

TABLE OF CONTENTS

MANY TALENTS ONE VCE 4
WHAT IS VET DELIVERED TO SECONDARY STUDENTS PROGRAM (VETDSS)? 7
GENERAL VETDSS PROGRAM INFORMATION 10
WHAT IS A STRUCTURED WORKPLACE LEARNING (SWL)? 11
SCHOOL TO WORK PORTAL 13
CERTIFICATE III IN ALLIED HEALTH ASSISTANCE (PARTIAL COMPLETION) 15
CERTIFICATE II IN ANIMAL CARE 17
CERTIFICATE II IN APPLIED FASHION DESIGN & TECHNOLOGY 19
CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICS) 21
CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICS) "SUPPORTED PROGRAM" 23
CERTIFICATE I IN BAKING "SUPPORTED PROGRAM" – 1 YEAR COURSE ONLY 25
CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (BRICKLAYING) 27
CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY) 29
CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY) [VICTORIA UNIVERSITY] 31
CERTIFICATE III IN BUSINESS PARTIAL COMPLETION (CERTIFICATE II IN WORKPLACE SKILLS) 33
CERTIFICATE II IN CIVIL CONSTRUCTION – NEW FOR 2024 35
CERTIFICATE III IN COMMUNITY SERVICES (PARTIAL COMPLETION) 37
CERTIFICATE II IN CONSERVATION AND ECOSYSTEM MANAGEMENT "SUPPORTED PROGRAM" 39
CERTIFICATE II IN COOKERY 41
CERTIFICATE III IN DANCE (PARTIAL COMPLETION) 43
CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE 45
CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL) 47
CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL) [VICTORIA UNIVERSITY] 49
CERTIFICATE III IN EMERGING TECHNOLOGIES – NEW FOR 2024 51
CERTIFICATE II IN ENGINEERING STUDIES 53
CERTIFICATE II IN FURNITURE MAKING PATHWAYS – YEAR 1 NOT RUNNING IN 2024 55
CERTIFICATE II IN HORTICULTURE 57
CERTIFICATE II IN HOSPITALITY "SUPPORTED PROGRAM" 61
CERTIFICATE III IN INFORMATION TECHNOLOGY 63
CERTIFICATE III IN MAKE-UP (PARTIAL) 65
CERTIFICATE III IN MUSIC (PERFORMANCE) 67
CERTIFICATE III IN MUSIC (SOUND PRODUCTION) 69
CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP) 71
CERTIFICATE III IN SCREEN AND MEDIA 73
CERTIFICATE III IN SPORT & RECREATION 75
CERTIFICATE I IN TRANSITION EDUCATION (PARTIAL COMPLETION) 77
CERTIFICATE III IN VISUAL ARTS 79
VET CAREER VIDEOS 81

MANY TALENTS ONE VCE

Dear Student

Victoria's senior secondary education is changing.

From 2023, the new **VCE Vocational Major** will replace *Intermediate and Senior VCAL.* This means the VCE will recognise different students equally. The new **Victorian Pathways Certificate (VPC)** will replace *Foundation VCAL.*

Students will have more education choices, a higher-quality curriculum and better workplace experiences – preparing them for further study, training at TAFE or work.

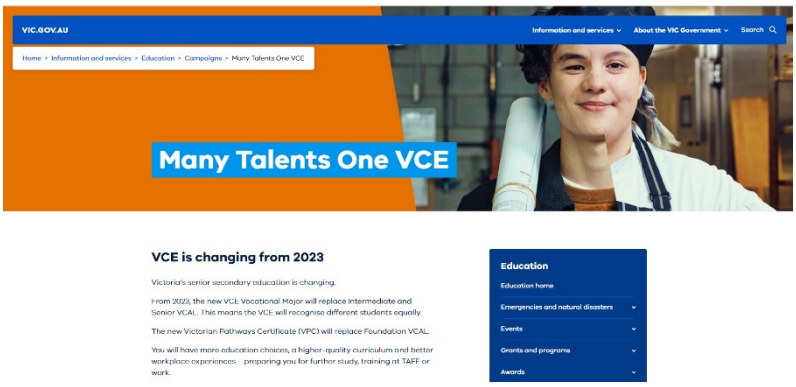
From 2023, more students will study the VCE. That is because the VCE will include the Vocational Major, a 2-year program that sits within the VCE. There will also be the Victorian Pathways Certificate for those who need flexibility in their learning. A new information and awareness campaign, Many Talents, One VCE will roll out explaining the changes.

The changes are a result of the Review into Vocational and Applied Learning Pathways in Senior Secondary Schooling (the Firth review). The review found we needed to improve vocational learning in schools. Schools currently offering VCAL will switch to the VCE Vocational Major from 2023. Some schools that do not offer VCAL will expand their options to include the VCE Vocational Major.

Now students will have greater access to high-quality, relevant vocational education and applied learning opportunities.

More information:

- Teachers and careers counsellors are available to answer questions and to support students as they make decisions about their final years at school.
- The **Many Talents One VCE webpage** provides students and parents information about the changes**.** For more information, go to: www.vic.gov.au/many-talents-one-vce



VCE and VCE Vocational Major

About VCE and the VCE Vocational Major

- The VCE Vocational Major is a 2-year applied learning program within the VCE.
- You will develop academic and work-related skills, knowledge and confidence.
- It will prepare you for work and further education and training.
- When you graduate from secondary school, you'll graduate with the Victorian Certificate of Education, with the additional words 'Vocational Major'.
- Read more about the **VCE Vocational Major** https://www.vic.gov.au/vce-and-vce-vocational-major

Victorian Pathways Certificate

About the Victorian Pathways Certificate (VPC)

- The Victorian Pathways Certificate is a flexible program. It is designed for a small number of students in years 11 and 12 who for various reasons, are not able or ready to undertake the VCE or the VCE Vocational Major.
- It will prepare you for work and further education and training, including the VCE.
- Your school can help you decide if the Victorian Pathways Certificate is right for you.
- Read more about the **Victorian Pathways Certificate.** https://www.vic.gov.au/victorian-pathways-certificate

WHAT IS VET DELIVERED TO SECONDARY STUDENTS PROGRAM (VETDSS)?

Vocational Education and Training (VET) programs delivered to secondary school students are designed to expand opportunities and pathways for students and improve educational outcomes in line with the Victorian Government's objective to increase the number of young people completing Year 12 or equivalent. The skills you learn relate to a career pathway, so can apply them at work or in further education and training. You can add a VET course or certificate to your studies while you're at school.

From 2023, students will be able to include VET within the new VCE Vocational Major (VCE VM) and Victorian Pathways Certificate (VPC).

Incorporating VET in your VCE or VCE Vocational Major

VET can play an important role in senior secondary schooling. When you add VET to your VCE or VCE VM studies you gain practical skills in an industry you are interested in.

VET courses:

- provide a nationally recognised qualification in a specific industry, or provide credit towards one contribute towards the completion of your VCE
- allow you to study through School-Based Apprenticeships and Traineeships, which are often paid positions.

VET programs in the VCE and VCE Vocational Major:
There are a range of VET programs that you can select as part of your VCE or VCE Vocational Major. Please ask your school VET Coordinator or Careers Counsellor about the VET programs your school offers.

Combining VET with your Victorian Pathways Certificate (VPC)

VET plays an important role in the later years of secondary school. Adding VET to your Victorian Pathways Certificate (VPC) gives you practical work-related skills in a specific industry.

VET courses:

- Provide a nationally recognised qualification in a specific industry, or credit towards one.
- Contribute towards the completion of your VCE.
- Allow study through a School-Based Apprenticeships and Traineeships. These are often paid positions.

Talk to your school about how you can combine VET studies with your VPC.

Apprenticeships and traineeships at school

Your VCE or VCE Vocational Major can also include an apprenticeship or traineeship. You can also combine an apprenticeship or traineeship with your VPC. Starting an apprenticeship or traineeship while at school means you can get paid on-the-job training that leads to a qualification. School-based apprenticeships and traineeships give you the confidence and vocational skills that employers need.

VET credit in VCE, including the VM and the VPC

Students gain credit into their VCE, including the VM, and the VPC by undertaking:

- VCE VET programs that have been developed by the VCAA in consultation with stakeholders including industry. Information regarding the VCE credit available in each VCE VET program is published on the individual VCE VET program pages on this website.
- approved apprenticeships and traineeships that are in the same industry areas as designated VCE VET programs
- other VET qualifications, which provide credit into the VCE through block credit recognition

VET credit towards the VCE, including the VM

From 2023, the following policies will apply to VET credit towards the VCE, including the VM:

- Students can accrue VCE credit achieved through multiple VET qualifications at Certificate II level or above, up to a maximum of 180 nominal hours of completed units of competency (UoCs). This will give students two VCE units towards the VCE / VCE VM.
- Students who complete 180 nominal hours of UoCs in a certificate II or above, then move into another certificate III or above in the same industry* will accrue VCE credit at Unit 3–4 level for the next 180 nominal hours of completed UoCs.
- Students who complete 180 nominal hours of UoCs in a certificate II or above, receiving VCE Units 1 and 2 credit, and then enrol in an approved apprenticeship or traineeship will accumulate VCE credit from the apprenticeship/traineeship in the following order: Units 3, 4, 1, 2, 3, 4.

  For example, a student completes 180 nominal hours of training in Certificate II in Kitchen Operations and receives VCE VET Hospitality Unit 1 and 2. The student then decides to move into a Certificate III in Carpentry SBAT. For their next 180 hours of training, they will receive VCE Units 3 and 4. Each additional 90 nominal hours of training would accrue VCE credit in the following order: Units 1, 2, 3, 4.

  This policy applies to:
  - all SBATs in certificates III or above
  - certificate II traineeships that are in the same industry* as VCE VET programs drawn from certificate II qualifications that provide VCE Units 1–4 credit (typically trade pathways or pre-apprenticeship qualifications).

* Qualifications deemed to be in the same industry for VCE credit purposes are determined based on their Training Package Industry Code (e.g. BSB, SIT, AUR, etc.)

VET credit towards the VPC

From 2023, students will gain VET credit into the VPC in the following way:

- 90 nominal hours-worth of completed UoCs from a certificate I qualification or above will provide one credit towards the VPC.
- Students can accrue credit across multiple VET qualifications, up to a maximum of 180 hours. This will give students two units towards the VPC.

VET QUALIFICATIONS

Schools are able to offer senior secondary students VET qualifications selected from the range of industry areas approved by the VCAA.

Successful completion of VET in the VCE VM or VPC can provide students with:

- a VCE (including the VM), a VPC or VCAL certificate issued by the VCAA, and a VET certificate issued by a registered training organisation (RTO)
- two statements of results issued by the VCAA giving details of units completed in the VCE, VCE VM, VPC or VCAL and UoCs completed in the VET qualification
- an enhanced ATAR, which can improve access to further education
- pathways into employment and/or further VET qualifications or training
- workplace experience gained through structured workplace learning.

Students value VET because it:

- allows them to combine general and vocational studies which for many, provides a practical focus in a range of industry areas
- provides direct experience of business and industry
- enables them to explore training in areas that will enhance their pathway choices.

Employers value VET because it:

- contributes to the development of entry level skills for their industry
- provides students with a practical and focused introduction to workplace requirements
- enhances the employability of students
- enables industry to contribute to educational programs in schools
- enables industry to participate in local community networks.

More information:

The 2023 VCE Administrative Handbook to be released later in 2022.

- Find out about the VCE VM curriculum.
- Find out more about the VCE VM professional learning available for providers.

Source:

- *Victorian Government's Many Talents One VCE webpage: https://www.vic.gov.au/many-talents-one-vce*
- *Victorian Curriculum and Assessment Authority (VCAA)| VCAA website https://www.vcaa.vic.edu.au/curriculum/vet/vet-vce-vcal/Pages/Index.aspx*

VETDSS ASSESSMENT PLANS

Courses delivered in the cluster that are relevant to VCE scored assessment are:

- HLT33015 ALLIED HEALTH ASSISTANCE
- BSB30120 BUSINESS
- CHC32015 COMMUNITY SERVICES
- CUA30120 DANCE
- 22470VIC ENGINEERING STUDIES
- MSF20516 FURNISHING
- ICT30120 INFORMATION TECHNOLOGY
- SIT20416 KITCHEN OPERATIONS (2023) / SIT20421 COOKERY (2024)
- CUA30920 MUSIC (PERFORMANCE)
- CUA30915 MUSIC (SOUND PRODUCTION)
- CUA31015 SCREEN AND MEDIA
- SIS30115 SPORT AND RECREATION

For details of the score assessment please see the Assessment Plans document.

GENERAL VETDSS PROGRAM INFORMATION

TRAVEL ARRANGEMENTS

Some students will be required to travel independently to and from the venue of the course they have chosen. Wednesday and Friday are the agreed VETDSS delivery time in the Wyndham VETDSS Cluster. There will be a cluster bus provided on these days. It travels to all the schools in Wyndham Cluster (bus times will be provided at the start of 2023).

When VET classes have finished for the day, all students must leave the HOST school's premises in a swift and timely manner.

STUDENT BEHAVIOUR OUTCOMES

Students will abide by the teacher'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.

Breaches of safety or serious offences will require students to be sent out of class. The HOST school VET Coordinator /RTO must communicate this by writing and phone to the HOME and HOST SCHOOL VET Coordinator where applicable on the day of the incident.

All incidents that occur relating to a student's behaviour must be escalated to Karen Kennedy (WynBay LLEN Partnership Manager) on the day of the incident so a course of action can be negotiated by all parties. All correspondence by all parties should be in writing. The action that might occur depending on the severity of the student's behaviour could result in a warning or a meeting between the Home School VET Coordinator, HOST school VET Coordinator, a parent, and the student.

A review of the student's continued participation in VET will be considered. Serious breaches in behaviour can result in an exclusion from VET.

DRESS CODE

Students are required to wear their Home School uniform when attending VET programs at delivery schools within the cluster. If attending University or TAFE students must comply with University / TAFE requirements. When students are completing a practical subject, students must bring their required safety or work clothes to the class and change once they have entered the school/venue. Students are not required to wear school uniform on SWL.

Please note if any student studying a trade arrives at their VET class without their correct clothing, they will be asked to leave class immediately. The HOME school VET Coordinator must be called when a student is asked to leave a VET class.

STUDENTS ABSENCES

Students are permitted a maximum of 2 absences per semester or 4 for the year. An additional 2 approved absences will be allowed per year for school camps, excursions etc. Any more absences may result in the student not satisfactorily completing the units/modules. Students need to notify their VET Co-ordinators, trainers and/or the workplace in advance.

STUDENT CHARGES FOR VET

Please be aware that there is a student charge for all VET programs. VET programs can be very expensive and so the cost of the program should be considered carefully before selecting a VET. Please see your VET Co-ordinator for charges for 2023. Please be aware that there is no REFUND if you do not withdraw from the VET program before the withdrawal Census date. Please see your VET Co-ordinator for details about withdrawing.

MINIMUM CLASS SIZES AND CHANGES TO PROGRAMS

Please be aware that if numbers are insufficient to meet a minimum class size the VET program will be withdrawn. Please note the following arrangements and course outlines are subject to change. Courses delivered at different sites may include modules which vary from the sample course outline included in this booklet. Students will be notified of changes prior to course commencement.

WHAT IS A STRUCTURED WORKPLACE LEARNING (SWL)?

SUMMARY

Structured Workplace Learning (SWL) experiences help students relate theory to a real-world work environment while developing their skills. SWL is a valuable component of all VET qualifications, and where possible should be spread across the duration of the VET program. It provides context for:

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competency/modules, as determined by the Registered Training Organisation
- increased employment opportunities.

In all cases, SWL is strongly recommended. Several VCE VET programs have a mandated SWL component. The SWL requirements are expressed in hours and weeks and are expected to be carried out over the duration of VCE VET programs.

SWL RECOGNITION

From 2023, SWL will also be available for students enrolled in the VCE VM or VPC. SWL recognition arrangements for these students are outlined in SWL Recognition from 2023.

When you complete SWL, you can gain extra units towards your VCE, VCE VM or VPC by completing SWL Recognition. This process gets you to reflect on your SWL experiences in a Workplace Learning Record and discuss these with your school. This also applies if you are undertaking a school-based apprenticeship or traineeship.

- WLRs for VCE VET programs are available for download on the relevant VCE VET programs page or via the WLR list on this webpage.
- The SBAT WLR is available for download on the Apprenticeships and Traineeships page.
- The WLR (General) and further advice about general work placement will be available on the VCAA webpage in January 2023.

A SWL assessment record must be filled out and signed by the assessor or teacher. This can be found on the SWL recognition assessment guidelines page.

SWL ARRANGEMENTS

All structured workplace learning arrangements must comply with Ministerial Order 55 — Structured Workplace Learning Arrangements and the accompanying arrangement forms must be used — refer to the Resources tab.

The Department has developed comprehensive guidance, on the Guidance tab, to support schools to comply with their obligations under Ministerial Order 55.

SWL ARRANGEMENT FORM

This Structured Workplace Learning Arrangement Form must be completed and signed before the structured workplace learning commences. It must be signed by:

- the employer
- the student
- the parent/guardian of the student — if the student is under 18 years of age
- the Principal or Acting Principal — this authority cannot be delegated to an Assistant Principal or other member of staff.

The Principal must ensure a copy of the signed Arrangement Form is provided to each party. The Principal should retain the original copy.

Variations or amendments to the Arrangement Form may only be made in writing and must be signed by the employer, student, parent/guardian (if the student is under 18 years of age) and the Principal.

SWL TRAVEL AND ACCOMMODATION FORM

The Structured Workplace Learning Travel and Accommodation Form must be used:

- if it is proposed that the student may need to undertake vehicle travel with their employer and/or supervisor during the arrangement, including travel to-or-from the workplace

- if the student is required to stay in accommodation other than their normal place of residence while undertaking structured workplace learning.

The Structured Workplace Learning Travel and Accommodation Form must be signed by:

- for travel — both the employer and the parent/guardian — or the student if they are aged 18 years or over
- for accommodation — the parent/guardian — or the student if they are aged 18 years or over

OCCUPATIONAL HEALTH AND SAFETY

Principals must be satisfied that a student is either undertaking or has completed occupational health and safety (OHS) training prior to commencing structured workplace learning as follows:

- where a student is undertaking structured workplace learning as part of a VET program within the VCE VM or VPC— the principal must be satisfied that the student
  - is undertaking, or
  - has completed the OHS training unit of competency within the VET program.

- where a student is undertaking structured workplace learning which is not part of a VET program, or structured workplace learning which is not related to their VET program within VCE VM or VPC — the principal must be satisfied that the student has completed an OHS program required by the Department as follows:
  - if the student is undertaking VCE Industry and Enterprise — they must complete safe@work
  - if the student is undertaking VCE VM or VPC— they must complete Work Related Skills Unit 1 and safe@work.

CHILD SAFE STANDARDS

To create and maintain a child safe organisation, all Victorian schools must comply with Ministerial Order 870 — Child Safe Standards
Child Safe Standard 6 requires schools to develop and implement risk management strategies to ensure students' safety in the school environment.
The school environment includes workplace learning environments where students undertake:

- work experience
- structured workplace learning
- school community work/volunteering,
- and School Based Apprenticeships and Traineeships

For more information, visit the Department PROTECT page.

CONTACTS

For Government schools
Learning, Teaching and Pathways Division, Department of Education and Training,
email: career.education@education.vic.gov.au

For Catholic schools
Catholic Education Commission of Victoria,
Jenny Wilson, ph: 03 9267 0253
email: jwilson@ceomelb.catholic.edu.au

For Independent schools
Independent Schools Victoria,
Pam Hargreaves, ph: 03 9825 7246
email: Pam.Hargreaves@is.vic.cedu.au

Victorian Curriculum and Assessment Authority
For contact information for all areas of the VCAA
www.vcaa.vic.edu.au/Contact/Pages/Index.aspx

RELATED POLICIES

- School Based Apprenticeships and Traineeships
- School Community Work
- Work Experience

RELEVANT LEGISLATION

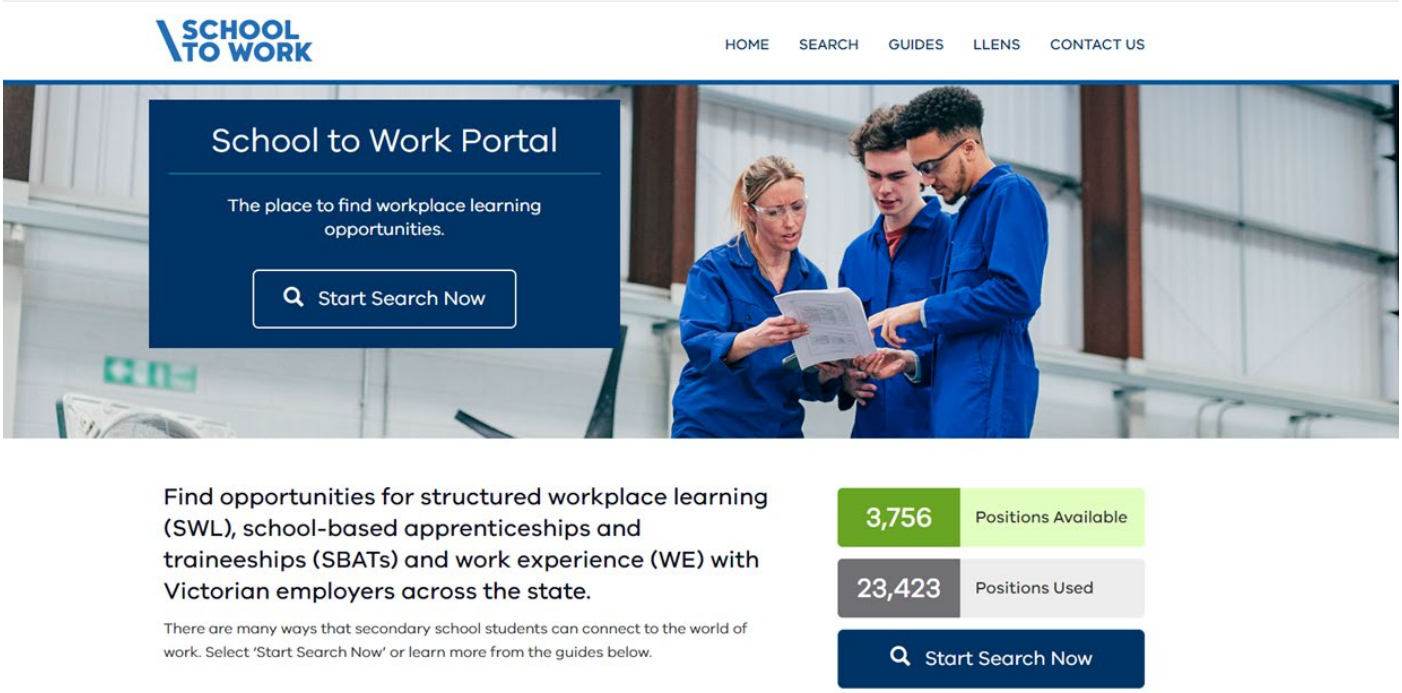
- Education and Training Reform Act 2006 (Vic)

RESOURCES

Forms for use in Structured Workplace Learning arrangements:

- Structured Workplace Learning Arrangement Form (PDF)
- Additional Structured Workplace Learning Form (COVID-19) (DOCX)
- Structured Workplace Learning Travel and Accommodation Form (PDF) (to be used where relevant)
- Structured Workplace Learning Exemption Form (DOCX) (to be used where relevant)

SCHOOL TO WORK PORTAL



The Department has established the School to Work Portal — a website which provides students and teachers with a single, easy to navigate, information and referral point for structured workplace learning opportunities offered by a diverse range of employers.

Searching on the portal can be done by:

- location
- Industry, or
- VET certificate

WynBay LLEN helps school students undertaking VET as part of their VCE and VCE VM studies, including School-based Apprenticeships and Traineeships (SBATs), to access Structured Workplace Learning (SWL) placements in industry and business. We have contacts with employers in automotive, building and construction, electro-technology and other sectors.

If you are a student or teacher looking for structured workplace learning opportunities, visit the School to Work Portal:

http://www.workplacements.education.vic.gov.au/

2024 VETDSS PROGRAMS

*Commencement of program will be dependent on adequate student numbers for enrolment and funding.

*Programs and units of competency are subject to change prior to commencement.

FEES AND APPLICATION:

Contact the HOME SCHOOL VET COORDINATOR

COURSE CODE: HLT33015

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE (PARTIAL COMPLETION)

Program Description
Certificate III in Allied Health Assistance provides students with the knowledge and skills that will enhance their employment prospects in the Health industry. These qualifications cover workers who provide assistance to allied health professionals and other health professionals with the care of clients.

Pathways / Career Opportunities
Upon successful completion of the Certificate III in Allied Health Assistance you will be prepared for further training to establish your career in a range of health fields. This course has pathways, and possible credit into further study in allied health, remedial massage and nursing.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Holiday Training (may be subject to change)
Holiday Training may be expected for this course and will be confirmed at a later date.

Program Requirements
This course requires you to obtain a Working With Children Check. If you already have this check it is a great benefit! You MUST email vetinschools@gordontafe.edu.au a copy of the check.

COURSE CODE	HLT33015
CERTIFICATE NAME	Certificate III in Allied Health Assistance (Partial Completion)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Mandatory** Work placement of at least 10 days spread over two years is mandatory for assessments within this program. Work placement may occur during the term holidays
SWL LOGBOOK	HLT33015 Certificate III in Allied Health Assistance workplace learning record booklet
VET CAREER VIDEO	Click here to watch: VET Health - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 9:30am – 12:30pm PM: 1:30pm – 4:30pm
HOST SCHOOL - LOCATION	THE GORDON TAFE 24 Watton Street, Werribee
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday AM: 9:30am – 12:30pm PM: 1:30pm – 4:30pm
HOST SCHOOL - LOCATION	THE GORDON TAFE 24 Watton Street, Werribee

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
HLTWHS001	Participate in workplace health and safety	20	N
CHCCOM005	Communicate and work effectively in health or community services	30	N
BSBWOR301	Organise work priorities and development	30	N
HLTINF001	Comply with infection prevention and control policies and procedures	25	N
	OR		
HLTINF006	Apply basic principles and practices of infection prevention and control	35	N
CHCCCS002	Assist with movement	25	N
CHCCCS010	Maintain high standard of service	30	N
CHCCCS020	Respond effectively to behaviours of concern	20	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBMED301	Interpret and apply medical terminology appropriately	60	Y
HLTAAP001	Recognise healthy body systems	70	Y
HLTHPS001	Take clinical measurements	50	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: ACM20121

CERTIFICATE II IN ANIMAL CARE

Program Description:
This program provides training and skill development for the achievement of competencies in areas such as occupational health and safety, animal care, veterinary clinic duties, handling of animals and communication skills.

Pathways / Career Opportunities:
Successful completion of this program will provide participants with access to a range of entry-level employment opportunities in veterinary clinics, animal shelters, pet shops, companion animal services, or animal training services. This course is also the preferred prerequisite to continue study in ACM30110 Certificate III in Animal Studies.
Major areas of study include:
- Working in the animal care industry
- Assisting with general care of animals
- First aid for animals.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Additional Costs: Protective clothing and minor equipment may also need to be purchased.

Holiday Training (may be subject to change)
Holiday Training may be expected for this course and will be confirmed at a later date.

COURSE CODE	ACM20121
CERTIFICATE NAME	Certificate II In Animal Care
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	ACM20121 Certificate II in Animal Care workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Animal Studies - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	MANOR LAKES P-12 COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	MANOR LAKES P-12 COLLEGE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ACMWHS201	Participate in workplace health and safety processes	40	N
ACMGEN201	Work in the animal care industry	30	N
ACMGEN204	Assist in health care of animals	40	N
ACMBEH302	Provide enrichment for animals	40	N
BSBCMM211	Apply communication skills	40	N
ACMSPE317	Provide general care of domestic cats	40	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ACMGEN201	Work in the animal care industry	30	N
ACMGEN202	Complete animal care hygiene routines	30	N
ACMBEH302	Provide enrichment for animals	40	N
ACMGEN205	Source and provide information for animal care needs	40	N
BSBCMM211	Apply communication skills	40	N
ACMSPE316	Provide general care of domestic dogs	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: MST20616

CERTIFICATE II IN APPLIED FASHION DESIGN & TECHNOLOGY

Program Description:
Certificate II in Applied Fashion Design and Technology provides an introductory overview of skills that can be applied in the fashion industry. It includes various skills in designing, production of garments, millinery, and the development of unique fashion and textile designs. Students must complete 13 units of competency to gain MST201616 Certificate II in Applied Fashion Design and Technology.

Pathways / Career Opportunities:
The VCE VET Applied Fashion Design and Technology [program opens up many different Training and employment pathways. VCAA recommends study at the lower levels to develop industry foundation skills before moving to higher qualifications.

Careers pathways may include employment into the roles such as

- production assistant
- clothing technician
- merchandising assistant.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

*VCAA
Certain units of competency will complement each other, lending to coordinated delivery that minimizes content overlap. *VCAA

COURSE CODE	MST20616
CERTIFICATE NAME	Certificate II in Applied Fashion Design & Technology
ENROLMENT TYPE	VE1
RTO CODE	21230
RTO NAME	Ripponlea
ATAR	Not scored assessment 10% of the lowest study score of the primary four
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hours (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	MST20616 Certificate II in Applied Fashion Design and Technology workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Applied Fashion Design and Technology - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:30pm- 5:00pm
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm- 5:00pm
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSMENV272	Participate in environmentally work practices	30	N
MSMWHS200	Work Safely	30	N
MSS402051	Apply Quality Standards	30	N
MSTCL2010	Modify Pattern to create basic styles	50	N
MSTCL1001	Produce a simple garment	40	N
MSTGN2013	Identify fibres, fabrics and textiles used in the TCF Industry	80	N
MSTTX1001	Produce a simple textile or fabric	40	N
MSTFD2006	Use a sewing machine for fashion Design	80	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSMENV272	Participate in environmentally sustainable work practices (C)	30	N
MSTML1001	Make a simple headpiece (E)	40	N
MSTCL2011	Draw and interpret a basic sketch (C)	30	N
MSTFD2001	Design and produce a simple garment (E)	80	N
MSTFD2005	Identify design process for fashion design (E)	40	N
MSTCL3007	Embellish garment by hand or machine (E)	40	

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

Ripponlea Institute

COURSE CODE: AUR20720

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICS)

Program Description:
This program provides training and skill development required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited. This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles.

Pathways / Career Opportunities:
This program will prepare students with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry within the automotive repair, service and retail sectors. School-based new apprenticeships may also be available in addition to entry-level employment. The qualification offers a number of pre-vocational outcomes that provide credit into apprenticeship qualifications.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Additional Costs: Protective clothing and minor equipment may also need to be purchased.

Holiday Training (may be subject to change)
Holiday Training may be expected for this course and will be confirmed at a later date.

COURSE CODE	AUR20720
CERTIFICATE NAME	Certificate II in Automotive Vocational Preparation (Mechanics)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** A minimum of four weeks work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	AUR20720 Certificate II in Automotive Vocational Preparation workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Automotive - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE Trade Training Centre
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday PM: 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE Trade Training Centre

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURASA102	Follow safe working practices in an automotive workplace	20	N
AURTTK102	Use and maintain tools and equipment in an automotive workplace	20	N
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	25	N
AURLTA101	Identify automotive mechanical systems and components	25	N
AURETR103	Identify automotive electrical systems and components	25	N
AURETR115	Inspect, test and service batteries	10	N
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40	N
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	20	N

YEAR 2 (AUR20720. VASS: AUR2016)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURTTC004	Remove and replace radiators	20	N
AURTTD006	Remove and replace vehicle front suspension springs	25	N
AURTTB007	Remove and replace brake assemblies	20	N
AURAFA103	Communicate effectively in an automotive workplace	20	N
AURAFA104	Resolve routine problems in an automotive workplace	20	N
AURETK003	Operate electrical test equipment	40	N
AURTTA127	Carry out basic vehicle servicing operations	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: AUR20720

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICS) "SUPPORTED PROGRAM"

Program Description:
This program provides training and skill development required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited. This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles.

Pathways / Career Opportunities:
This program will prepare students with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry within the automotive repair, service and retail sectors. School-based new apprenticeships may also be available in addition to entry-level employment. The qualification offers a number of pre-vocational outcomes that provide credit into apprenticeship qualifications.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Additional Costs: Protective clothing and minor equipment may also need to be purchased.

COURSE CODE	AUR20720
CERTIFICATE NAME	Certificate II in Automotive Vocational Preparation (Mechanics) "Supported Program"
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** A minimum of four weeks work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	AUR20720 Certificate II in Automotive Vocational Preparation workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Automotive - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday AM: 8:30am – 12:30pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE Trade Training Centre
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Thursday AM: 8:30am ¬ 12:30pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE Trade Training Centre

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURASA102	Follow safe working practices in an automotive workplace	20	N
AURTTK102	Use and maintain tools and equipment in an automotive workplace	20	N
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	25	N
AURLTA101	Identify automotive mechanical systems and components	25	N
AURETR103	Identify automotive electrical systems and components	25	N
AURETR115	Inspect, test and service batteries	10	N
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40	N
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	20	N

YEAR 2 (AUR20720. VASS: AUR2016)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURTTC004	Remove and replace radiators	20	N
AURTTD006	Remove and replace vehicle front suspension springs	25	N
AURTTB007	Remove and replace brake assemblies	20	N
AURAFA103	Communicate effectively in an automotive workplace	20	N
AURAFA104	Resolve routine problems in an automotive workplace	20	N
AURETK003	Operate electrical test equipment	40	N
AURTTA127	Carry out basic vehicle servicing operations	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: FBP10221

CERTIFICATE I IN BAKING "SUPPORTED PROGRAM" – 1 YEAR COURSE ONLY

Program Description:
This qualification provides a range of basic skills and knowledge used in the bakery industry. It is designed to meet the needs of students looking to work in a bakery or café. Students will complete routine and repetitive tasks under direct supervision. They will learn to prepare basic bread doughs and basic sponge varieties.

Pathways / Career Opportunities:

- Bakers assistant
- Dough Maker
- Pastry Cook

Contribution to VCE / VCE VM & VPC
NA

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COURSE CODE	FBP10221
CERTIFICATE NAME	Certificate I in Baking
ENROLMENT TYPE	VE3
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**NA**
SWL LOGBOOK	N/A
VET CAREER VIDEO	N/A
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday - **Full day delivery** 9:00am – 2:00pm
HOST SCHOOL - LOCATION	The Gordon - Geelong City Campus 2 Fenwick St, Geelong
YEAR 2	
VCE UNITS	
DAY & TIME	Not offered
HOST SCHOOL - LOCATION	

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
FBPFSY1002	Follow work procedures to maintain food safety	20	N
FBPWHS1001	Identify safe work practices	30	N
FBPOPR1013	Operate basic equipment	30	N
FBPOPR1012	Prepare basic mixes	20	N
FBPRBK2004	Assist basic bread production	60	N
FSKNUM009	Use familiar and simple metric measurements for work	15	N
FBPRBK1001	Finish products	20	N
FBPRBK2003	Assist sponge cake production	80	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: 22338VIC

CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (BRICKLAYING)

Program Description:
This course will equip you with comprehensive skills and knowledge to enter the bricklaying or building trades. The course is designed to enhance your bricklaying and/or associated building trades prospects and gives you an introduction to the industry specific trade skills such as hand and power tools and also the requirements of occupational health and safety procedures within the industry.

Pathways / Career Opportunities:
The immediate pathway and career opportunity is into a full-time apprenticeship in bricklaying.
Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic. Tertiary pathways/degrees qualifications include building, building engineering, building surveying, architecture, civil/electrical/electronics, interior design and mechanical engineering.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	22338VIC
CERTIFICATE NAME	Certificate II in Building and Construction Pre-Apprenticeship (Bricklaying)
ENROLMENT TYPE	VE1
RTO CODE	3113 [Victoria University]
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	22338VIC Certificate II in Building and Construction workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Building & Construction - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - **Full day delivery** 8:30am – 3:30pm (2 classes) TBC
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday - **Full day delivery** TBC 8:30am – 12:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCWHS1001	Prepare to work safely in the construction industry	tbc	N
CPCCOHS2001A	Apply OHS requirements policies and procedures in the construction industry	tbc	N
VU22017	Identify and handle bricklaying tools and equipment	tbc	N
VU22018	Apply basic bricklaying techniques	tbc	N
CPCCCM1014A	Conduct workplace communication	tbc	N
CPCCCM1015A	Carry out measurements and calculations	tbc	N
HLTAID010	Provide basic emergency life support	tbc	N
CPCCCM1012A	Work effectively and sustainable in the construction industry	tbc	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU22014	Prepare for work in the building and construction industry		N
VU22016	Erect and safely use working platforms		N
VU22019	Apply brick veneer construction techniques		N
VU22020	Apply cavity brick construction techniques		N
VU22021	Apply masonry blockwork techniques		N
CPCCCM2006	Apply basic levelling procedures		N
VU22015	Interpret and apply basic plans and drawings		N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

VICTORIA UNIVERSITY POLYTECHNIC

COURSE CODE: 22338VIC

CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY)

Program Description:
This course will equip you with comprehensive skills and knowledge to enter the carpentry or building trades. The course is designed to enhance your carpentry and/or associated building trades prospects and gives you an introduction to the industry specific trade skills such as hand and power tools and also the requirements of occupational health and safety procedures within the industry.

Pathways / Career Opportunities:
The immediate pathway and career opportunity is into a full-time apprenticeship in carpentry. You may receive training credits which reduces the off-the-job training requirement. Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Additional Costs: Protective clothing and minor equipment may also need to be purchased.

Program Requirements: This course includes the delivery of First Aid & Construction Induction (White Card). If you already have completed these units previously it is a great benefit! You MUST email vetinschools@gordontafe.edu.au your USI Transcript or Statement of Attainment prior to starting the course.

Holiday Training (may be subject to change)
Holiday Training may be expected for this course and will be confirmed at a later date.

*Full day delivery - This option will allow the students to complete the course at the end of term 3 and they will not be required to attend holiday training

COURSE CODE	**22338VIC**
CERTIFICATE NAME	Certificate II in Building & Construction (Carpentry)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	22338VIC Certificate II in Building and Construction workplace learning record booklet
VET CAREER VIDEO	Click here to watch: VET Building & Construction - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	**Wednesday** AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm **Thursday** AM: 8:30am – 12:30pm - TBC PM: 1:00pm – 5:00pm **Friday** AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm - TBC
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE Trade Training Centre
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	**Wednesday** AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm **Thursday** AM: 8:30am – 12:30pm **Friday** AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm - TBC
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE Trade Training Centre

UNITS OF COMPETENCY

YEAR 1 (PARTIAL QUALIFICATION)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20	N
CPCCWHS1001	Prepare to work safely in the construction industry	6	N
VU22022	Identify and handle carpentry tools and equipment	100	N
VU22015	Interpret and apply basic plans and drawings	25	N
VU22023	Perform basic setting out	24	N
VU22014	Prepare for work in the building and construction industry	16	N
CPCCCM2006	Apply basic levelling procedures	8	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCCM1015A	Carry out measurements and calculations	20	N
VU22024	Construct basic sub-floor	48	N
VU22025	Construct basic wall frames	48	N
VU22028	Install basic window and door frames	24	N
VU22027	Install basic external cladding	24	N
VU22029	Install interior fixings	40	N
CPCCCM1012A	Work effectively and sustainably in the construction industry	20	N
VU22026	Construct a basic roof frame	40	N
VU22030	Carry out basic demolition of timber structures	20	N
HLTAID010	Provide basic emergency life support	12	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: 22338VIC

CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY) [VICTORIA UNIVERSITY]

Program Description:
This program aims to provide basic industry skills and knowledge specific to the carpentry industry and can contribute to gaining an apprenticeship in the building and construction industries (Certificate III level).

Pathways / Career Opportunities:
The immediate pathway and career opportunity is into a full-time apprenticeship in carpentry. You may receive training credits which reduces the off-the-job training requirement. Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Additional Costs: Protective clothing and minor equipment may also need to be purchased.

Program Requirements: This course includes the delivery of First Aid & Construction Induction (White Card).

Equipment: Personal protective clothing and equipment to be supplied by student:
Overalls or workpants with rule pocket, Safety boots, PPE – earplugs, face mask for dust protection, safety glasses.
Equipment and books to be supplied by student: 1 metre folding ruler and 8 metre tape, calculator, A4 ring binder, ballpoint pen and notebook, pencils carpenter's and 2H and HB, set square 45º x 200mm (Staedler 56732-45), scale rule (Kent M62), nail punch, set of drill bits (up to 6mm) / Countersink bit (for timber) / Pozidrive bit (no. 2)

COURSE CODE	**22338VIC**
CERTIFICATE NAME	Certificate II in Building & Construction (Carpentry)
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended.** VCAA strongly recommends that students undertake a minimum of 80 hours of SWL over the duration of the VCE VET Certificate II in Building and Construction (Carpentry). Secondary Schools are required to organise Structured Workplace Learning.
SWL LOGBOOK	22338VIC Certificate II in Building and Construction workplace learning record booklet
VET CAREER VIDEO	Click here to watch: VET Building & Construction - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - **Full day delivery** 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday - **Full day delivery** TBC 8:30am – 12:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	tbc	N
CPCCWHS1001	Prepare to work safely in the construction industry	tbc	N
HLTAID010	Provide basic emergency life support	tbc	N
CPCCCM1015A	Carry out measurements and calculations	tbc	N
CPCCCM2006	Apply basic levelling procedures	tbc	N
CPCCCM1014A	Conduct workplace communication	tbc	N
VU22022	Identify and handle carpentry tools and equipment	tbc	N
VU22024	Construct basic sub floor	tbc	N
VU22031	Construct basic formwork for concreting	tbc	N
VU22023	Perform basic setting out	tbc	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCM1012A	Work effectively and sustainably in the construction industry	tbc	N
VU22014	Prepare for work in the building and construction industry	tbc	N
VU22016	Erect and safely use working platforms	tbc	N
VU22015	Interpret and apply basic plans and drawings	tbc	N
VU22029	Install Interior fixings	tbc	N
VU22030	Carry out basic demolition of timber structures	tbc	N
VU22028	Install basic window and door frames	tbc	N
VU22025	Construct basic wall frames	tbc	N
VU22027	Install basic external cladding	tbc	N
VU22026	Construct a basic roof frame	tbc	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

VICTORIA UNIVERSITY POLYTECHNIC

COURSE CODE: BSB20120 / BSB30120

CERTIFICATE III IN BUSINESS PARTIAL COMPLETION (CERTIFICATE II IN WORKPLACE SKILLS)

Program Description:
This course will allow students to complete Certificate II in Workplace Skills in Year 1 with a partial completion of Certificate III Business in Year 2.

The Certificate II in Workplace Skills program prepares students for entry-level positions across a diverse range of business services settings and can help to open the door to a vast array of non-technical employment opportunities. It can also lead to further study in either technical or non-technical vocations and aims to develop the most common and transferable skills and knowledge required of almost any workplace.

The Certificate III in Business qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. Students will develop and build teamwork, interpersonal skills and organisational capabilities which can be used to further strengthen their employability skills postsecondary schooling. The importance of digital literacy in the workforce will be addressed, and students will gain a deeper understanding of its importance to their work lives.

Pathways / Career Opportunities:
Completion of the Certificate III in Business provides a pathway into training and employment in business and related industries. Potential occupations may include personal assistant, medical secretary, legal clerk or information desk manager. Further study through higher education pathways could lead to employment opportunities in commerce, management or marketing.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	Year 1: Cert II BSB20120 Year 2: Cert III BSB30120
CERTIFICATE NAME	Year 1: Certificate II in Workplace Skills Year 2: Certificate III in Business Partial Completion
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	BSB20120 Certificate II in Workplace Skills workplace learning record booklet. **BSB30120** Certificate III in Business workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Business-GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1.00pm- 5pm
HOST SCHOOL - LOCATION	Good News Lutheran College
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	HOPPERS CROSSING SECONDARY COLLEGE

UNITS OF COMPETENCY

YEAR 1 - BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBCMM211	Apply communication skills	40	N
BSBOPS201	Work effectively in business environments	30	N
BSBPEF202	Plan and apply time management	20	N
BSBSUS211	Participate in sustainable work practices	20	N
BSBWHS211	Contribute to the health and safety of self and other	20	N
BSBCRT201	Develop and apply thinking and problem solving skills	30	N
BSBTEC201	Use business software applications	60	N
BSBTEC202	Use digital technologies to communicate in a work environment	20	N
BSBTEC203	Research using the internet	30	N
BSBPEF101	Plan and prepare for work readiness	20	N

YEAR 2 - BSB30120 CERTIFICATE III IN BUSINESS (PARTIAL COMPLETION)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBPEF301	Organise personal work priorities	30	Y
BSBINS302	Organise workplace information	30	Y
BSBTEC301	Design and produce business documents	80	Y
BSBXCM301	Engage in workplace communication	40	Y
BSBOPS304	Deliver and monitor a service to customers	35	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: RII20720

CERTIFICATE II IN CIVIL CONSTRUCTION – PROPOSED FOR 2024

Program Description:
This course provides exposure to the type of work and skills that are required as a skilled operator working in civil construction.

Pathways / Career Opportunities:
Upon successful completion of this program you may receive credit towards the RII30920 Certificate III in Civil Construction and RII30820 Certificate III in Civil Construction Plant Operations. Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the civil construction industry.

Equipment:
Personal protective clothing and equipment to be supplied by student: >Workpants >Hi-vis top (polo shirt/jumper) >Work boots - steel capped PPE >Earplugs >Face mask for dust protection >Safety glasses >Hard hat
Equipment and books to be supplied by student:
>Ballpoint pen and notebook >Bricklayers pencil/Pencils: 2H and HB >USB

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	RII20720
CERTIFICATE NAME	Certificate II in Civil Construction
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program. Placement may occur during the term holidays
SWL LOGBOOK	RII20715 Certificate II in Civil Construction workplace learning record booklet.
VET CAREER VIDEO	NA
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - **Full day delivery** 8:30am – 3:30pm TBC
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE EAST CAMPUS
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Offered in 2025
HOST SCHOOL - LOCATION	

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
RIICOM201E	Communicate in the workplace		N
RIIWHS201E	Work safely and follow WHS policies and procedures		N
RIISAM204E	Operate small plant and equipment		N
RIIWHS205E	Control traffic with stop-slow bat		N
RIIWHS302E	Implement traffic management plan		N
RIISAM201E	Handle resources and infrastructure materials and safely dispose of nontoxic materials		N
RIICCM206E	Support plant operations		N
RIICCM208E	Carry out basic levelling		N
RIICCM209E	Carry out concrete work		N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
RIISAM203E	Use hand and power tools	30	N
RIIBEF201E	Plan and organise work	12	N
RIICCM201E	Carry out measurements and calculations	20	N
RIICCM202E	Identify, locate and protect underground services	8	N
RIICCM203E	Read and interpret plans and job specifications	40	N
RIICCM205F	Carry out manual excavation	56	N
RIICCM207E	Spread and compact materials manually	8	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

VICTORIA UNIVERSITY
POLYTECHNIC

COURSE CODE: CHC22015 / CHC32015

CERTIFICATE III IN COMMUNITY SERVICES (PARTIAL COMPLETION)

Program Description:
VCE VET Community Services program offers students the opportunity to learn about the community services sector and explore specific contexts of work. They will develop skills in communication, information provision and processing, administration support, networking and group support.

Pathways / Career Opportunities:
Certificate II in Community Services can provide pathways into work or further study in community services, in areas such as child care, aged care, home and community care, alcohol and other drugs work, disability work, social housing or mental health work. With additional training and experience, future employment opportunities may include a community health worker, counsellor, school support worker, case manager. Pathways are also available from this qualification into the Health Training Package in areas such as allied health assistance and nursing. Further study can also be undertaken in the higher education sector in areas such as social work and education.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	Year 1: CHC22015 (Cert II) Year 2: CHC32015 (Cert III)
CERTIFICATE NAME	Year 1: Certificate II in Community Services Year 2: Certificate III (partial completion)
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 120 hrs (3 weeks) of structured workplace learning over the duration of the VCE VET program. Compulsory work placement of 25 hours.
SWL LOGBOOK	**CHC32015** Certificate III in Community Services (incorporating **CHC22015** Certificate II in Community Services).
VET CAREER VIDEO	Click here to watch: VET Community Services- Werribee SC
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE

UNITS OF COMPETENCY

YEAR 1 - CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCCOM005	Communicate and work in health or community services	30	N
BSBWOR202	Organise and complete daily work activities	20	N
HLTWHS001	Participate in workplace health and safety	20	N
HLTAID011	Provide First Aid	18	N
CHCCOM001	Provide first point of contact	35	N
CHCDIV001	Work with diverse people	40	N
BSBWOR201	Manage personal stress in the workplace	40	N
FSKOCM07	Interact effectively with others at work	10	N
FSKLRG09	Use strategies to respond to routine workplace problems	15	N

YEAR 2 - CHC32015 PARTIAL COMPLETION OF CERT III

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCCCS016	Respond to client needs	60	Y
CHCCDE003	Work within a community development framework	65	Y
CHCCDE004	Implement participation and engagement strategies	85	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: AHC21020

CERTIFICATE II IN CONSERVATION AND ECOSYSTEM MANAGEMENT "SUPPORTED PROGRAM"

Program Description:
Certificate II is regarded as an entry level course. Graduates will have skills and knowledge to become a valued and productive employee within the Amenity Horticulture Industry. Graduates assist with planting and maintaining lawns, shrubs and garden beds in public or private gardens and parks. Upon successful completion of the Certificate II in Horticulture students may choose to complete an apprenticeship or traineeship in Land Conservation and Management type roles.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

The attire required for students are:

- Closed (safety) non-leather footwear - possible
- Long sleeve – high visibility shirt (preferably not yellow, and bees and bugs get attracted to it), and helmets for side-by-side driving
- Long Tradies Pants
- Disposable Coveralls will be provided
- Gardening gloves and will provide disposable nitrile gloves when handlings other materials.
- Hat (summer months and when outside)
- Safety Googles (it will be provided)
- Thermals (during winter).

COURSE CODE	**Year 1: AHC21020** Year 2: AHC20416
CERTIFICATE NAME	Year 1: Certificate II in Conservation and Ecosystem Management Year 2: Certificate II in Horticulture
ENROLMENT TYPE	VE1
RTO CODE	21316
RTO NAME	ACAH
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	
VET CAREER VIDEO	Click here to watch: VET Horticulture - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday - **Full day delivery** 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday - **Full day delivery** 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South

UNITS OF COMPETENCY -

YEAR 1 - AHC21020 CERTIFICATE II IN CONSERVATION AND ECOSYSTEM MANAGEMENT "SUPPORTED PROGRAM"

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS201	Participate in work health and safety processes	20	N
AHCWRK209	Participate in environmentally sustainable work practices	20	N
AHCCHM201	Apply chemicals under supervision	30	N
AHCIRG221	Assist with pressurised irrigation operations	40	N
AHCMOM203	Operate basic machinery & equipment	20	N
AHCPGD201	Plant trees and shrubs	20	N
AHCMOM216	Operate side by side utility vehicles	20	N
AHCBIO203	Inspect and clean machinery, tools and equipment to preserve works	20	N

YEAR 2 – AHC20416 CERTIFICATE II IN HORTICULTURE "SUPPORTED PROGRAM"

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS201	Participate in work health and safety processes	20	N
AHCWRK209	Participate in environmentally sustainable work practices	20	N
AHCCHM201	Apply chemicals under supervision	30	N
AHCIRG221	Assist with pressurised irrigation operations	40	N
AHCMOM203	Operate basic machinery & equipment	20	N
AHCPGD201	Plant trees and shrubs	20	N
MEM18001	Use hand tools	20	N
AHCPGD206	Conduct visual inspection of park facilities	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: SIT20421

CERTIFICATE II IN COOKERY

Program Description:
This course equips you with a range of practical skills to operate in a supervised kitchen workplace. During this hands-on program you will develop food handling, preparation skills and further hospitality industry knowledge, and will put your skills into practice at The Gordon's training venue – the Davidson Restaurant.

Pathways / career opportunities
Upon successful completion of this program through The Gordon, you can receive a guaranteed place into the SIT30816 Certificate III in Commercial Cookery or SIT30116 Certificate III in Patisserie (studied on-campus) at The Gordon.

This program also has a direct pathway into a cookery or patisserie apprenticeship, and you may receive credit towards an apprenticeship qualification. Successful completion of this program can also lead you to a range of entry- level employment opportunities where food is prepared and served, including restaurants, hotels, catering operations, clubs, cafes, cafeterias and coffee shops.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SIT20421
CERTIFICATE NAME	Certificate II in Cookery
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	SIT20416 Certificate II in Kitchen Operations workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Hospitality/Kitchen Operations- GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:30pm - 5.30pm
HOST SCHOOL - LOCATION	HEATHDALE CHRISTIAN COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 8:00pm – 1:00pm
HOST SCHOOL - LOCATION	HEATHDALE CHRISTIAN COLLEGE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITXFSA005	Use hygienic practices for food safety	15	N
SITXWHS005	Participate in safe work practices	12	N
SITHCCC023	Use food preparation equipment	25	N
SITHCCC0027	Prepare dishes using basic methods of cookery	45	N
SITHKOP009	Clean kitchen premises and equipment	13	N
SITXINV006	Receive, store & maintain stock	20	N
SITHCCC025	Prepare and present sandwiches	10	N
SITHCCC024	Prepare and present simple dishes	25	N
SITHCCC026	Package prepared foodstuffs	15	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
			Y
			Y
			Y
			Y
			Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: CUA20120 / CUA30120

CERTIFICATE III IN DANCE (PARTIAL COMPLETION)

Program Description:
Certificate II in Dance aims to provide students with the technical and performance skills to begin the process of establishing a career in the entertainment industry. Students will learn the necessary knowledge and skills to enable them to participate in a variety of dance routines. Units 1 and 2 of the programs include developing basic levels of physical condition for dance performance and basic dance techniques, sourcing information on the history and theory of dance and applying it to an area of work. Units 3 and 4 offers scored assessment and incorporates units such as sourcing and applying entertainment industry knowledge, preparing for a dance performance, refining basic dance techniques and applying basic dance techniques for performances.

Pathways / Career Opportunities:
Completion of Certificate II in Dance will assist students in entering the dance industry. With additional training and experience, future employment opportunities may include dancer, performer, choreographer.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	Year 1: CUA20120 Cert II Year 2: CUA30120 Cert III
CERTIFICATE NAME	Certificate II in DANCE (with selected units of competency from the CUA30120 CERT III)
ENROLMENT TYPE	VE1
RTO CODE	20949
RTO NAME	AUSDANCE
ATAR	Scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	**CUA20120** Certificate II in Dance workplace learning record booklet. **CUA30120** Certificate III in Dance workplace learning record booklet
VET CAREER VIDEO	Click here to watch: VET Dance - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	HOPPERS CROSSING SECONDARY COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	HOPPERS CROSSING SECONDARY COLLEGE

UNITS OF COMPETENCY

YEAR 1 - CUA20120 CERTIFICATE II IN DANCE

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADAN211	Develop basic dance techniques	20	N
CUAPRF211	Prepare for live performances	40	N
CUAWHS111	Follow safe dance practices	60	N
CUAWHS211	Develop a basic level of physical fitness for dance performance	40	N
BSBTWK201	Work effectively with others	40	N
Electives			
CUADAN213	Perform basic jazz dance techniques	80	N
CUADAN218	Perform basic street dance techniques	45	N
CUADAN219	Perform basic cultural dance techniques	45	N
CUADAN220	Perform basic lyrical dance techniques	60	N

YEAR 2 - CUA30120 PARTIAL COMPLETION OF CERT III IN DANCE

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADAN212	Incorporate artistic expression into basic dance performances	45	Y
CUAIND211	Develop and apply creative arts industry knowledge	20	Y
CUAPRF314	Develop audition techniques	35	Y
CUAPRF317	Develop performance techniques	35	Y
Electives			
CUADAN315	Increase depth of jazz dance techniques	50	Y
CUADAN317	Increase depth of cultural dance techniques	45	Y
CUADAN319	Increase depth of street dance techniques	45	Y
CUADAN322	Increase depth of lyrical dance techniques	60	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

ausDANCE VIC

COURSE CODE: CHC30121

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE

Program Description:
The Certificate III in Early Childhood Education & Care prepares students to be competent in a range of skills, knowledge and attributes identified by the Children's Services sector. The program has specialist early childhood units to enable graduates to work in registered early learning facilities when the qualification is completed.

Wyndham CEC's delivery model enables all students to achieve the full qualification after two years if they complete all the required work and fulfil the mandatory placement of 160 hours.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CHC30121
CERTIFICATE NAME	Certificate III in Early Childhood Education and Care
ENROLMENT TYPE	VE1
RTO CODE	4179
RTO NAME	Wyndham Community & Education Centre
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	**Mandatory** 160 hours (over two years) of work placement is required to fulfil the assessment requirements of the full qualification.
SWL LOGBOOK	CHC30121 Certificate III in Early Childhood Education and Care workplace learning record booklet (docx - 574.68kb).
VET CAREER VIDEO	Click here to watch: VET Community Services - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 8:30am – 12:00pm PM: 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	Wyndham CEC, delivered at Wayaperri House, 106 Duncans Road, Werribee 3030
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday PM: 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	Wyndham CEC, delivered at Wayaperri House, 106 Duncans Road, Werribee 3030

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCECE056	Work effectively in children's education and care	65	N
CHCECE034	Use an approved learning framework to guide practice	80	N
CHCECE031	Support children's health, safety and wellbeing	160	N
HLTWHS001	Participate in workplace health and safety	20	N
CHCECE055	Meet legal and ethical obligations in children's education and care	60	N
CHCPRP003	Reflect on and improve own professional practice	120	N
CHCPRT001	Identify and respond to children and young people at risk	40	N
BSBSUS411	Implement and monitor environmentally sustainable work practices	40	N
CHCECE037	Support children to connect with the natural environment	50	N
HLTAID012	Provide First Aid in an education and care setting	22	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCECE032	Nurture babies and toddlers	108	N
CHCECE035	Support the holistic learning and development of children	100	N
CHCECE038	Observe children to inform practice	40	N
CHCECE036	Provide experiences to support children's play and learning	75	N
CHCECE030	Support inclusion and diversity	63	N
CHCECE033	Develop positive and respectful relationships with children	100	N
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	55	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: 22499VIC

CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL)

Program Description:
The Certificate II in Electrotechnology aims to provide students with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the electrical industry. It also provides students with increased opportunities of gaining an electrical apprenticeship. The program also provides experiences across a number of electrical trades including electrical, electronics, refrigeration and mechanical engineering.

Pathways / Career Opportunities:
The program will prepare students for entry-level employment in the electrical industry and enhance their opportunity of gaining an electrical apprenticeship.
The Certificate II qualification has a clear relationship with further training in the electrical/electronic industry.
It is anticipated that students progressing to an apprenticeship may receive credits towards their off-the-job training in the apprenticeship.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Additional Costs: Protective clothing and minor equipment may also need to be purchased.

Holiday Training (may be subject to change)
Holiday Training may be expected for this course and will be confirmed at a later date.

Program Requirements
This course includes the delivery of First Aid & Construction Induction (White Card). If you already have complete these units previously it is a great benefit! You MUST email vetinschools@gordontafe.edu.au your USI Transcript or Statement of Attainment prior to starting the course.

COURSE CODE	22499VIC
CERTIFICATE NAME	Certificate II in Electrotechnology (Pre-vocational)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	22499VIC Certificate II in Electrotechnology Studies (Pre-vocational) workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Electrical Industry - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE Trade Training Centre
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE Trade Training Centre

Note: There may be a need for the Electro students to attend an extra week at the end of the year due to course workload.

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace	20	N
VU22670	Provide an overview of the electro technology industry	30	N
VU22333	Perform intermediate engineering computations	40	N
UEENEEE103A	Solve problems in ELV single path circuits	40	N
VU21544	Install a sustainable extra low voltage energy power system	30	N
UEENEEE105A	Fix and secure electro technology equipment	20	N
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems	20	N
HLTAID011	Provide first aid	18	N
CPCCWHS1001	Prepare to work safely in the construction industry	6	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEE103A	Solve problems in ELV single path circuits	40	N
VU22670	Provide an overview of the electro technology industry	30	N
VU22671	Use test equipment in the electrotechnology industry	20	N
VU21544	Install a sustainable extra low voltage energy power system	30	N
VU22672	Carry out basic electro technology project	40	N
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30	N
UEENEEJ104A	Establish the basic operating conditions of air conditioning Systems	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: 22499VIC

CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL) [VICTORIA UNIVERSITY]

Program Description:
This course with Victoria University Polytechnic can help you get your foot in the door. It will give you the industry skills and knowledge to gain access to a wide range of apprenticeships offered in the electrotechnology industry. You'll develop technical skills and knowledge that will ensure you are ready for work in the electrical trade, including:

- basic electrical theory and workshop practices
- basic network cabling for extra low voltage (ELV) equipment and devices
- use of test instruments in the electrotechnology industry
- wiring and installation
- provision of basic sustainable energy solutions in domestic premises
- fabrication, assembling and dismantling utilities industry components
- working with electrotechnology equipment and use of test instruments
- workplace safety and first aid.

You will graduate with a nationally recognised qualification as well as credits for further training as an apprentice, or trainee in the electrotechnology industry in areas such as: electrical, renewable energy, air conditioning/refrigeration Instrumentation.

Pathways / Career Opportunities:
When you graduate, you could find employment in roles such as:

- apprentice electrician
- apprentice electrical fitter
- apprentice air conditioning and refrigeration mechanic
- renewable energy systems installer
- electrical engineering technician
- data and security installations.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Equipment: overalls or workpants with rule pocket, safety boots, PPE – earplugs, safety glasses, calculator / A4 ring binder / ballpoint pen and notebook.

COURSE CODE	22499VIC
CERTIFICATE NAME	Certificate II in Electrotechnology Studies (Pre-vocational)
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	Strongly recommended VCAA strongly recommends that students undertake a minimum of 80 hours of SWL over the duration of the VCE VET Certificate II in Electrotechnology Studies.
SWL LOGBOOK	22499VIC Certificate II in Electrotechnology Studies (Pre-vocational) workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Electrical Industry - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - **Full day delivery** 8:30am – 3:30pm Thursday - **Full day delivery** 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday - **Full day delivery** 8:30am – 3:30pm Friday -**Full day delivery** 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCWHS1001A	Prepare to work safely in the construction industry is the correct unit	6	N
HLTAID011	Provide first aid	18	N
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace	20	N
UEENEEE102A*	Fabricate, assemble and dismantle utilities industry components	40	N
UEENEEE103A*	Solve problems in ELV single path circuits	40	N
UEENEEE105A*	Fix and secure electrotechnology equipment	20	N
VU22333	Perform intermediate engineering computations	40	N
VU21544	Install a sustainable extra low voltage energy power system	30	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEJ104A*	Establish the basic operating conditions of air conditioning systems	20	N
VU22670	Provide an overview of the electrotechnology industry	30	N
VU22671	Use test instruments in the electrotechnology industry	20	N
VU22672	Carry out basic electrotechnology project	40	N
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30	N
UEENEEJ102A*	Prepare and connect refrigeration tubing and fittings	40	N
VU22669	Perform energy sector installations of extra low voltage (ELV) single path circuits	40	N

An asterisk (*) against a unit code indicates that there is a prerequisite requirement that must be met. Prerequisite unit(s) must be assessed before assessment of any unit of competency with an asterisk.

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

VICTORIA UNIVERSITY
POLYTECHNIC

COURSE CODE: 22589VIC

CERTIFICATE III IN EMERGING TECHNOLOGIES – NEW FOR 2024

Program Description:
This course will allow students to complete Certificate III in Emerging Technologies.

The Certificate III in Emerging Technologies program prepares students for entry-level positions in a range of industry, business and community contexts. It can also lead to further education and training or directly into employment, and aims to develop transferable skills and knowledge in the use of emerging technologies.

The Certificate III in Emerging Technologies qualification reflects the varied and in demand roles required in the digital world and how to apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. Students will develop enterprise skills and the technical knowledge needed to solve work-place challenges, the impact of evolving technology on jobs, and engage in product design, 3D printing and Smart Cities.
The importance of digital literacy in the workforce will be addressed, and students will gain a deeper understanding of its importance to their work lives.

Pathways / Career Opportunities:
Completion of the Certificate III in Emerging Technologies provides a pathway into training and employment in a range of industry, business and community contexts. Some potential occupations may include Multimedia Designer, Social Media Administrator, New Product Designer, Smart Cities Developer, Digital Technician. Further pathways to the Certificate IV in Information Technology and Certificate IV in Cyber Security, through to Diploma and Bachelor levels.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	22589VIC
CERTIFICATE NAME	Certificate III in Emerging Technologies
ENROLMENT TYPE	VE1?
RTO CODE	3113
RTO NAME	Victoria University Polytechnic
ATAR	No scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	
VET CAREER VIDEO	
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday- **Full day delivery** 8:30am-5:00pm
HOST SCHOOL - LOCATION	Wyndham Tech School, VU Werribee Campus, Building 14, Gate 2 via, 235 Hoppers Ln, Werribee
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Offered in 2025
HOST SCHOOL - LOCATION	Wyndham Tech School, VU Werribee Campus, Building 14, Gate 2 via, 235 Hoppers Ln, Werribee

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23136	Develop enterprise skills for solving workplace challenges	18	N
BSBWHS211	Contribute to the health and safety of self and others	12	N
VU23137	Apply enterprise skills in a team to develop solutions to workplace problems	12	N
VU23164	Explore and prepare for 3D printing in industry	12	N
VU23151	Develop a career plan for technology and digital futures	12	N
VU23152	Present information to support decision making using common business applications	18	N
VU23153	Explore evolving technology and impact on jobs	12	N
VU23142	Investigate applications for Smart Cities technology	18	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADIG304	Create visual design components	18	N
ICTWEB305	Produce digital images for the web	24	N
CUADIG311	Prepare video assets	21	N
CUADES201	Follow a design process	18	N
BSBCRT413	Collaborate in creative processes	24	N
CUADES202	Evaluate the nature of design in a specific industry context	36	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

VICTORIA UNIVERSITY
POLYTECHNIC

COURSE CODE: 22470VIC

CERTIFICATE II IN ENGINEERING STUDIES

Program Description:
This program provides students with the knowledge and skills to achieve competence that will enhance their employment prospects in the engineering or engineering related industries

Pathways / Career Opportunities:
The Certificate II program provides pre-employment training for pathways into engineering apprenticeships. Articulation into higher level courses is also available.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Additional Costs: Protective clothing and minor equipment may also need to be purchased.

COURSE CODE	22470VIC
CERTIFICATE NAME	Certificate II in Engineering Studies
ENROLMENT TYPE	VE1
RTO CODE	3784
RTO NAME	Educational Living
ATAR	Scored Assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	22470VIC Certificate II in Engineering Studies workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Engineering Studies – Mackillop College Werribee /Educational Living
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 8:00am – 11:00am
HOST SCHOOL - LOCATION	MACKILLOP COLLEGE WERRIBEE Trade Training Centre
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	MACKILLOP COLLEGE WERRIBEE Trade Training Centre

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MEM13014A	Apply principles of OH&S in the work environment	10	N
MEM18001C	Use hand tools	20	N
MEM18002B	Use power tools/hand held operations (F / M)	20	N
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries	30	N
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches and drawings	20	N
VU22331	Perform basic machining processes	40	N
VU22332	Apply basic fabrication techniques	40	N
VU22335	Perform metal machining operations	60	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MEMPE006A	Undertake a basic engineering project	80	Y
VU22333	Perform intermediate engineering computations (F / M / T)	40	Y
VU22334	Produce basic engineering components and products using fabrication and machining operations (F / M)	60	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

EDUCATIONAL LIVING

COURSE CODE: MSF20516

CERTIFICATE II IN FURNITURE MAKING PATHWAYS – YEAR 1 NOT RUNNING IN 2024

Program Description:
This course is designed to provide students with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the furnishing industry.

Pathways / Career Opportunities:
This program will prepare students for work in the furnishing, cabinet making and joinery industries. Students will have the skills and knowledge required to work in a production environment in both manufacturing of free-standing furniture or built-in cabinets, and provide on-site assistance in the installation of those items. Successful completion of the Certificate II in Furniture Making will enable a student to enter a cabinet making or joinery apprenticeship with advanced standing.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Holiday Training (may be subject to change)
Holiday Training may be expected for this course and will be confirmed at a later date.

COURSE CODE	MSF20516
CERTIFICATE NAME	Certificate II in Furniture Making Pathways
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Scored Assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	MSF20516 Certificate II in Furniture Making Pathways workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Furnishing - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Not running in 2024
HOST SCHOOL - LOCATION	
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 9:00am- 1:00pm
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSFFP2002	Develop a career plan for the furnishing industry	30	N
MSMENV272	Participate in environmentally sustainable work practices	30	N
MSMPCI103	Demonstrate care and apply safe practices at work	30	N
MEM16006A	Organise and Communicate Information	20	N
MSFFP2005	Join furnishing materials	10	N
MSFFP2006	Make simple timber joints	40	N
MSMSUP106	Work in a team	30	N
MSFFP2003	Prepare Surfaces	24	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSFFM2001	Use furniture making sector hand and power tools	40	Y
MSFFM2002	Assemble furnishing components	20	Y
MSFFP2001	Undertake a basic furniture making project	100	Y
MSFGN2001	Make measurements and calculations	30	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: AHC20416

CERTIFICATE II IN HORTICULTURE

Program Description:
Certificate II is regarded as an entry level course. Graduates will have skills and knowledge to become a valued and productive employee within the Amenity Horticulture Industry. Graduates assist with planting and maintaining lawns, shrubs and garden beds in public or private gardens and parks. Upon successful completion of the Certificate II in Horticulture students may choose to complete an apprenticeship or traineeship in Horticulture, Parks and Gardens or Landscape Construction.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

The attire required for students are:

- Closed (safety) non-leather footwear - possible
- Long sleeve – high visibility shirt (preferably not yellow, and bees and bugs get attracted to it), and helmets for side-by-side driving
- Long Tradies Pants
- Disposable Coveralls will be provided
- Gardening gloves and will provide disposable nitrile gloves when handlings other materials.
- Hat (summer months and when outside)
- Safety Googles (it will be provided)
- Thermals (during winter).

COURSE CODE	AHC20416
CERTIFICATE NAME	Certificate II in Horticulture
ENROLMENT TYPE	VE1
RTO CODE	21316
RTO NAME	ACAH
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	AHC20416 Certificate II in Horticulture workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Horticulture - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - **Full day delivery** 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday - **Full day delivery** 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South

UNITS OF COMPETENCY

YEAR 1 - ALL STUDENTS IN YEAR 1 & 2 ARE STUDYING THE SAME YEAR 1 UNITS IN 2024

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS201	Participate in work health and safety processes	20	N
AHCWRK209	Participate in environmentally sustainable work practices	20	N
AHCCHM201	Apply chemicals under supervision	30	N
AHCIRG221	Assist with pressurised irrigation operations	40	N
AHCMOM203	Operate basic machinery & equipment	20	N
AHCPGD201	Plant trees and shrubs	20	N
MEM18001	Use hand tools	20	N
AHCPGD206	Conduct visual inspection of park facilities	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: SIT20322 & SIT20421

CERTIFICATE II IN HOSPITALITY & CERTIFICATE II IN COOKERY [DUAL PROGRAM]

Program Description:
This qualification provides the practical skills and knowledge to be competent in a range of activities and functions in hospitality venues where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs cafes and coffee shops. Year 1 covers modules in both Front of House and Kitchen streams. Year 2/Units 3 and 4 offer scored assessment and incorporate units from the Kitchen stream OR Front of House Stream.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SIT20322 Certificate II in Hospitality SIT20421 Certificate II in Cookery
CERTIFICATE NAME	Certificate II in Hospitality Certificate II in Cookery
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program. (40 hours each YEAR -back of house - *Fast food retail outlets are not acceptable)*
SWL LOGBOOK	A workplace learning record booklet is currently under development
VET CAREER VIDEO	Click here to watch: VET Hospitality-GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Thursday 1.00pm – 3:00pm
HOST SCHOOL - LOCATION	THE GRANGE Trade Training Centre
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday In 2025
HOST SCHOOL - LOCATION	THE GRANGE Trade Training Centre

UNITS OF COMPETENCY

YEAR 1 - SIT20322 CERTIFICATE II IN HOSPITALITY (FULL COMPLETION IN YEAR 1) 6 CORE 6 ELECTIVES

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBTWK201	Work effectively with others	40	N
SITHCCC024	Prepare and present simple dishes*	25	N
SITHCCC025	Prepare and Present Sandwiches	10	N
SITFAB0025	Prepare & Serve Espresso Coffee	30	N
SITHIND006	Source and use information on the hospitality industry	25	N
SITHIND007	Use Hospitality skills effectively	0	N
SITHKOP009	Clean kitchen premises and equipment*	13	N
SITXCCS011	Interact with customers	20	N
SITXCOM007	Show social and cultural sensitivity	20	N
SITXFSA005	Use hygienic practices for food safety	15	N
SITXINV006	Receive, store and maintain stock	20	N
SITXWHS005	Participate in safe work practices	12	N

YEAR 1 - SIT20421 CERTIFICATE II IN COOKERY (PARTIAL COMPLETION IN YEAR 1) 7 CORE 6 ELECTIVES

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHCCC024	Prepare and present simple dishes*	25	N
SITHCCC025	Prepare and Present Sandwiches	10	N
SITHKOP009	Clean kitchen premises and equipment*	13	N
SITXCCS011	Interact with customers	20	N
SITXCOM007	Show social and cultural sensitivity	20	N
SITXFSA005	Use hygienic practices for food safety	15	N
SITXINV006	Receive, store and maintain stock	20	N
SITXWHS005	Participate in safe work practices	12	N

YEAR 2 - SIT20421 CERTIFICATE II IN COOKERY (FULL COMPLETION IN YEAR 2)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHCCC023	Use food preparation equipment*	25	Y
SITHCCC027	Prepare dishes using basic methods cookery	45	Y
SITHCCC028	Prepare Appetisers and Salads	25	Y
SITHCCC029	Prepare stock, sauce and soups	35	Y
SITCCC034	Work effectively in a commercial Kitchen	60	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commence

COURSE CODE: SIT20316

CERTIFICATE II IN HOSPITALITY "SUPPORTED PROGRAM"

Program Description:
The main focus of this course is to support students with additional learning needs to meet their individual pathways. Begin training for a career in hospitality while you complete your secondary school studies, with the Certificate II in Hospitality. This introductory course equips you with basic hospitality knowledge and skills. This qualification provides the practical skills and knowledge to be competent in a range of activities and functions in hospitality venues where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs cafes and coffee shops.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SIT20316
CERTIFICATE NAME	Certificate II in Hospitality
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	SIT20316 Certificate II in Hospitality workplace learning record booklet
VET CAREER VIDEO	Click here to watch: VET Hospitality-GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday - **Full day delivery** 9:30am – 3:00pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY Footscray Nicholson Campus
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday - **Full day delivery** 9:30am – 3:00pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY Footscray Nicholson Campus

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWOR203	Work effectively with others	15	N
SITHIND002	Source and use information on the hospitality industry	25	N
SITHIND003	Use hospitality skills effectively	0	N
SITXCCS003	Interact with customers	20	N
SITXCOM002	Show social and cultural sensitivity	20	N
SITXFSA001	Use hygienic practices for food safety	15	N
SITXWHS001	Participate in safe work practices	12	N
SITHCCC003	Prepare and present sandwiches	10	N
SITHFAB001	Clean and tidy bar areas	15	N
SITHKOP001	Clean kitchen premises and equipment	13	N
SITXCOM001	Source and present information	10	N
SITXCCS006	Provide service to customers	25	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHFAB004	Prepare and serve non-alcoholic beverages	20	N
SITHFAB005	Prepare and serve espresso coffee	30	N
SITHFAB007	Serve food and beverage	80	N
SITHFAB016	Provide advice on food	40	N
SITXFIN001	Process financial transactions	25	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

COURSE CODE: ICT30120

CERTIFICATE III IN INFORMATION TECHNOLOGY

Program Description:
This course will equip the student with comprehensive skills and knowledge to enter the information and communications technology (ICT) field. The course provides the introductory skills and knowledge with an emphasis on ICT support and computer networking. The course incorporates theoretical, practical and hands-on training in areas such as PC hardware and software maintenance; server administration; client operating systems; and workplace skills. The students will be enrolled in enough units over the two years to obtain the full certificate, but VCAA requires only partial completion to obtain satisfactory VCE VET study score. These units are outlined below. The choice is with the students if they want to complete the full certificate by working on the additional units or follow the VCAA pathway which will only be entitled the student to a Statement of Attainment from the RTO.

Pathways / Career Opportunities:
Upon the successful completion of the full certificate a student may seek employment as part of an ICT support team – network technicians, help desk assistant or software support being options. Tertiary pathways/degrees qualifications in ICT networking at Certificate IV or diploma level at TAFE or numerous university degrees in ICT.

NOTE: the support stream is the focus of the course at Wyndham Central

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	ICT30120
CERTIFICATE NAME	Certificate III in Information Technology
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	ICT30120 Certificate III in Information Technology workplace learning record booklet (docx - 2.86mb).
VET CAREER VIDEO	Click here to watch: VET Information Technology- GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:00pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBXTW301	Work in Team	40	N
BSBXCS303	Securely manage personally identifiable information and workplace information	40	N
BSBCRT301	Develop and extend critical and creative thinking skills	40	N
ICTPRG302	Apply introductory programming techniques	40	N
ICTICT213	Use computer operating systems and hardware	60	N
ICTICT214	Operate application software packages	60	N
CUAANM301	Create 2D digital animations	20	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ICTSAS310	Install, configure and secure a small office or home network	50	Y
ICTSAS305	Provide ICT advice to clients	40	Y
ICTSAS309	Maintain and repair equipment and software	20	Y
ICTSAS312	Provide basic system administration	20	Y
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	50	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: SHB30221

CERTIFICATE III IN MAKE-UP (PARTIAL)

Program Description:
This course will equip you with the hands-on skills and knowledge required to provide make-up services in a salon or as a freelance artist. The program covers topics such as demonstrating and selling make-up and retail skincare products, and also develops your communication and customer service skills to prepare you to perform routine salon and store functions.

Pathways/career opportunities
Upon successful completion of this qualification through The Gordon, you can receive a guaranteed place into a range of beauty and make-up courses at The Gordon. Successful completion of this program can also lead you to a range of entry level employment opportunities in the make-up industry, in roles such as a salon assistant or retail cosmetic sales assistant. School-based apprenticeships and traineeships may also be available in addition to entry-level employment.

Holiday Training (may be subject to change)
Holiday Training may be expected for this course and will be confirmed at a later date.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SHB30221
CERTIFICATE NAME	Certificate III in Make-up (Partial)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	SHB30215 Certificate III in Make-Up workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Hair and Beauty - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - **Full day delivery** 9:00am – 3:00pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm – 5:30pm
HOST SCHOOL - LOCATION	THE GORDON CITY CAMPUS Fenwick Street, Geelong 3220

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBXIND003	Comply with organisational requirements within a personal services environment	45	N
SHBXWHS003	Apply safe hygiene, health and work practices	40	N
SHBBINF002	Maintain infection control standards	75	N
SHBBMUP009	Design and apply make-up	45	N
SHBBMUP010	Design and apply make-up for photography	30	N
SHBXCCS009	Greet and prepare clients for salon services	10	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBBMUP013	Design and apply creative make-up	50	N
SHBBRES003	Research and apply beauty industry information	20	N
SHBXCCS008	Provide salon services to clients	30	N
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	50	N
SHBBMUP012	Apply airbrushed make-up	30	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: CUA30920

CERTIFICATE III IN MUSIC (PERFORMANCE)

Program Description:
Certificate III in Music enables students to apply a broad range of knowledge and skills in varied work contexts in the music industry. Depending on the electives chosen, Units 1 and 2 include preparing for performances, writing song lyrics, developing ensemble skills and assisting with sound recordings. Units 3 and 4 offer scored assessment and include units such as developing improvisation skills, applying knowledge of genre to music making and performing music as part of a group or as a soloist.

Pathways / Career Opportunities:
Completion of Certificate III prepares students for work in the music industry in areas such as performance, critical listening, music management and music promotions. With additional training and experience, potential employment opportunities may include professional musician, song writer, composer, arranger, copier, promoter, teacher, instrumentalist.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

NOTE: Students must have knowledge, experience and training in playing an instrument or vocals.

COURSE CODE	CUA30920
CERTIFICATE NAME	Certificate III in Music (Performance)
ENROLMENT TYPE	VE1
RTO CODE	41549
RTO NAME	COSAMP
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	2023 Workplace Learning Record booklets for VCE VET Music are under construction
VET CAREER VIDEO	Click here to watch: VET Music- GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:30pm – 4:00pm
HOST SCHOOL - LOCATION	MANOR LAKES COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:00pm
HOST SCHOOL - LOCATION	MANOR LAKES COLLEGE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUACMP311	Implement copyright arrangements	20	N
CUAIND313	Work effectively in the music industry	35	N
CUAIND314	Plan a career in the creative arts industry	35	N
CUAMPF213	Perform simple repertoire in ensembles	50	N
CUAMCP311	Create simple Musical composition	35	N
CUAMCP312	Write song Lyrics	30	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUAMPF412	Develop and apply stagecraft skills	70	Y
CUAMPF311	Develop technical skills for musical performances	20	Y
CUAMPF312	Prepare for musical performances	35	Y
CUAMPF315	Develop and perform musical improvisation	35	Y
CUAMPF416	Perform music as a soloist OR	70	Y
CUAMPF414	Perform Music as part of a group	70	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COLLEGE OF SOUND
AND MUSIC PRODUCTION

COURSE CODE: CUA30920

CERTIFICATE III IN MUSIC (SOUND PRODUCTION)

Program Description:
Certificate III in Music Industry (Sound Production) provides students with the practical skills and knowledge to record, mix and edit sound sources. Units 1 and 2 include developing music industry knowledge, establishing contractual and work relationships, and following health, safety and security practices. Units 3 and 4 offers scored assessment and includes units such as editing sound using digital systems, operating sound mixing consoles, operating sound reinforcement systems and mixing sound sources.

Pathways / Career Opportunities:
Completion of the Certificate III prepares students for work in the music industry in areas such as sound track laying, digital editing and mixing, audio visual equipment operations and stage management and can be applied to workplaces such as stage productions, radio and medium to large recording studios. With additional training and experience, potential employment opportunities may include sound technician, tour crew member, studio engineer, theatre/television audio technician.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CUA30920
CERTIFICATE NAME	Certificate III in Music (Sound Production)
ENROLMENT TYPE	VE1
RTO CODE	41549
RTO NAME	COSAMP
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
SWL LOGBOOK	2023 Workplace Learning Record booklets for VCE VET Music are under construction
VET CAREER VIDEO	Click here to watch: VET Music Sound Production – Thomas Carr College
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	TBC
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday TBC 1:00pm – 4:45pm
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASOU212	Perform basic sound editing	30	N
BSBWHS211	Contribute to the health and safety of self and others	20	N
CUAMLT302	Apply knowledge of style and genre to music industry practice	40	N
CUACMP311	Implement copyright arrangements	20	N
CUAIND313	Work effectively in the music industry	35	N
CUAIND314	Plan a career in the creative arts industry	35	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASOU306	Operate sound reinforcement systems	40	Y
CUASOU317	Record and mix basic music demos	40	Y
CUASOU308	Install and disassemble audio equipment	40	Y
CUASOU321	Mix music in studio environments	60	Y
CUASOU412	Manage audio input sources	30	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COLLEGE OF SOUND
AND MUSIC PRODUCTION

COURSE CODE: 22569VIC

CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP)

Program Description:
The Certificate II in Plumbing (Pre-Apprenticeship) will equip you with the basic skills and knowledge to enter the plumbing or associated building industries and is designed to enhance your apprenticeship prospects. The program covers relevant material, equipment, and occupational health and safety procedures to ensure you work safely and effectively on building sites.

Pathways / Career Opportunities:
The direct career pathway from this program is being employed in a full-time apprenticeship. Graduates will need to be employed by a Licensed Plumber before they continue their training as an apprentice.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

Additional Costs: Protective clothing and minor equipment may also need to be purchased.

Holiday Training (may be subject to change)
Holiday Training may be expected for this course and will be confirmed at a later date.

Program Requirements This course includes the delivery of First Aid & Construction Induction (White Card). If you already have completed these units previously it is a great benefit! You MUST email vetinschools@gordontafe.edu.au your USI Transcript or Statement of Attainment prior to starting the course.
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COURSE CODE	22569VIC
CERTIFICATE NAME	Certificate II in Plumbing (Pre-apprenticeship)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
SWL LOGBOOK	22569VIC Certificate II in Plumbing (Pre-apprenticeship) workplace learning record booklet (docx - 392.71kb).
VET CAREER VIDEO	Click here to watch: VET Plumbing - GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 8:00am – 12:15pm PM: 12:45pm – 5:00pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE Trade Training Centre
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday AM: 8:00am – 12:15pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE Trade Training Centre

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCCM1015	Carry out measurements and calculations	20	N
CPCCCM2001	Read and interpret plans and specifications	36	N
CPCCWHS1001	Prepare to work safely in the construction industry	6	N
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	N
VU23054	Use basic plumbing hand tools	50	N
HLTAID010	Provide basic emergency life support	12	N
CPCPCM2039A	Carry out interactive workplace communication	10	N
VU23051	Prepare to work in the plumbing industry	20	N
VU23052	Use and apply basic levelling equipment for plumbing	8	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23049	Identify career pathways in the plumbing industry	30	N
BSBWRT311	Write simple documents	30	N
VU23053	Use basic electric welding equipment and techniques	20	N
VU23052	Use and apply basic levelling equipment for plumbing	8	N
VU23054	Use basic plumbing hand tools	50	N
VU23055	Use basic power tools	20	N
VU23047	Cut and penetrate building materials and structures	30	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: CUA31020

CERTIFICATE III IN SCREEN AND MEDIA

Program Description:
Units 1 and 2 include participating in occupational health and safety processes, developing and applying creative arts industry knowledge, working with others and applying critical thinking techniques. Units 3 and 4 offers scored assessment and incorporates units such as 2D digital animations, writing content for a range of media, authoring interactive sequences and creating visual design components.

Pathways / Career Opportunities:
With additional training and experience potential employment opportunities may include, camera/lighting assistant, radio program maker/presenter, editing assistant, interactive media author, production assistant. web designer, games designer, animator, special effects producer.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CUA31020
CERTIFICATE NAME	Certificate III in Screen and Media
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	CUA31020 Certificate III in Screen and Media workplace learning record booklet (docx - 402.07kb).
VET CAREER VIDEO	Click here to watch: VET Creative and Digital Media- GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	
HOST SCHOOL - LOCATION	
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm – 5:30pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ICTWEB306	Develop web presence using social media	30	N
CUACAM211	Assist with basic camera shoots	30	N
CUAWHS312	Apply work health and safety practices	30	N
CUAIND311	Work effectively in the creative arts industry	50	N
CUADIG303	Produce and prepare photo images	20	N
BSBCRT311	Apply critical thinking skills in a team environment	40	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADIG312	Author interactive sequences	40	Y
CUADES302	Explore and apply the creative design process to 2D forms	60	Y
CUAWRT301	Write content for a range of media	40	Y
CUAANM301	Create 2D digital animations	35	Y
CUADIG304	Create visual design components	30	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

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AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING

COURSE CODE: SIS30115

CERTIFICATE III IN SPORT & RECREATION

Program Description:
Certificate III in Sport and Recreation provides students with the skills and knowledge to work in the Sport and Recreation industry. In Units 1 and 2, students can choose from a range of electives to create a program of their choice, including teaching the fundamental skills of athletics, basketball, gymnastics or squash and implementing sports injury prevention. Units 3 and 4 offers scored assessment and includes core units such as conduct basic warm-up and cool-down programs, plan and conduct sport and recreation sessions and undertake a risk analysis of activities. Students also undertake electives drawn from the Aquatics, Fitness, Sport and Outdoor Recreation streams.

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study. Further information can be found on the VTAC website: www.vtac.edu.au

Where a student elects not to receive a study score for VCE VET Sport and Recreation, no contribution to the ATAR will be available.

Pathways / Career Opportunities:
Completion of Certificate III in Sport and Recreation may lead to job outcomes including facilitating sport and recreation programs, maintaining grounds and facilities and working in the service industry in locations such as recreation and fitness centres, outdoor sporting grounds or aquatic centres. With additional training and experience, potential job outcomes may include coaching, teaching and sports administrating.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SIS30115
CERTIFICATE NAME	Certificate III in Sport & Recreation
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored Assessment is available for the Units 3 and 4 sequence of SIS30115 Certificate III in Sport and Recreation
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	SIS30115 Certificate III in Sport and Recreation workplace learning record booklet.
VET CAREER VIDEO	Click here to watch: VET Sport and Recreation- GET VET (VCAA)
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday PM: 1:00pm – 4:15pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday PM: 1:00pm – 4:15pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWOR301	Organise personal work priorities and development	30	N
HLTAID003	Provide first aid	18	N
HLTWHS001	Participate in workplace health and safety	20	N
ICTWEB201	Use social media tools for collaboration and engagement	20	N
SISXCAI001	Provide equipment for activities		
SISSPAR009	Participate in conditioning for sport	20	N
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions	20	N
SISXCCS001	Provide quality service	25	N
SISXEMR001	Respond to emergency situations	18	N
SISXIND006	Conduct sport, fitness and recreation events	55	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	50	Y
SISSSCO001	Conduct sport coaching at FND level	50	Y
SISXCAI004	Plan and conduct programs	35	Y
SISXCAI006	Facilitate groups	25	Y
SISXRES002	Educate user groups	25	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: 22567VIC

CERTIFICATE I IN TRANSITION EDUCATION (PARTIAL COMPLETION)

Program Description:
Certificate I in Transition Education is intended to support learners with permanent intellectual disabilities to develop the skills to find the most appropriate option for them in the community after leaving school. This may include employment, volunteer work or further study. The certificate includes the development of employability skills including communication, problem-solving, self-management and use of technology.
Students are supported to develop strategies to identify information and resources about everyday activities such as travel, health and participation in recreational activities, develop independent living skills and participate in activities in the community.

Pathways / Career Opportunities
Students who complete this partial program at school may choose to attend The Gordon TAFE post school to complete the Certificate I in Transition Education. Students' goals may also include transitioning to volunteer work or entry-level employment.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	22567VIC
CERTIFICATE NAME	Certificate I in Transition Education (partial completion)
ENROLMENT TYPE	VE3
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Nil
STRUCTURED WORKPLACE LEARNING (SWL)	Recommended
SWL LOGBOOK	NA
VET CAREER VIDEO	NA
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday 9:30am – 2:00pm
HOST SCHOOL - LOCATION	WARRINGA PARK SCHOOL Cayleys Rd Campus, 10 Cayleys Rd, Werribee South
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Thursday 9:30am – 2:00pm
HOST SCHOOL - LOCATION	WARRINGA PARK SCHOOL Cayleys Rd Campus, 10 Cayleys Rd, Werribee South

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23038	Participate in the community	150	N
VU22359	Conduct a project with guidance	20	N
VU23033	Explore a microbusiness opportunity	50	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23037	Explore future options for further training, work or community activities	150	N
VU23042	Identify processes to obtain a learner permit	50	N
VU22789	Participate in job-seeking activities	50	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

COURSE CODE: CUA31120

CERTIFICATE III IN VISUAL ARTS

Program Description:
This qualification reflects the role of individuals who are developing a range of visual art skills and who may take responsibility for own outputs in work and learning. It applies to work in different visual arts, craft and design environments. Practice at this level is underpinned by the application of introductory art theory and history.

Pathways / Career Opportunities
Certificate IV in Visual Arts, Diploma of Photography And Photo Imaging.

Contribution to VCE / VCE VM & VPC
These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CUA31120
CERTIFICATE NAME	Certificate III in Visual Arts
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	**Strongly recommended** The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
SWL LOGBOOK	CUA31120 Certificate III in Visual Arts workplace learning record booklet (docx - 565.79kb).
VET CAREER VIDEO	NA
LOCATION AND TIMES	
YEAR 1	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE
YEAR 2	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE

UNITS OF COMPETENCY

YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWHS211	Contribute to the health and safety of self and others	20	N
CUAACD311	Produce drawings to communicate ideas	90	N
CUAPPR311	Produce creative work	45	N
CUARES301	Apply knowledge of history and theory to own arts practice	50	N
CUADRA311	Produce Drawings	50	N
CUAPA1311	Produce Paintings	50	N

YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASCU311	Produce sculpture	50	N
CUADES201	Follow a design process	50	N
CUAPHI312	Capture photographic images	60	N
CUAPPR211	Make simple creative work	40	N
CUAACD201	Develop drawing skills to communicate ideas	60	N
BSBTWK201	Work effectively with others	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.
Programs and units of competency are subject to change prior to commencement.

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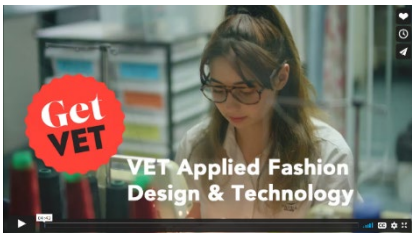
VET CAREER VIDEOS

Visit the Get VET website [vcaa.vic.edu.au/getvet] for more videos, success stories and resources.

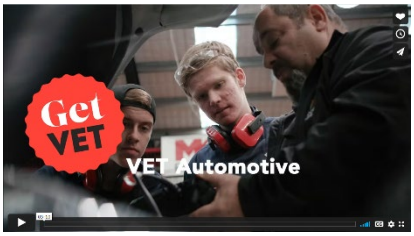
GET VET Agriculture, Horticulture, Conservation and Land Management
https://vimeo.com/427983896

GET VET Animal Studies
https://vimeo.com/404799601

GET VET Applied Fashion Design and Technology
https://vimeo.com/389137209



GET VET Automotive
https://vimeo.com/379135716



GET VET Building and Construction
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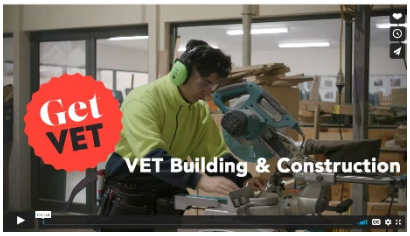
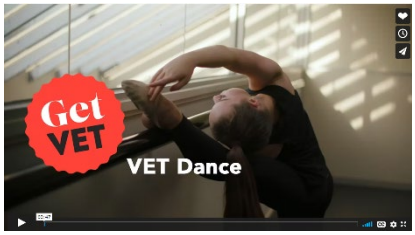


GET VET Business
https://vimeo.com/389886598

GET VET Creative and Digital Media
https://vimeo.com/378454730

VET Community Services Werribee Secondary College
https://youtu.be/p_lTnjbHREw

GET VET Dance
https://vimeo.com/389137090

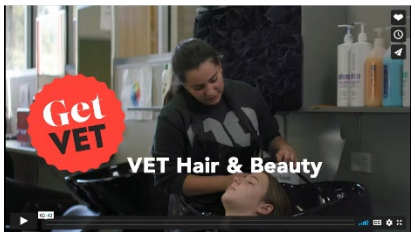


GET VET Electrical Industry
https://vimeo.com/364919319

VET Engineering - Mackillop College Werribee /Educational Living
https://youtu.be/V6XN2B_Nmu8

GET VET Furnishing
https://vimeo.com/404799456

GET VET Hair and Beauty
https://vimeo.com/364919650



GET VET Health
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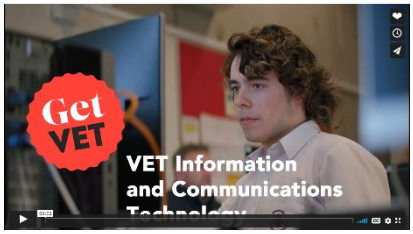
GET VET Hospitality
https://vimeo.com/350641551

GET VET Information Technology
https://vimeo.com/395066788



GET VET Integrated Technologies
https://vimeo.com/389137148

VET Music - Thomas Carr College
https://drive.google.com/file/d/1NPVdKZ72J1Qro8NwsB21LMoNbq8gKL-1/view

GET VET Plumbing
https://vimeo.com/403082120

GET VET Sport and Recreation
https://vimeo.com/359412894