

# VET HANDBOOK 2020



Endless Opportunities

# Youth2Industry

Youth2Industry is a specialist VCAL program for youth with learning and access needs seeking to successfully secure work, training or education. The year long program provides opportunities for project based learning and development of industry skills.

## INFORMATION SESSION

For more information on Youth2Industry come along to one of our FREE information sessions:

**Dates:** Thursday 8 August  
**Times:** 7.00pm – 8.00pm  
**RSVP:** Booking essential by 1 August

or

**Dates:** Thursday 5 September  
**Times:** 7.00pm – 8.00pm  
**RSVP:** Booking essential by 29 August

**Venue:** IMVC, Level 1, 71 Palmerston Crescent, South Melbourne  
**Email:** [rto@imvc.com.au](mailto:rto@imvc.com.au)



Youth2Industry training is delivered with Victorian and Commonwealth Government funding.

## Making Alternatives Possible (MAP)

### COURSE DESCRIPTION

MAP is a 10-week program designed for young adults exploring alternate education pathways. MAP is delivered in a flexible and supportive environment. Students will:

- Set goals for the future
- Identify education and employment pathways
- Prepare for further education, training or employment by developing their employability skills and knowledge of education pathways

IMVC will be delivering MAP in the Eastern region of Melbourne during 2019. Students will receive a free breakfast every morning.

### ARE YOU SUITABLE?

Consider this course if you are:

- 17-19 years of age
- Looking for a supportive environment to help you to identify education and employment pathways and set goals for the future
- Willing to commit to the 10 week program

### VENUES

Eastern Melbourne

**Venue:** 360 Boroondara Youth Resource Centre  
Level 1, 360 Burwood Road, Hawthorn

**Dates:** 8 October – 12 December

**Days:** Tuesday, Wednesday and Thursday

**Times:** 9:30am - 3:30pm

### PROGRAM CONTENT

In MAP students will participate in engaging and interactive activities designed to help them set goals for education and employment. The MAP program helps students develop core literacy and numeracy skills at the same time as developing a career pathway. Students will:

- Participate in group based projects
- Get outside the classroom to explore different industries
- Hear from guest speakers from industry, training and the community
- Work with our team of trainers, youth workers and interns to develop a career plan that suits their goals
- Complete barista training and RSA (Responsible Service of Alcohol)

### PATHWAYS

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

### INFORMATION SESSION

For more information on MAP please contact:

Cassandra Kear

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# What is VET?

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

## FEATURES OF VET DELIVERED TO SECONDARY STUDENTS

VET combines senior school studies and accredited vocational education and training

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

## HOW DOES VET WORK?

A VET program is usually made up of Units of Competency and Structured Workplace Learning.

### (i) Unit of Competency

Delivered by a Registered Training Organisation (RTO), at their venue, the students' school or another school close by.

### (ii) Structured Workplace Learning (SWL)

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

## VET CONTRIBUTION TO THE VCE

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

### (i) VCE VET Programs

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

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

### (ii) Block Credit VET Programs

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

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

# Why Choose VET?

## FOCUS ON YOUR PASSION

VET will guide you to a career or education pathway that you are passionate about, or aid you in discovering something that you love.

## MAXIMISE JOB OPPORTUNITIES

With the industry specific skills you develop and the opportunities VET will provide, you will be able to maximise your job opportunities.

## FLEXIBLE EDUCATION AND CAREER OPPORTUNITIES

Create flexibility in your education and career pathways. VET qualifications allow you to develop employability skills that are transferrable across any industry, providing the ability to explore multiple opportunities and interests.

## AN EXTRA NATIONALLY RECOGNISED VET QUALIFICATION

You can gain an extra nationally recognised qualification from a RTO at the same time as completing your VCE or VCAL Certificate. This can create job opportunities for you anywhere in Australia and can place you ahead of others who complete the same course after they complete secondary school.

## INDUSTRY AND WORKPLACE EXPOSURE AND CONNECTION

VET qualifications provide you with industry exposure and connect you with industry professionals and the workplace, reinforcing your skills development. This connection also makes for a smooth transition between training and work.

## COMPLEMENT AND CONTRIBUTE TO YOUR VCE OR VCAL CERTIFICATION

By undertaking a VET qualification you can choose a course that best suits your other secondary school studies, build your skill sets faster and gain skills that complement your VCE/VCAL studies. In addition, by completing a VET qualification you can gain credit towards your VCE or VCAL Certificate.

## HANDS-ON AND COMPETENCY BASED

VET qualifications use a combination of both hands-on and theory based work, providing you with the best opportunity to advance your skills and knowledge in an engaging yet educational environment.

## BUILD YOUR SKILL SETS

A VET qualification will offer you the opportunity to build upon your existing skill sets, and aid in recognising areas for improvement and discovery. You will build: your technical skills through practical competency based work; your specialised knowledge (understanding and performing specific workplace tasks); industry knowledge (understanding how an industry works and how to progress your career).

## GAIN EMPLOYABILITY SKILLS

Gain non-technical skills that can be applied across different jobs, such as: communication; teamwork; problem solving; self-management; initiative and enterprise; learning; technology; and planning and organising.

## THE MELBOURNE DECLARATION ON EDUCATION GOALS FOR YOUNG AUSTRALIANS

Young Australians should: "... be on a pathway towards continued success in further education, training or employment, and acquire the skills to make informed learning and employment decisions throughout their lives".

# VET Myths versus Facts



## **MYTH: University graduates earn more than VET graduates**

**Fact:** University and VET both offer a wide range of qualifications that lead to a wide range of salaries. The salary you earn is a result of your qualification and what you do with it – not where you get it.

To put this into perspective, the highest average starting salary for a university graduate is \$78,300 (Dentistry) (The Social Research Centre 2018). The highest average starting salary for a VET graduate is \$91,000 (Electrical) (myskills 2018).

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## **MYTH: There are fewer job opportunities for VET graduates.**

**Fact:** More than half of all new jobs projected to be created by 2022 will be achievable with a VET qualification.

57% of new jobs projected by 2022 will be achievable with a VET qualification (Labour Market Information Portal 2017).

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## **MYTH : VET is only for VCAL students.**

**Fact:** VET is for VCE and VCAL students.

VET can provide credit towards the VCE and VCAL. It is important to choose studies that complement your pathway.

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## **MYTH: You cannot go to university if you do VET at school**

**Fact:** You can still go to university if you do VET at school.

If you are a VCE student, VET can be used in the calculation of your Australian Tertiary Admission Rank (ATAR). If you do not achieve the ATAR you need, or if you are a VCAL student, undertaking a VET qualification may give you an alternative pathway to university.

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# Structured Workplace Learning (SWL)

Structured Workplace Learning enables students to demonstrate acquired knowledge in an industry setting and provides students with exposure to the world of work. Some VET qualifications have compulsory work placement hours, which should be completed to achieve competency within the relevant qualification. Placement hours will vary from qualification to qualification. The opportunity to put in to practice the skills and knowledge that a student acquires during the course of study, will improve the following:

- Communication skills through interaction with adults in 'real life' workplace situations
- Contacts/networks with potential employers
- Self-confidence and self-awareness

The IMVC has strong relationships with employers from a broad selection of industries to support students with their SWL Placement. Those industries include:

- Allied Health
- Childcare
- Business

- Hair and Beauty
- Community Services
- Hospitality (both Front and Back of House)
- Transport and Logistics
- Retail at MYER Melbourne

IMVC has a strong relationship with MYER Melbourne. Apart from SWL in retail they also offer retail work experience to Years 9 or 10 students.

## SWL Support at the IMVC

The work placement team at IMVC sources employers to host students. To access opportunities:

1. Go to the IMVC website **[www.imvc.com.au](http://www.imvc.com.au)**
2. Go to the **Quick Links** box
3. Click on the **Workplace Vacancies Portal**
4. Select the options that suit your requirements
5. Click submit to send your expression of interest to IMVC for processing

# The Inner Melbourne VET Cluster Inc (IMVC)

The Inner Melbourne VET Cluster (IMVC), is a not-for-profit incorporated association established in 1998. We are at the forefront of developing best-practice initiatives and models to serve the needs of at risk young people and marginalised cohorts who experience barriers to education and employment, by providing them with endless opportunities to fulfil their potential for economic and social participation.

IMVC oversees the facilitation of VET programs in schools for three Clusters. All Clusters are cross sectorial and actively promote the provision of vocational education and training for students in the post compulsory years.

The Clusters are:

**IMVC** – facilitates VET programs for schools in the City of Melbourne, City of Port Phillip, City of Yarra, City of Stonington, City of Boroondara and City of Glen Eira.

**ENVC** – facilitates VET programs for schools in the cities of Monash, Whitehorse and Manningham.

**PSVC** – focuses on strengthening and supporting the capacity of students with disabilities to build vocational and employability skill sets.



# The Inner Melbourne VET Cluster Inc (IMVC)

## 2019 INNER MELBOURNE VET CLUSTER MEMBERS

Academy of Mary Immaculate  
Albert Park College  
Alia College  
Auburn High School  
Beth Rivkah Ladies College  
Bialik College  
Brunswick Secondary College  
Buckley Park College  
Camberwell Grammar School  
Camberwell High School  
Canterbury Girls' Secondary College  
Carey Baptist Grammar School  
Catholic Regional College - Melton  
CBC - St Kilda  
Collingwood Alternative School  
Collingwood College  
De La Salle College  
Elwood College  
Epping Secondary College  
Firbank Grammar School  
Fitzroy High School  
Footscray City College  
Genazzano FCJ College  
Glen Eira College  
Kew High School  
Keysborough College  
King David School  
Korowa Anglican Girls School  
Lauriston Girls' School  
Leibler Yavneh College  
Lilydale Heights College  
Loreto Mandeville Hall

Marian College  
Marymede Catholic College  
Melbourne Girls' College  
Melbourne Girls' Grammar School  
Melbourne High School  
Mordialloc College  
Mount Alexander College  
Peter Lalor Vocational College  
Presentation College Windsor - Melbourne  
Preshil - The Margaret Lyttle Memorial School  
Princes Hill Secondary College  
Sacre Coeur  
Santa Maria College  
Scotch College  
Shelford Girls Grammar  
Siena College  
Simonds Catholic College  
St Aloysius College  
St Bernard's College  
St Catherine's School  
St Columba's College  
St Kevin's College  
St Michael's Grammar  
Strathcona Baptist Girls Grammar School  
Swinburne Senior Secondary College  
Sydney Road Community School  
The Grange P-12 College  
The MacRobertson Girls' High School  
Trinity Grammar School  
University High School  
Wesley College – Melbourne  
Xavier College





# The Eastern Network VET Cluster (ENVC)

## 2019 EASTERN NETWORK VET CLUSTER MEMBERS

Ashwood High School  
Blackburn High School  
Boronia K-12 College  
Box Hill High School  
Brentwood Secondary College  
Caulfield Grammar School - Caulfield  
Caulfield Park Community School  
Cheltenham Secondary College  
Doncaster Secondary College  
East Doncaster Secondary College  
Emmaus College  
Forest Hill College  
Glen Waverley Secondary College  
Highvale Secondary College  
John Monash Science School

Kilvington Grammar  
Kingswood College  
Koonung Secondary College  
Luther College  
Marcellin College  
Mount Scopus Memorial College  
Mount Waverley Secondary College  
Northcote High School  
Oakleigh Grammar  
Our Lady of Sion  
Salesian College - Chadstone  
South Oakleigh Secondary College  
Templestowe College  
Warrandyte High School  
Wheelers Hill Secondary College

# Pathways to Success VET Cluster (PSVC)

## 2019 PATHWAYS TO SUCCESS VET CLUSTER MEMBERS

Ashwood School  
Caroline Chisholm Catholic College  
Croxtton School  
Eastern Ranges School  
Montague School  
Rossbourne School  
Victorian College for the Deaf  
Warringa Park School

# VET Brokerage Role

IMVC offers a VET brokerage role to member schools, which includes:

- Conducting an environment scan to identify:
  - (i) VET program needs of students/schools
  - (ii) Local industry needs
- Identifying RTOs who can provide relevant training and negotiating suitable delivery arrangements in line with Cluster requirements. RTOs have been selected based on their current registration with VRQA or ASQA. It is the responsibility of RTOs to adhere to existing regulations and standards in place to govern training providers. IMVC's VET brokerage role does not represent or exonerate the RTO from their responsibilities to its Governing Bodies
- Developing collaborative school protocols/structures for delivery of VET programs, including timetable arrangements and establishing and implementing student expression of interest protocols
- Maintaining a web based/electronic information system to communicate and keep school based staff up to date with VET operations. This includes facilitating the collation of VASS codes, scored VET assessment plans, indicative grades and student results. Please note, RTOs are responsible for inputting and ensuring accuracy of student results within the designated Cluster timeframe.

- Setting up protocols in collaboration with schools to assist in monitoring student progress
- Developing and implementing post course or post school destination surveys
- Developing and implementing a promotional campaign for relevant stakeholder groups
- Conducting information workshops for students, parents, trainers and new VET Co-ordinators
- Coordinating the meeting schedules, agenda, minutes for the VET Working Party
- Assisting schools to identify suitable professional development activities
- Facilitating Memorandums of Understanding with home/host schools and the ClusterAssisting with the communication between Host /Home schools and RTOs regarding VCAA VET audit requirements
- Disseminating relevant VET literature or information to schools and RTOs

A brokerage fee contributes to the administration of the above responsibilities.



# VET Application Process

This handbook outlines an extensive selection of VET programs available to students at member schools for 2020, as facilitated by IMVC.

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

Please read the requirements of your selected program carefully.

## FOUR STEP EXPRESSION OF INTEREST APPLICATION FOR A VET PROGRAM

### STEP 1

Read the handbook and course requirements carefully, select your program and complete the Parental Endorsement Form. This form is located in the back of this handbook or is available from your Careers/VET Coordinator. It must be submitted to your VET Coordinator or Careers Advisor by the due date as indicated by your school.

### STEP 2

Register your application online by visiting [www.imvc.com.au](http://www.imvc.com.au) and clicking on the 'IMVC VET Portal' under the 'Quick Links' menu on the homepage, then click the "Submit a Student Expression of Interest" button to register your application.

Please note that Units 3 & 4/Year 2 students are not automatically enrolled into their second year of the program. Students will need to advise their VET Coordinator or Careers Advisor that they wish to continue their VET program, by the due date as indicated by your school.

**Students who do not complete steps 1 & 2 will not be considered for a VET program facilitated by the IMVC.**

### STEP 3

Attend the VET Expo and the compulsory Information Session in Term 4 (Information Sessions are for prospective first year and/or Units 1 & 2 students only and parents/guardians. Units 3 & 4 students are not required to attend). Dates and times for course-specific Information Sessions are listed at the end of this handbook and updated on the IMVC website in Term 3. Please contact your Careers/VET Coordinator for assistance with these sessions.

**Students who do not attend may not be considered for a VET program. Students who do attend will be given precedence over other applicants, in the case of an overflow in their desired VET program.**

### STEP 4

There are course fees associated with each program and applicants are advised to contact their Careers/VET Coordinator for an estimate of costs. Your school's Careers/VET Coordinator and/or RTO will confirm your enrolment by Term 4.

**Please note:** Students will be formally enrolled into programs by the respective RTO either in late Term 4, or at the commencement of the following year. Each RTO has a different enrolment process. Please refer to page 16 for further details.

# VET Course Requirements

Students expressing an interest in a VET program facilitated by IMVC, will be required to complete a commitment form covering their code of conduct.

Furthermore, additional course requirements set out by member schools must also be adhered to. It is important that parents and students take time to read the following course requirements before submitting an Expression of Interest.

## 1. ABSENCES

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

## 2. WORK REQUIREMENTS

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

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

## 3. INFORMATION SESSION

Information sessions will be held for all **first year or Units 1 & 2** VET programs early in Term 4 (refer to page 94-95). Students will receive a full course outline, have an opportunity to meet with the RTO and trainers, and be given a Student Commitment Form. The form must be completed on the evening and returned to an IMVC staff member to ensure that their expression of interest is processed.

## 4. STUDENT COMMITMENT FORMS

This form outlines all student responsibilities in regards to work requirements, student behaviour and course expectations. Failure to complete and submit this form will jeopardise a student's Expression of Interest for a program.

## 5. PROGRAM COSTS

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

## 6. WORK PLACEMENT

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

## 7. REPORTS

All students undertaking a Cluster VET program will receive official written progress reports. These reports are issued by the respective RTOs for each program and supplied to the student's school. These reports will include information on completed competencies, student learning, attendance, behaviour and general comments. Parents will receive a copy of these reports in Terms 1, 2 and 4.

Statement of Attainments or Certificates will be sent directly to the students' schools at the completion of the course or posted to the student's home. It should be noted that Statement of Attainments and Certificates might not be sent until the following year, in accordance with graduation processes from the various RTOs.

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

## 8. STUDENT BEHAVIOUR

Over 1600 students undertake VET programs facilitated by the Clusters each year. To ensure the success, continuity and availability of VET programs to all students, it is imperative that students abide by the trainer's rules and the rules of the Host School or RTO whenever they are on site. This includes meeting occupational health and safety requirements in and out of the classroom.

## 9. 'CATCH UP' CLASSES

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

## 10. ABSENCE FROM SECOND YEAR VET PROGRAMS WITH SCORED ASSESSMENT

Second year students who are absent from class on a day when an assessed task is held, should:

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

The VET Trainer in conjunction with the student's VET Coordinator will determine whether the absence is excused and whether rescheduling the missed task will be allowed. Students who fail to report to their VET Coordinators by 9am on their first day back at school will not have their assessment task rescheduled.

## 11. BLOCK CREDIT RECOGNITION

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

## 12. WITHDRAWAL FROM A PROGRAM

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

## 13. RTO CODE OF CONDUCT

The purpose of the RTO Code of Conduct is to:

- Provide school communities with a clear statement of the standards which RTOs are expected to adopt and deliver
- Enable training providers to understand the code of conduct expected of them

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

### RTO Obligations:

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

# VET Course Requirements

## 14. RTO GRIEVANCE POLICIES

Complaints and appeals policies and procedures for each RTO offering a course in the booklet can be located at the following web links:

RTO	Web Link
Australian College of Dramatic Arts	<a href="http://acda.vic.edu.au/wp-content/uploads/PP_Grievance.pdf-for-web.pdf">http://acda.vic.edu.au/wp-content/uploads/PP_Grievance.pdf-for-web.pdf</a>
Australian College of the Arts Pty Ltd	<a href="http://www.collarts.edu.au/rto-policy-forms/">www.collarts.edu.au/rto-policy-forms/</a>
Australian Dance Council - Ausdance Vic Inc	<a href="http://www.ausdance.org.au">www.ausdance.org.au</a>
Kangan Institute	<a href="https://www.kangan.edu.au/courses/fees/payment-method-and-refund-policies">https://www.kangan.edu.au/courses/fees/payment-method-and-refund-policies</a>
Box Hill Institute	<a href="https://www.boxhill.edu.au/about-us/policies-and-procedures/">https://www.boxhill.edu.au/about-us/policies-and-procedures/</a>
Centre for Education & Research in Environment Strategy (CERES)	<a href="https://ceres.org.au/">https://ceres.org.au/</a>
Chisholm Institute	<a href="https://qms.chisholm.edu.au/Section/Navigate?id=7deef192-7eed-48f5-ad1a-a469b12d0186">https://qms.chisholm.edu.au/Section/Navigate?id=7deef192-7eed-48f5-ad1a-a469b12d0186</a>
COSAMP (College of Music and Sound Production)	<a href="http://www.cosamp.com.au">www.cosamp.com.au</a>
Gowrie Victoria	<a href="http://www.gowrievictoria.org.au">www.gowrievictoria.org.au</a>
Holmesglen Institute	<a href="http://www.holmesglen.edu.au/students/current_students/student_policies_and_procedures/grievance_resolution_process2">www.holmesglen.edu.au/students/current_students/student_policies_and_procedures/grievance_resolution_process2</a>
Inner Melbourne VET Cluster Inc	<a href="http://www.imvc.com.au/courses/rto-policies-procedures/">www.imvc.com.au/courses/rto-policies-procedures/</a>
IVET Institute Pty Ltd	<a href="http://www.ivetinstitute.com.au/wp-content/uploads/2017/07/Complaints-and-Appeals-V1-May-2017.pdf">http://www.ivetinstitute.com.au/wp-content/uploads/2017/07/Complaints-and-Appeals-V1-May-2017.pdf</a>
Northern College of the Arts and Technology	<a href="http://www.ncat.vic.edu.au/policies-reports">http://www.ncat.vic.edu.au/policies-reports</a>
Ringwood Secondary College trading as Ringwood Training	<a href="http://www.ringwoodtraining.com/policies-and-procedures/">www.ringwoodtraining.com/policies-and-procedures/</a>
The Academy of Interactive Entertainment Ltd	<a href="https://aie.edu.au/student-information/policies-and-procedures/">https://aie.edu.au/student-information/policies-and-procedures/</a>
Tristar Aviation Company Pty Ltd	<a href="http://www.tristaraviation.com.au/">http://www.tristaraviation.com.au/</a>
Vocational pathways Pty Ltd trading as Ripponlea Institute	<a href="http://www.ripponleainstitute.com">www.ripponleainstitute.com</a>
William Angliss Institute of TAFE	<a href="http://www.angliss.edu.au/component/k2/item/290-complaints-appeals?highlight=WyJjb21wbGFpbnRzIl0=">www.angliss.edu.au/component/k2/item/290-complaints-appeals?highlight=WyJjb21wbGFpbnRzIl0=</a>

For further information on RTO grievance policies please contact the specific RTO.



# VET Course Requirements

## 15. UNIQUE STUDENT IDENTIFIER (USI)

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

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

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

### How do students obtain a USI?

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

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

A brief USI student video on **how to apply** is available on the USI site at: <http://usi.gov.au/Students/Pages/default.aspx>. The application steps are very simple, with basic student information being required, along with details of one identity document needing to be recorded. Part of applying is obtaining a USI Student Account that then will enable a student to view their VET outcomes achieved regardless of provider, in the future.

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

- Driver's License
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

Please note, RTOs have the right to reject an Expression of Interest if a USI is not supplied on the form.

## 16. DELIVERY

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

## 17. COURSE CHANGES

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

RTOs, qualifications and course structures published in this handbook were correct at time of publication (July 2019). Please check the VCAA or IMVC website for updates.

# VET Course Requirements

## 18. RTO ENROLMENT PROCESSES

Once Expressions of Interest have been accepted by the RTO administering the respective VET program, students will need to formally be enrolled. It is imperative that students have their Unique Student Identifier (USI) and Victorian Student Number (VSN). Below is an outline of enrolment processes for each RTO.

RTO	Enrolment Process
<ul style="list-style-type: none"> <li><b>Australian College of the Dramatic Arts (ACDA)</b></li> </ul>	It is compulsory that a USI number, D.O.B and an email address is provided in the IMVC Expression of Interest. An electronic internal enrolment form from ACDA will be emailed to be completed prior to the commencement of the course. Student Indemnity paperwork will be forwarded at the commencement of the class.
<ul style="list-style-type: none"> <li><b>Box Hill Institute</b></li> </ul>	It is compulsory that a parent email address is provided in the IMVC Expression of Interest. Student enrolment will not be completed by RTO if email address is not supplied. Units 1 & 2 students will need to attend the compulsory enrolment session in Term 4, 2019.
<ul style="list-style-type: none"> <li><b>Inner Melbourne VET Cluster</b></li> <li><b>Swinburne University</b></li> </ul>	Enrolment forms will be available at the Information Sessions and are also completed on the first day of class.
<ul style="list-style-type: none"> <li><b>Northern College of the Arts and Technology</b></li> </ul>	Students will need to attend the compulsory enrolment session in Term 4 2019, to complete the enrolment paperwork.
<ul style="list-style-type: none"> <li><b>Australian Dance Council - Ausdance Vic Inc.</b></li> <li><b>Collarts</b></li> <li><b>COSAMP</b></li> <li><b>Holmesglen Institute</b></li> <li><b>IVET Institute</b></li> <li><b>Chisholm Institute</b></li> <li><b>The Academy of Interactive Entertainment Ltd</b></li> <li><b>Vocational pathways Pty Ltd trading as Rippolea Institute</b></li> </ul>	Students enrol on the first day of class. Student USIs will be required on this day.
<ul style="list-style-type: none"> <li><b>Centre for Education &amp; Research in Environment Strategy (CERES)</b></li> </ul>	Students are required to complete enrolment paperwork prior to the class commencing. CERES will send the enrolment paperwork to the schools.
<ul style="list-style-type: none"> <li><b>Kangan Institute</b></li> </ul>	Students are not required to complete an enrolment form. All student details are communicated to Kangan Institute by IMVC.
<ul style="list-style-type: none"> <li><b>Ringwood Trade Training Facility</b></li> </ul>	Student is sent additional enrolment paperwork (enrolment form & photo permission form) to be completed, and attend the orientation session in Term 4, 2019 to confirm enrolment.
<ul style="list-style-type: none"> <li><b>William Angliss Institute</b></li> </ul>	Student must submit their IMVC Expression of Interest first. Students must then apply to William Angliss through their school VET/Careers Coordinator who will provide them with the enrolment web link to the on-line enrolment application. Students must provide an official statement of results from their first year VET program, along with their USI number and form of ID (full colour Birth Certificate or Passport).
<ul style="list-style-type: none"> <li><b>Tristar Aviation Company Pty Ltd</b></li> </ul>	Student must submit their IMVC Expression of Interest first, once this is confirmed students will be contacted with information regarding the deposit, Terms and conditions, and contract to finalise their enrolment.

# 2020 VET Program Offerings Structure

In this handbook we are offering five classifications of programs, under the following headings:

- **Main VET Program:**  
This section offers students a range of VET Qualifications structured in Units 1 & 2 (first year) and/or Units 3 & 4 (second year).
- **Pathways to Success VET Programs**  
Pathways to Success programs offer students the opportunity to undertake a customised VET program specifically designed for students with access and learning needs.
- **Accelerated VET Programs**  
Accelerated programs are designed to offer students who are extremely committed, motivated and high-performing, the opportunity to complete Units 1 – 4 in a shorter timeframe. The programs will commence in the 2019 December holidays, and will be completed in Term 4, 2020. Please note, these programs include week long training blocks in the school holidays.
- **Re-Engagement VET Programs**  
Re-Engagement programs are offered in Semester 2, 2020 and aim to provide additional assistance and guidance with career goals and industry pathways.
- **School Based Apprenticeships and Traineeships (SBATs)**  
SBATs offer students the ability to undertake an Apprenticeship or Traineeship while completing their VCE/VCAL in secondary school. An SBAT is designed to incorporate part-time practical experience in the workplace and recognised structured training with a RTO.



# VET EXPO

The IMVC invites students and parents/guardians to attend a VET Expo on 2020 VET in school courses. This exhibition showcases over 30 courses available to students, with over 10 training providers in attendance at various information booths. It is a great opportunity to increase awareness of course content and pathway opportunities.

**Date:** August 15<sup>th</sup>, 2019

**Venue:** Malvern Town Hall  
Main Hall  
1251 High Street, Malvern

**Time:** 5:30pm - 8:00pm



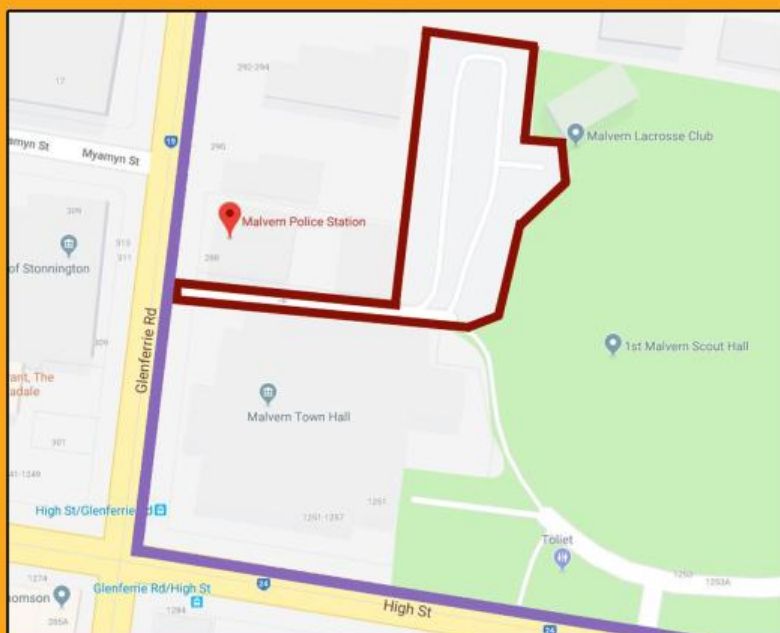


# Information will be available on the following VET Courses

- Allied Health Assistance
- Animal Studies
- Applied Fashion
- Automotive
- Aviation
- Bricklaying
- Carpentry
- CISCO
- Community Services
- Dance
- Design Fundamentals
- Dual Hospitality
- Early Childhood Education & Care
- Electrotechnology
- Engineering
- Equine Studies
- Events
- Furniture Making
- Horticulture
- Integrated Technology
- Interior Decoration Retail Services
- Kitchen Operations
- Laboratory Skills
- Music
- Musical Instrument Making
- Plumbing
- Printing and Graphic Arts
- Screen & Media
- Small Business - Drones
- Sound Production
- Sport and Recreation
- Tourism
- Visual Arts

## Malvern Town Hall Car Parking guide:

70 spaces with four hour parking are available behind Malvern Police Station (down the side alley between the police station and Malvern Town Hall) until 6:00pm. After this hour parking is unlimited. Free parking on Glenferrie Road and High Street is available after 5:00pm.



■ represents parking on Glenferrie Road and High Street

■ represents parking behind Malvern Town Hall

Please visit [www.imvc.com.au](http://www.imvc.com.au) for more information.



A close-up photograph of a person's hands working on a disassembled smartphone. The person is holding a green circuit board (mainboard) and is in the process of inserting it into the phone's chassis. The phone's screen is detached and lies to the left. The background is a cluttered workshop with various tools and components. A purple semi-transparent banner is at the bottom of the image, containing the title text.

# 2020 MAIN VET PROGRAMS



# 22307VIC Certificate III in Acting (Screen)

## COURSE DESCRIPTION

Certificate III in Acting (Screen) has been designed for students with a strong interest in pursuing acting or related jobs. The course will provide the skills and knowledge needed for a broad range of acting tasks relating to the Film and Television industry. Please note, this is a full two year course and mid-year intakes cannot be offered.

## ARE YOU SUITABLE?

Consider this course if you:

- Are comfortable with performing in front of and with others
- Enjoy working with people
- Are comfortable trying new drama styles and techniques
- Are comfortable working in front of a camera

## VENUES

Canterbury Girls' Secondary College  
CBC St Kilda

## RTO

**Australian College of the Dramatic Arts**

RTO Number: 3139

Website: [www.acda.vic.edu.au](http://www.acda.vic.edu.au)

## DAY & TIME

**Canterbury Girls' Secondary College**

Year 1 | Wednesdays | 5.00pm – 8.00pm (TBC)

Year 2 | Wednesdays | 5.00pm – 8.00pm (TBC)

## CBC St Kilda

Year 1 | Wednesdays | 1.45pm – 4.45pm (TBC)

## ENROLMENT TYPE - VE3

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Certificate III qualifications provide credit at VCE Unites 1 to 4 level. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrues in the following sequence: Units 1, 2, 3, 4, 3 and 4 up to a maximum of six VCE units.

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

## WORK PLACEMENT

Work placement is not required.

## PROGRAM CONTENT

Sample competencies covered in the first year include:

- Develop and apply creative arts industry knowledge
- Prepare for performances
- Develop acting techniques

Sample competencies covered in the second year include:

- Expand skills for auditions
- Expand script knowledge and performance skills
- Extend acting techniques
- Direct performers
- Develop techniques for presenting information to camera
- Audition and select performers
- Shoot a wide range of television content

## ADDITIONAL REQUIREMENTS/INFORMATION

It is recommended that participants have literacy and numeracy competencies equivalent to Australian Core Skills Framework (ACSF) Level 3, which include: Comprehending and/or producing structurally simple and cohesive texts which are typically short and explicit; and identifying, using, checking on and communicating straightforward mathematical procedures and representations in familiar and predictable contexts.

## CAREER OPPORTUNITIES:

- Actor
- Technical Crew Member
- Lighting and Sound Technician
- Stage Manager
- Writer
- Drama Teacher
- Director
- Producer
- Casting Consultant
- Agent

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# HLT33015 Certificate III in Allied Health Assistance (incorporating HLT33115 Certificate III in Health Services Assistance) (Partial

## COURSE DESCRIPTION

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

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

This course is suitable if you have an interest in health assistant work in acute care, rehabilitation and community settings, and working with staff and clients of all ages. This course will provide you with the skills and knowledge to work as an allied health assistant in a diverse range of allied health fields.

## ARE YOU SUITABLE?

Consider this course if you are:

- Interested in working with people
- Considering a career in allied health assistance, nursing, medicine, and physiotherapy or a similar field
- Interested in the body and how it works
- Intrigued in health and nutrition

## VENUES

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

## RTO

### Kangan Institute

RTO Number: 3077

Website: [www.kangan.edu.au](http://www.kangan.edu.au)

### Box Hill Institute

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

### Holmesglen Institute

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

### Kangan Institute (Richmond Campus)

Units 1 & 2 | Wednesdays | 1.45pm – 4.45pm

Units 3 & 4 | Wednesdays | 1.45pm – 4.45pm

### Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

### Holmesglen Institute (Moorabbin Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 4.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 4.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit: one unit at the Units 1 & 2 level, and a minimum of three units at the Units 3 & 4 level.

**ATAR:** Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.

## WORK PLACEMENT

80 hours of work placement (over two years) is compulsory.

## ADDITIONAL REQUIREMENTS/INFORMATION

This a partial completion qualification, students will receive a Statement of Attainment for units successfully completed.

Students will require access to a computer and internet to complete homework.

**Box Hill Institute** will only accept Year 11 and 12 applicants.

## PROGRAM CONTENT

Sample competencies covered in the first year include:

- Communicate and work in health or community services
- Comply with infection prevention and control policies and procedures
- Assist with movement

Sample competencies covered in the second year include:

- Interpret and apply medical terminology appropriately
- Recognise healthy body systems
- Transport individuals

## CAREER OPPORTUNITIES

- Therapy Assistant
- Nurse
- Physiotherapy Assistant
- Occupational Assistant

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# ACM20117 Certificate II in Animal Studies

## COURSE DESCRIPTION

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

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy caring for animals
- Are interested in the science of animals
- Enjoy working in a small team
- Are caring and compassionate
- Like to understand how things work

## VENUES

**Box Hill Institute (Elgar and City Campuses)**

Students attending the city campus will have to travel to the Elgar campus for six practical classes throughout the year.

**Kangan Institute (Richmond Campus)**

Students attending the Richmond campus will have to travel to the Collingwood Children's Farm in Abbotsford for up to ten practical classes throughout the year.

## RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

**Kangan Institute**

RTO Number: 3077

Website: [www.kangan.edu.au](http://www.kangan.edu.au)

## DAY & TIME

**Box Hill Institute (Elgar Campus)**

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

**Box Hill Institute (City Campus)**

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

**Kangan Institute (Richmond Campus)**

Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm

Units 3 & 4 | Wednesdays | 1.45pm – 5.45pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit: two units at the Units 1 & 2 level, and two units at the Units 3 & 4 level.

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

## WORK PLACEMENT

**Kangan Institute** students are required to undertake 38 hours of structured workplace learning during the first year of study at an approved animal related workplace.

**Box Hill Institute** students are strongly recommended to undertake 80 hours of work placement over the two years.

## ADDITIONAL REQUIREMENTS/INFORMATION

**Box Hill Institute** students are required to have a current tetanus vaccination. A copy of their tetanus vaccination will also need to be supplied to [HealthSciences.VETiS@boxhill.edu.au](mailto:HealthSciences.VETiS@boxhill.edu.au) before the commencement of the course.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Work in the animal care industry
- Complete animal care hygiene routines
- Feed and water animals

Sample competencies covered in Units 3 & 4 include:

- Provide enrichment for animals
- Provide basic first aid for animals
- Provide information on companion animals, products and services

## CAREER OPPORTUNITIES

- Veterinary Nurse
- Pet Grooming
- Shelter Worker
- Kennel/Cattery Attendant
- Animal Attendant
- Pet Shop Worker
- Community Animal Care or Farm Worker

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# MST20616 Certificate II in Applied Fashion Design and Technology

## COURSE DESCRIPTION

This is a hands-on qualification where students are encouraged to develop their expression through a series of practical projects. If you love fashion, working with fabric and design, and would like to progress to a career in the fashion industry, this course could be the perfect starting point for you.

This program provides students with the basic design and development skills and knowledge to prepare them for work in the fashion industry or further study. It allows for creative expression to be developed and displayed in the practical projects undertaken. Students will acquire and develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches.

## ARE YOU SUITABLE?

Consider this course if you:

- Are creative and enjoy design
- Like hands on activities
- May be interested in the fashion industry
- Care about clothing and accessory items

## VENUES

Emmaus College  
Siena College  
Kangan Institute (Richmond Campus)  
Holmesglen Institute (City – St Kilda Road Campus)  
Box Hill Institute (City Campus)

## RTO

**Vocational Pathways Pty Ltd trading as Ripponlea Institute (for Siena College and Emmaus College)**

RTO Number: 21230

Website: [www.ripponleainstitute.com](http://www.ripponleainstitute.com)

### Kangan Institute

RTO Number: 3077

Website: [www.kangan.edu.au](http://www.kangan.edu.au)

### Holmesglen Institute

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

### Box Hill Institute

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

## DAY & TIME

### Emmaus College

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

### Siena College

Units 1 & 2 | Wednesdays | 1.00pm – 5.00pm

Units 3 & 4 | Tuesdays | 3.30pm – 7.00pm

### Kangan Institute (Richmond Campus)

Units 1 & 2 | Wednesdays | 1.15pm – 4.45 pm

Units 3 & 4 | Wednesdays | 1.15pm – 4.45pm

### Holmesglen Institute (City – St Kilda Road Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

### Box Hill Institute (City Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to six units of credit: four units at the Units 1 & 2 level, and two units at the Units 3 & 4 level.

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

Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

All students must wear closed shoes and hair is to be secured in a bun or pony tail (not loose). Students must have basic knowledge of sewing. An A3 visual diary is required for brief work.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Use a sewing machine for fashion design
- Modify patterns to create basic styles
- Draw and interpret a basic sketch

Sample competencies covered in Units 3 & 4 include:

- Draw a trade drawing for fashion design
- Produce a simple garment
- Prepare design concept for a simple garment

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# AUR20716 Certificate II in Automotive Vocational Preparation (General)

## COURSE DESCRIPTION

This certificate provides students with vocational skills, knowledge and preparation for an apprenticeship in the automotive trade. Depending on the electives chosen, the program includes industry research, using and maintaining measuring equipment, operating electrical testing equipment, electronics, vehicle body, plus vehicle engine reconditioning and maintenance.

## ARE YOU SUITABLE?

Consider this course if you:

- Have an interest in cars
- Like to understand how things work
- Enjoy hands on activities
- Like using tools
- Are patient and methodical

## VENUES

Kangan Institute (Docklands Campus)  
Box Hill Institute (Elgar Campus)  
Ringwood Training  
Northern College of the Arts and Technology

## RTO

### Kangan Institute

RTO Number: 3077

Website: [www.kangan.edu.au](http://www.kangan.edu.au)

### Box Hill Institute

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

### Ringwood Secondary College trading as Ringwood Training

RTO Number: 22475

Web: [www.ringwoodtraining.com](http://www.ringwoodtraining.com)

### Northern College of the Arts and Technology

RTO Number: 6736

Website: [www.ncat.vic.edu.au](http://www.ncat.vic.edu.au)

## DAY & TIME

### Kangan Institute (Docklands Campus)

Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm

Units 3 & 4 | Wednesdays | 1.45pm – 5.45pm

### Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

### Ringwood Training

Units 1 & 2 | Wednesdays | 1.00pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.00pm – 5.30pm

### Northern College of the Arts and Technology

Units 1 & 2 | Wednesdays | 1:30pm – 5:30pm

Units 3 & 4 | Thursdays | 1:30pm – 5:30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit: two units at the Units 1 & 2 level, and two units at the Units 3 & 4 level.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

**Kangan Institute** students are required to wear long-sleeved overalls, leather upper boots and safety glasses.

**Box Hill Institute** students are required to wear work overalls, steel cap boots and safety glasses.

**Ringwood Training** students are required to wear a short or long sleeve shirt. Ringwood Training suggest Access Workwear and will provide details on the Information Session.

**NCAT**, at the end of the year, will send a letter to the home address of all students in regards to additional requirements: e.g. uniform (protective clothing must be worn) and workbooks. All students must provide their own safety glasses, hearing protectors and tape measures.



# AUR20716 Certificate II in Automotive Vocational Preparation (General)

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Carry out basic vehicle servicing operations
- Remove and replace wheel and tyre assemblies
- Identify automotive mechanical systems and components

Sample competencies covered in Units 3 & 4 include:

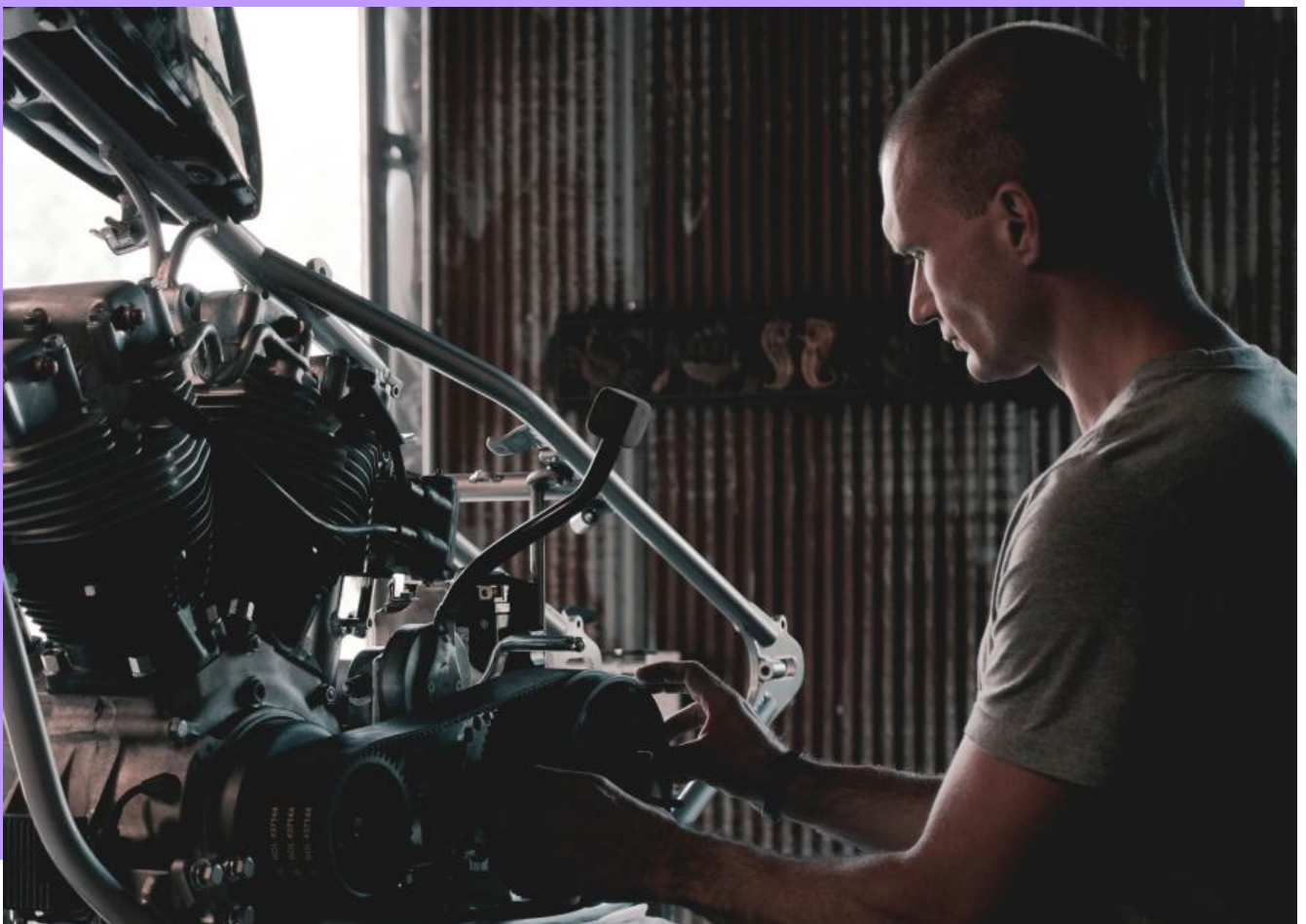
- Resolve routine problems in an automotive workplace
- Operate electrical test equipment
- Dismantle and assemble multi-cylinder four-stroke petrol engines

## CAREER OPPORTUNITIES

- Mechanic
- Spare Parts Manager
- Automotive Engineer

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.





# AUR20716 Certificate II in Automotive Vocational Preparation (Paint and Panel)

## COURSE DESCRIPTION

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

## ARE YOU SUITABLE?

Consider this course if you:

- Have an interest in cars
- Enjoy hands on activities
- Like using tools
- Are patient and methodical
- Are creative

## VENUE

Kangan Institute (Docklands Campus)

## RTO

Kangan Institute

RTO Number: 3077

Website: [www.kangan.edu.au](http://www.kangan.edu.au)

## DAY & TIME

Units 1 & 2 | Wednesdays | 8.30am – 1.30pm

Units 3 & 4 | Wednesdays | 8.30am – 1.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit: two units at the Units 1 & 2 level, and two units at the Units 3 & 4 level.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to wear long-sleeved overalls, leather upper boots and safety glasses.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Carry out basic repairs to vehicle body panels
- Set up body alignment equipment on vehicles
- Remove and realign vehicle body panels

Sample competencies covered in Units 3 & 4 include:

- Apply refinishing primers to vehicle surfaces
- Clean and polish vehicle paint surfaces
- Prepare surface and prime repaired body panels

## CAREER OPPORTUNITIES

- Panel Beater
- Vehicle Painter
- Vehicle Trimmer
- Windscreen Fitter
- Vehicle Dismantler
- Spray Painter

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# AVI50215 Diploma of Aviation (Partial Completion) Commercial Pilot Licence

## COURSE DESCRIPTION

This program provides students the opportunity to develop their skills and knowledge in the aviation industry, and to work towards, or complete, a Private Pilot Licence (PPL). The Recreational Pilot Licence (RPL) test is the first stage in pilot training that ultimately leads to gaining a Commercial Pilot Licence. The students will receive an approximate of 30 hours flying time in the first year and 20 hours of flight time for the second year.

## ARE YOU SUITABLE?

Consider this course if you are:

- Interested in aeroplanes
- Comfortable with heights
- Physically fit and healthy
- Not over committed with school studies and are capable of committing to this study and the additional flight days
- Able to have a flexible schedule

## VENUE

Ashwood High School

## RTO

Tristar Aviation Company Pty Ltd

RTO Number: 22509

Website: [www.tristaraviation.com.au](http://www.tristaraviation.com.au)

## DAY & TIME

Year 1 | Wednesdays | 1.30pm – 4.30pm

Year 2 | Wednesdays | 1.30pm – 4.30pm

## ENROLMENT TYPE - VE3

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Certificate IV and Diploma qualifications that are pre-approved by the VCAA provide credit at the Units 3 & 4 level. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrues in the following sequence: Units 3, 4, 3 and 4 up to a maximum of four units.

**ATAR:** This subject does not have a study score and therefore cannot contribute towards the student's primary four. VTAC may award students who receive a Units 3 & 4 sequence through Block Credit Recognition, an increment.

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

Students must be 15 years of age.

### Manage abnormal aeroplane flight situations

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

- Students are required to have CASA medical before commencing flying. This medical will need to be completed before the end of Term 1, the cost is (approximately) \$300.
- Students may be required to do extra flying time to be deemed competent, this will be charged separately at \$315 per hour.

## PROGRAM CONTENT

Sample competencies covered in the first year include:

- Manage pre & post-flight actions
- Control aero-plane on the ground
- Control aircraft in normal flight

Sample competencies covered in the second year include:

- Execute advanced aircraft manoeuvres and procedures
- Manage aircraft passengers and cargo

## CAREER OPPORTUNITIES

- Emergency Services Pilot
- Air Force Pilot
- Airline Pilot
- Flying Instructor
- Licenced Aeronautical Engineer
- Airline Program Manager
- Agricultural Pilot (Crop Duster)

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# 22338VIC Certificate II in Building and Construction (Bricklaying) Pre-apprenticeship (Partial Completion)

## COURSE DESCRIPTION

This program provides students with the knowledge and skills to enhance their employment prospects in the building industry. Students will gain a broad knowledge of building, and bricklaying in particular.

The course involves practical tasks and projects giving students sound bricklaying and building skills. The aim of the Certificate is to provide students with basic industry specific skills and knowledge to enable transition into an apprenticeship within the building and construction industries at the Certificate III level.

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy working with bricks to build and create
- Like using tools
- Like to make things on a large scale
- Enjoy working with your hands in and outdoors
- Are interested in entering an apprenticeship in the building industry

## VENUE

Holmesglen Institute (Chadstone Campus)

## RTO

**Holmesglen Institute**

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

Units 1 & 2 | Wednesdays | 9.00am – 3.00pm

Units 3 & 4 | Wednesdays | 9.00am – 3.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units at the Units 1 and 2 level and a Units 3 and 4 sequence.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to provide and wear work shorts/work pants and work boots at all times. An excursion to several work sites may be arranged to put skills and knowledge into context.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Bricklaying hand tools
- Bricklaying basic skills
- Prepare for work in the construction industry

Sample competencies covered in Units 3 & 4 include:

- Masonry blockwork
- Brick veneer construction processes
- Cavity brick construction processes

## CAREER OPPORTUNITIES

- Bricklayer
- Builder
- Carpenter
- Building Inspector
- Draftsperson
- Architect
- Cabinet Maker
- Civil Engineer

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# 22338VIC Certificate II in Building and Construction (Carpentry) Pre-apprenticeship

## COURSE DESCRIPTION

This program provides students with knowledge and skills that will enhance their employment prospects in the Building Industry. The Certificate II in Building and Construction (Carpentry) (Pre-apprenticeship) provides a pathway into a building and construction apprenticeship.

Holmesglen Institute and Northern College of the Arts and Technology offer a partial completion of this qualification. Students enrolling in Units 1 & 2 at Box Hill Institute will undertake the full qualification, whilst continuing students (i.e. Units 3 & 4) will continue with the partial completion qualification.

Please note, as there are many different options available for the day and time, please carefully select your class online when submitting your Expression of Interest.

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy or are interested in wood works
- Like using tools
- Like to make things on a large scale
- Like to work with your hands

## VENUES

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

## RTO

**Holmesglen Institute**

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

**Box Hill Institute**

RTO Number: 4687

Website: [www.bboxhill.edu.au](http://www.bboxhill.edu.au)

**Northern College of the Arts and Technology**

RTO Number: 6736

Website: [www.ncat.vic.edu.au](http://www.ncat.vic.edu.au)

## DAY & TIME

**Holmesglen Institute (Chadstone Campus)**

Units 1 & 2 | One day: Mondays, Tuesdays, Wednesdays,  
Thursdays or Fridays | 8:15am – 3:45pm

Units 1 & 2 | Wednesdays or Fridays | 1.30pm – 5.30pm

Units 3 & 4 | Mondays or Wednesdays | 8.15am – 3.45pm

Units 3 & 4 | Wednesdays or Fridays | 1.30pm – 5.30pm

**Northern College of the Arts and Technology**

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Thursdays | 1.30pm – 5.30pm

## Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays AM Class | 8.00am – 1.00pm

Units 1 & 2 | Wednesdays PM Class | 1.30pm – 6.30pm

Units 1 & 2 students will be required to attend for 5 days during the Term 2 and Term 3 school holidays.

Units 3 & 4 | Wednesdays | 5.15pm – 8.45pm

Units 3 & 4 students will be required to attend for 3 days during the Term 1 and Term 2 school holidays.

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units at a Units 1 and 2 level and a Units 3 and 4 sequence.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

**Holmesglen Institute** students are required to provide their own safety gear to be worn during class, including overalls, leather work boots, protective eyewear/safety glasses and ear muffs/plugs.

**Box Hill Institute** students may need to attend additional training for one week over one of the school holidays. Students are required to provide their own safety gear to be worn during class, including overalls, leather work boots, protective eyewear/safety glasses and ear muffs/plugs.

**NCAT**, at the end of the year, will send a letter to the home address of all students in regards to additional requirements; e.g. uniform (protective clothing must be worn) and work books. All students must provide their own safety glasses, hearing protectors and tape measures.

# 22338VIC Certificate II in Building and Construction (Carpentry) Pre-apprenticeship

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Carpentry hand tools
- Building Structures

Sample competencies covered in Units 3 & 4 include:

- Wall framing
- Roof framing

## CAREER OPPORTUNITIES

- Builder
- Carpenter

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.



# BSB20115 Certificate II in Business (First Year)

## BSB30115 Certificate III in Business (Second Year - Partial)

### COURSE DESCRIPTION

This course provides entry-level training for students seeking to undertake a wide variety of careers in Business Administration. It also aims to provide participants with the knowledge and skills that will enhance their employment prospects within a broad range of business settings. This program is not suitable for students wishing to set up a small business.

### ARE YOU SUITABLE?

Consider this course if you:

- Like using computers and other business technology
- Are keen to use computer based software applications to communicate electronically
- Are organised, methodical and have good time management skills
- Enjoy working as part of a team
- Pay attention to detail
- Are capable of self-management
- Are keen to extend your problem solving skills

### VENUE

Swinburne Senior Secondary College

### RTO

IVET Institute Pty Ltd

RTO Number: 40548

Website: [www.ivetresources.com.au](http://www.ivetresources.com.au)

### DAY & TIME

Units 1 & 2 | Wednesdays | 1.45pm – 4.45pm

Units 3 & 4 | Wednesdays | 1.45pm – 4.45pm

### ENROLMENT TYPE - VE1

### CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to six units of credit: four units at the Units 1 & 2 (Certificate II) level, and two units at the Units 3 & 4 (Certificate III) level.

**ATAR:** Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.

### WORK PLACEMENT

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

### PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Use business technology
- Organising and completing daily work activities
- Produce simple work processed documents

Sample competencies covered in Units 3 & 4 include:

- Organise workplace information
- Design and produce business documents
- Deliver and monitor a service to customers
- Organise personal work priorities and development

### CAREER OPPORTUNITIES

- Administrative/Office Assistant
- Receptionist
- Secretary
- Information Officer
- Customer Service Officer
- Legal Secretary
- Personal Assistant

### INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.



## COURSE DESCRIPTION

This program is the Certificate IV in Integrated Technologies (Partial Completion) CISCO. The program gives students hands on experience to gain networking skills and knowledge whilst using industry current routers, hubs and switches. Students will work with highly qualified CISCO Networking Professionals to design, configure, troubleshoot and implement computer internetworks.

This program is a highly respected world-wide industry qualification that aims to give students skills and knowledge in Information Technology Networking. With industry-standard hardware, students will be designing, building and testing enterprise networking solutions covering: wireless and physical networks; wide area networks; virtual private networks; firewalls; network monitoring and security. Upon the completion of this course students will be ready to extend their learning towards a general or specialised networking career.

**Program A (first year):** CCNA Introduction to Networks and CCNA Routing and Switching Essentials

**Program B (second year):** CCNA Scaling Networks and CCNA Connecting Networks

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy working with computers
- Like problem solving
- Like to understand the theory behind computer systems
- Are patient and methodical and like a challenge
- Are interested in new and rapidly changing complex technologies, including computer hardware and software
- Are interested in a career in the ICT industry

## VENUES

Box Hill Institute (Nelson Campus)  
Ringwood Training

## RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

**Ringwood Secondary College trading as Ringwood Training**

RTO Number: 22475

Web: [www.ringwoodtraining.com](http://www.ringwoodtraining.com)

## DAY & TIME

**Box Hill Institute**

Year 1 | Wednesdays | 1.30pm – 5.30pm

Year 2 | Wednesdays | 1.30pm – 5.30pm

**Ringwood Training**

Year 1 | Wednesdays | 1.30pm – 5.00pm

Year 2 | Wednesdays | 1.30pm – 5.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students successfully completing Program A will be eligible for two units of credit towards their VCE at the Units 3 & 4 level. In addition, students who complete Program B will be eligible for another two units of credit at the Units 3 & 4 level. In total students can receive two Units 3 & 4 sequences.

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

**Ringwood Training** students will be offered additional training days during school term holidays for students requesting extra class time.

## PROGRAM CONTENT

Sample competencies covered in the first year (Program A) include:

- Build a simple network and establish end to end connectivity
- Configure and troubleshoot network switches and routers

Sample competencies covered in the second year (Program B) include:

- Establish connectivity to a wide area network (WAN)
- Build a small wireless LAN

## CAREER OPPORTUNITIES

- Information technology
- Computer Programmer
- Systems Administrator
- Network Manager

## INFORMATION SESSION

An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# CHC32015 Certificate III in Community Services (incorporating CHC22015 Certificate II in Community Services)

## COURSE DESCRIPTION

This program offers students the opportunity to learn about the community services sectors such as youth work, aged care assistance, disability support services, counselling services, drug and alcohol services and maternal and child health. Skills will be developed in communication, working with diversity, daily work routines, workplace health and safety, administration support and responding to clients.

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy working with people
- Are patient and like helping people
- Are interested in children, elderly people, refugees and asylum seekers, people with disabilities or mental health concerns
- Care about current community issues

## VENUES

University High School  
Box Hill Institute (Elgar Campus)

## RTO

**IVET Institute Pty Ltd**  
RTO Number: 40548  
Website: [www.ivetresources.com.au](http://www.ivetresources.com.au)

## Box Hill Institute

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

## DAY & TIME

### University High School

Units 1 & 2 | Wednesdays | 1.45pm - 4.15pm  
Units 3 & 4 | Wednesdays | 1.45pm - 4.15pm

### Box Hill Institute (Elgar Campus)

Units 3 & 4 | Wednesdays | 1.30pm - 5.00pm  
Only open to current Box Hill Institute Units 1 & 2 students

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to three units at the Units 1 & 2 level, and a Units 3 & 4 sequence.

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

## WORK PLACEMENT

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

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Work with diverse people
- Communicate and work in health or community services
- Organise and complete daily work activities

Sample competencies covered in Units 3 & 4 include:

- Respond to client needs
- Work within a community development framework
- Implement participation and engagement strategies

## CAREER OPPORTUNITIES

- Social Worker
- Nurse
- Aged Care Attendant
- Youth Worker
- Justice Caseworker
- Disability Support Worker
- Drug and Alcohol Worker



Fitzroy High School student - Madeleine Morgan Styant-Browne, recipient of the VCE VET Community Services, Premier's Award and her trainer, Penny Vakakis. Madeleine attended the Cluster class at University High School.

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# CUA20113 Certificate II in Dance (with selected units of competency from the CUA30113 Certificate III in Dance)

## COURSE DESCRIPTION

The aim of this program is to provide young people with the technical skills, performance skills, knowledge, and attitudes, to begin the process of establishing a career in the entertainment industry.

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

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

## ARE YOU SUITABLE?

Consider this course if you are:

- Interested in body awareness and conditioning
- Curious and creative
- Comfortable trying new styles and techniques
- Comfortable with performing
- Thinking about a career in the performing arts
- Prepared to expand your dance theory
- Interested in dance, music and performance

## VENUE

Swinburne Senior Secondary College

## RTO

**Australian Dance Council – Ausdance Vic Inc**

RTO Number: 20949

Website: [www.ausdancevic.org.au](http://www.ausdancevic.org.au)

## DAY & TIME

Units 1 & 2 | Tuesdays | 4.00pm – 8.00pm

Units 3 & 4 | Wednesdays | 1.45pm – 5.45pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit: two units at the Units 1 & 2 level, and two units at the Units 3 & 4 level.

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

## WORK PLACEMENT

80 hours of work placement (over two years) is strongly recommended. Work placement opportunities may be offered as Industry Days by the RTO.

## ADDITIONAL REQUIREMENTS/INFORMATION

**Clothing Requirements:** Students will need to wear comfortable dance clothes, leggings or track pants, leotards and/or t-shirt. Long hair should be tied back off the face, ponytail or bun and/or headband. Appropriate footwear for the dance style is compulsory for practical classes, i.e. “foot thongs” or “dance paws” for contemporary dance students, and jazz shoes for jazz dance students.

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

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

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Develop basic dance techniques
- Follow basic dance practices
- Develop a basic level of physical condition for dance performance

Sample competencies covered in Units 3 & 4 include:

- Prepare for performances
- Incorporate artistic expression into basic dance performances
- Develop audition techniques

## CAREER OPPORTUNITIES

- Dancer
- Choreographer
- Community Dance Worker
- Ballerina
- Dance Teacher
- Dance Therapist
- Entertainer

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# CUA30715 Certificate III in Design Fundamentals

## COURSE DESCRIPTION

This course provides you with an introduction to the practice of graphic design and prepares you to enter a wide range of art and design courses at certificate, diploma and degree level.

Throughout the course, you will learn to follow the design process, produce and prepare images, and use DSLR photography and scanning techniques to create finished design pieces. You will be introduced to a wide variety of drawing and media techniques and materials. You will create projects using the Adobe suite of products, including Photoshop, Illustrator and InDesign.

You will enhance your design skills by exploring layout and typography, and applying colour in a variety of contexts. You will also develop visual literacy through the maintenance of a visual diary and create illustrations, both manually and digitally. On successful completion of this course, you will have prepared a folio of design projects, learnt how to present them professionally and participated in an exhibition of your work.

## ARE YOU SUITABLE?

Consider this course if you:

- Are creative and like design
- Enjoy and have basic skills in drawing and illustration
- Are comfortable using computer software programs
- Are keen to develop a portfolio

## VENUE

Holmesglen Institute (Chadstone)

## RTO

Holmesglen Institute

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

Year 1 | Wednesdays | 1.30pm – 5.30pm

Year 2 | Wednesdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE3

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Certificate III qualifications provide credit at VCE Units 1 to 4 level. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrues in the following sequence: Units 1, 2, 3, 4, 3 and 4 up to a maximum of six VCE units.

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to purchase basic drawing equipment to the value of approximately \$100. Students may already have these items.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Explore the use of colour
- Follow a design process
- Produce digital images

Sample structure of Units 3 & 4 includes:

- Students entering the second year of the course will build upon the skills and techniques of the previous units completed. Students will develop a folio of design work and participate in an exhibition of their work

## CAREER OPPORTUNITIES

- Graphic designer
- Pre-press operator
- Desktop publisher

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# CHC30113 Certificate III in Early Childhood Education and Care (Partial Completion)

## COURSE DESCRIPTION

This program trains students to become early childhood educators who plan and provide early childhood education and care for infants and children up to 12 years of age. Early childhood educators inspire, delight and educate children in long day care, kindergarten, family day care, occasional care and outside school hours care.

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy working with people and being part of a team
- Are interested in children, how they develop, play and learn
- Are patient and are keen to create an environment where children feel safe and secure to learn
- Like supporting children's wellbeing and identity
- Are thinking about a career in Early Childhood Education

## VENUE

Box Hill Institute (Elgar Campus)

## RTO

Box Hill Institute

RTO Number: 4687

Website: [www.bboxhill.edu.au](http://www.bboxhill.edu.au)

## DAY & TIME

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to two units at a Units 1 & 2 level, and a Units 3 & 4 sequence.

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

## WORK PLACEMENT

120 hours of work placement (over two years) is compulsory.

Please note: students will need a voluntary working with children check to start placement.

## ADDITIONAL REQUIREMENTS/INFORMATION

Please be advised that the CHC30113 Certificate III in Early Childhood Education and Care (Partial Completion) is subject to change in 2020 as advised by the Victorian Curriculum and Assessment Authority (VCAA).

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Ensure the health and safety of children
- Promote and provide healthy food and drinks
- Provide an emergency first aid response in an education and care setting
- Provide care for children

Sample competencies covered in Units 3 & 4 include:

- Support the holistic development of children in early childhood
- Provide experiences to support children's play and learning
- Develop positive and respectful relationships with children
- Develop cultural competence

## CAREER OPPORTUNITIES

Graduates can work in any of the following programs/roles:

- Educator in Long Day Care
- Educator in Occasional Care
- Educator in School-age Care
- Kindergarten Assistant in Preschool
- Family Day Care Educator

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.



# UEE22011 Certificate II in Electrotechnology Studies (Career Start)

## COURSE DESCRIPTION

This course prepares students to enter the electrotechnology industry. It covers competencies at work entry level providing grounding in safety, and basic skills and knowledge for work in many electrotechnology disciplines. The course is designed to provide an introduction to the electrical/electronic industries in areas such as air-conditioning, electrical, refrigeration, or instrumentation.

It will enable the learner to develop broad based competencies in a range of electrotechnology fields. It will also enable you to make more informed choices in the selection of vocational career paths, and gain recognised credentials and credits for further training as an apprentice or trainee in the electrotechnology industry.

## ARE YOU SUITABLE?

Consider this course if you:

- Are interested in electrical and electronic systems
- Like to understand how things work
- Are curious
- Are patient, methodical and persistent
- Enjoy logical processes
- Are competent in mathematics

## VENUES

Holmesglen Institute (Moorabbin Campus)

Holmesglen Institute (North Melbourne Campus)

## RTO

**Holmesglen Institute**

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

**Holmesglen Institute (Moorabbin Campus)**

Units 1 & 2 | Wednesdays | 8.30am – 3.30pm

Units 3 & 4 | Wednesdays | 8.30am – 3.30pm

**Holmesglen Institute (North Melbourne Campus)**

Units 1 & 2 and Units 3 & 4 classes combined

Wednesdays | 8.30am – 3.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to three units at Units 1 & 2 level and a Units 3 & 4 sequence.

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

Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

For occupational health and safety reasons shorts, runners, and short sleeved tops will not be permitted in the workshop. Students are required to provide their own safety gear to be worn during class, including overalls, leather work boots, and protective eyewear/safety glasses.

Students must purchase the text books and each student attending at Moorabbin must also have an appropriate device (laptop, iPad etc. i.e. not a mobile phone).

A minimum of a Year 10 English and Mathematics is highly recommended. This course has substantial mathematics and is not recommended if Year 10 or Year 11 Mathematics is found challenging.

## PROGRAM CONTENT

Sample competencies that may be covered in Units 1 & 2 or Units 3 & 4 include:

- Fix and secure electrotechnology equipment
- Use of routine equipment/plant/technologies in an energy sector environment
- Fabricate, assemble and dismantle utilities industry components

## CAREER OPPORTUNITIES

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

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.



# 22499VIC Certificate II in Electrotechnology Studies (Pre-Vocational)

## COURSE DESCRIPTION

This course prepares students to enter the Electrotechnology industry. It covers competencies at work entry level providing grounding in safety and basic skills and knowledge for work in many electrotechnology disciplines.

The training is mainly project based, and gives industry relevant hands-on experience in a realistic simulated environment. You will learn how to read circuit diagrams, take electrical measurements and perform electrical calculations.

## ARE YOU SUITABLE?

Consider this course if you:

- Are interested in electrical and electronic systems
- Like to understand how things work
- Are curious
- Are patient, methodical and persistent
- Enjoy logical processes
- Are competent in mathematics

## VENUES

Box Hill Institute (Elgar Campus)

Northern College of the Arts and Technology

## RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

**Northern College of the Arts and Technology**

RTO Number: 6736

Website: [www.ncat.vic.edu.au](http://www.ncat.vic.edu.au)

## DAY & TIME

**Box Hill Institute (Elgar Campus)**

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

**Northern College of the Arts and Technology**

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Thursdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to three units at the Units 1 & 2 level and a Units 3 & 4 sequence.

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

## PREREQUISITES

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

## WORK PLACEMENT

Box Hill Institute students are strongly recommended to undertake 80 hours of work placement (over two years).

NCAT students are required to undertake 80 hours of work placement (over two years).

## ADDITIONAL REQUIREMENTS/INFORMATION

**Box Hill Institute** students are required to wear the appropriate personal protective equipment: overalls, work pants, work or safety boots, and runners.

**NCAT**, at the end of the year, will send a letter to the home address of all students in regards additional requirements: e.g. uniform (protective clothing must be worn) and textbook (Electrical Wiring and Principles Manual). All students must provide their own safety glasses, hearing protectors and tape measures.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Fabricate, assemble and dismantle utilities industry components
- Solve problems in ELV single path circuits
- Fix and secure electrotechnology equipment

Sample competencies covered in Units 3 & 4 include:

- Produce products for carrying out energy sector work activities
- Carry out routine work activities in an energy sector environment
- Provide solutions and report on routine electrotechnology problems

## CAREER OPPORTUNITIES

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

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# 22499VIC Certificate II in Electrotechnology Studies (Pre-Vocational) Refrigeration and Air Conditioning Focus

## COURSE DESCRIPTION

This program has a specialisation in refrigeration and air conditioning. Start your training at the Refrigeration and Climate Control Centre of Excellence (RCCC), a nationally and internationally recognised training facility. This hands-on pre-apprenticeship will give you a broad understanding of the refrigeration and air-conditioning industries.

You will learn how to use hand and power tools, electrical wiring and equipment of the trade, as well as identify various refrigerants. During this course you will learn flaring, welding, pressure testing, leak testing in regards to refrigeration systems, and practical applications with electrical apparatus and circuits.

## ARE YOU SUITABLE?

Consider this course if you:

- Are interested in refrigeration and climate control systems
- Like to understand how things work
- Are curious, patient, methodical and persistent
- Enjoy logical processes
- Are competent in mathematics

## VENUE

Box Hill Institute (Elgar Campus)

## RTO

Box Hill Institute

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

## DAY & TIME

Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to three units at the Units 1 & 2 level and a Units 3 & 4 sequence.

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

## PREREQUISITES

This course requires at least Year 10 mathematical knowledge, and is not recommended if students find mathematics challenging. Students must be in Year 11 or 12 to undertake this course.

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to wear the appropriate personal protective equipment: overalls, work pants, work or safety boots, and runners.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Fabricate, assemble and dismantle utilities industry components
- Solve problems in ELV single path circuits
- Fix and secure electrotechnology equipment

Sample competencies covered in Units 3 & 4 include:

- Produce products for carrying out energy sector work activities
- Carry out routine work activities in an energy sector environment
- Provide solutions and report on routine electrotechnology problems

## CAREER OPPORTUNITIES

This course prepares you for employment as an apprentice in the refrigeration or air conditioning industries and in appliance servicing.

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

## COURSE DESCRIPTION

The aim of this course is to provide students with skills and knowledge in machine processing, fabrication techniques and using power tools and computers for engineering related work activities. It provides pre-employment training and pathways in the engineering, manufacturing or related industries and accommodates entry into the wider engineering industry.

## ARE YOU SUITABLE?

Consider this course if you:

- Are interested in working with metal
- Enjoy design and fabrication
- Like making things with your hands
- Are practical, patient, methodical and persistent
- Enjoy using logical processes to solve problems
- Are interested in a career in the engineering or manufacturing industries

## VENUES

Box Hill Institute (Elgar Campus)  
Kangan Institute (Richmond Campus)  
Ringwood Training  
Northern College of the Arts and Technology

## RTO

### Box Hill Institute

RTO Number: 4687

Website: [www.bboxhill.edu.au](http://www.bboxhill.edu.au)

### Kangan Institute

RTO Number: 3077

Website: [www.kangan.edu.au](http://www.kangan.edu.au)

### Ringwood Secondary College trading as Ringwood Training

RTO Number: 22475

Web: [www.ringwoodtraining.com](http://www.ringwoodtraining.com)

### Northern College of the Arts and Technology

RTO Number: 6736

Website: [www.ncat.vic.edu.au](http://www.ncat.vic.edu.au)

## DAY & TIME

### Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

### Kangan Institute (Richmond Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

### Ringwood Training

Units 1 & 2 | Wednesdays | 12.00pm – 4.30pm

Units 3 & 4 | Wednesdays | 2.30pm – 7.00pm

### Northern College of the Arts and Technology

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Thursdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to three units of credit at the Units 1 & 2 level and a Units 3 & 4 sequence.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

**Kangan Institute** students are required to provide their own safety gear including long-sleeved overalls and leather upper boots.

**Ringwood Training** students will be required to purchase a long sleeve shirt, Access Workwear is suggested. Clear lens safety glasses will be supplied, further details will be supplied at the Information Session.

**NCAT**, at the end of the year, will send a letter to the home address of all students in regards to additional requirements: e.g. uniform (protective clothing must be worn) and workbooks. All students must provide their own safety glasses, hearing protectors and tape measures. In addition, NCAT will only accept students into Year 2 if they have completed Year 1 with NCAT.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Use hand tools
- Use power tools/hand held operations
- Produce basic engineering graphics

Sample competencies covered in Units 3 & 4 include:

- Perform computations
- Produce basic engineering sketches and drawings
- Handle engineering materials

## CAREER OPPORTUNITIES

- Electrical Engineering
- Electrician

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# 22513VIC Certificate III in Equine Studies (First Year)

## 22246VIC Certificate II in Equine Studies (Second Year)

### COURSE DESCRIPTION

This program is designed to give horse-enthusiasts an introduction to the equine industry. Students will gain essential communication skills, learn to work effectively in the industry and receive an introduction to occupational health and safety procedures. Students will develop horse riding skills, learn to monitor and care for horses, and determine nutritional requirements for a range of horses.

Please note, the 22246VIC Certificate II in Equine Studies has been superseded by the 22513VIC Certificate III in Equine Studies. Students who undertook the Units 1 & 2 in 2019 will continue with the 22246VIC Certificate II in Equine Studies in 2020 to finish their qualification. New students undertaking Units 1 & 2 in 2020 will undertake the new qualification 22513VIC Certificate III in Equine Studies.

### ARE YOU SUITABLE?

Consider this course if you:

- Are interested in a career in the equine industry
- Like horses and have basic horse-riding skills
- Have some basic knowledge and experience with horses
- Are practical, patient and methodical
- Are physically fit and not allergic to horses

### VENUE

Box Hill Institute (Elgar Campus)  
Box Hill Institute (City Campus)

### RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.bboxhill.edu.au](http://www.bboxhill.edu.au)

### DAY & TIME

**Box Hill Institute (Elgar Campus)**

Units 1 & 2 | Tuesdays | 4.00pm – 7.30pm

Units 1 & 2 | Wednesdays | 2.00pm – 5.30pm

Units 3 & 4 | Tuesdays | 4.00pm – 7.30pm

Units 3 & 4 | Wednesdays | 2.00pm – 5.30pm

**Box Hill Institute (City Campus)**

Units 1 & 2 | Wednesdays | 2.00pm – 5.30pm

Units 3 & 4 | Wednesdays | 2.00pm – 5.30pm

Students are required to attend full practical training days, six times in the first year and three times in the second. City Campus students will need to attend the Elgar Campus for these training days.

### ENROLMENT TYPE - VE1

### CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit at the Units 1 & 2 level and a Units 3 & 4 sequence.

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

### WORK PLACEMENT

40 hours of work placement (over two years) is compulsory.

### ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to:

- Have a current tetanus vaccination
- Have current ambulance cover
- Attend the Box Hill Institute compulsory Orientation Day and a compulsory Practical Workshop (applies to Units 1 & 2 students only)

### PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Provide daily care for horses
- Handle horses
- Equine anatomy

Sample competencies covered in Units 3 & 4 include:

- Equine physiology
- Relate equine form and function
- Implement horse health and welfare practices

### CAREER OPPORTUNITIES

- Equestrian Professional
- Equine Operations Manager
- Jockey
- Farrier
- Animal Technician
- Thoroughbred Trainer
- Stable hand
- Racing Steward
- Veterinarian
- Veterinary Nurse
- Zoologist

### INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

## COURSE DESCRIPTION

Coordinating festivals, weddings, conferences, special events or functions requires certain skills. This Certificate aims to provide a real insight into the events industry and the skills and knowledge required to be successful in this industry.

## ARE YOU SUITABLE?

Consider this course if you:

- Like working with people
- Are very organised
- Are creative and imaginative
- Enjoy designing and making things
- Are practical, patient, methodical and persistent
- Enjoy planning outings/events

## VENUES

Holmesglen Institute (Moorabbin Campus)

Holmesglen Institute (Waverley Campus)

## RTO

**Holmesglen Institute**

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

**Both Campuses**

Year 1 | Wednesdays | 1.30pm – 5.00pm

Year 2 | Wednesdays | 1.30pm – 5.00pm

## ENROLMENT TYPE - VE3

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Certificate III qualifications provide credit at VCE Units 1 to 4 level. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrues in the following sequence: Units 1, 2, 3, 4, 3 and 4 up to a maximum of six VCE units.

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

## WORK PLACEMENT

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

## PROGRAM CONTENT

Sample competencies covered in the first year include:

- Source and use information on the events industry
- Provide service to customers
- Provide advice on Australian destinations

Sample competencies covered in the second year include:

- Provide event staging support
- Process and monitor event registrations
- Coordinate on-site registrations

## CAREER OPPORTUNITIES

- Event Manager
- Wedding Planner
- International Events
- Conferences Manager
- Functions Manager
- Festivals Manager
- Sporting Events Coordination

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# MSF20516 Certificate II in Furniture Making Pathways

## COURSE DESCRIPTION

The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the furnishing industry. The program covers broad based and core skills in cabinet making required to produce free standing furniture or built-in cabinets.

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy working in a creative team environment
- Would enjoy working with wood to create high quality products
- Are practical, patient, methodical and persistent
- Enjoy designing and creating practical, creative and innovative products
- May be interested in a career in the furnishing/cabinet making or related industries

## VENUES

Swinburne Senior Secondary College

## RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.bboxhill.edu.au](http://www.bboxhill.edu.au)

## DAY & TIME

Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm

Units 3 & 4 | Tuesdays | 4.00pm – 8.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to two units at Units 1 & 2 level and a Units 3 & 4 sequence.

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

## WORK PLACEMENT

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

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Make simple timber joints
- Apply domestic surface coatings
- Join materials used in furnishing

Sample competencies covered in Units 3 & 4 include:

- Use furniture making sector hand and power tools
- Assemble furnishing components
- Undertake a basic furniture making project

## CAREER OPPORTUNITIES

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

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.



## COURSE DESCRIPTION

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

**CERES** – This course offers students the opportunity to acquire a wide range of skills such as testing soil, identifying pests and diseases in plants, assisting with landscape construction work, propagation, potting up plants and pruning shrubs and small trees. This course provides an introduction to careers in areas such as gardening, landscaping, and nurseries. The course is a great introduction to the horticulture industry.

## ARE YOU SUITABLE?

Consider this course if you:

- Are interested in gardening
- Like working outdoors
- Enjoy practical activities
- Are able to undertake manual work (including bending and lifting)
- Enjoy the natural environment

## VENUES

CERES Community Environment Park  
Holmesglen Institute (Waverley Campus)

## RTO

**Centre for Education & Research in Environment Strategy (CERES)**

RTO Number: 3686  
Website: [www.ceres.org.au](http://www.ceres.org.au)

## Holmesglen Institute

RTO Number: 0416  
Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

### CERES Community Environment Park

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm  
Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

### Holmesglen Institute (Waverley Campus)

Units 1 & 2 | Wednesdays | 1.00pm – 5.00pm  
Units 3 & 4 | Wednesdays | 1.00pm – 5.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to two or more units at Units 1 & 2 level and a Units 3 & 4 sequence.

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

Students enrolling with either **Holmesglen Institute** or **CERES** are required to provide their own safety gear, this may include: safety boots, work overalls and sun protection. This program incorporates an extensive practical component; therefore, some degree of physical fitness is required.

**CERES** students will be provided with a Hi Viz Vest if they do not own one. CERES students must have successfully completed Year 9.

## PROGRAM CONTENT

Sample competencies covered include:

- Assist with landscape construction work
- Pot up plants
- Plant trees and shrubs
- Undertake propagation activities

## CAREER OPPORTUNITIES

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

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# Dual Program - SIT20316 Certificate II in Hospitality and SIT20416 Certificate II in Kitchen Operations (Partial Completion)

## COURSE DESCRIPTION

The dual program provides an incredible opportunity for students to undertake two qualifications simultaneously - SIT20316 Certificate II in Hospitality and SIT20416 Certificate II in Kitchen Operations (partial completion) and receive additional credits towards their VCE/VCAL.

The dual program provides participants with an overview of the hospitality industry as well as the necessary training and skills development for the achievement of competence in both of the following:

- Food Preparation
- Food and Beverage Service

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

## ARE YOU SUITABLE?

Consider this course if you:

- Like to work in a fast-paced environment
- Are interested in cooking
- Are creative and have a passion for food
- Are interested in a career in the hospitality industry
- Have the ability to multi task and pay attention to detail
- Possess excellent time management skills
- Enjoy being well presented and have good personal hygiene
- Have the ability to listen and follow instructions

## VENUES

Mount Waverley Secondary College  
Swinburne Senior Secondary College  
The Little Kitchen That Could – South Melbourne

## RTO

Inner Melbourne VET Cluster Inc  
RTO Number: 21732  
Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Mount Waverley Secondary College  
Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm

Swinburne Senior Secondary College  
Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

The Little Kitchen That Could – South Melbourne  
Units 1 & 2 | Wednesdays | 2.00pm – 6.00pm

Please note, students are required to complete an additional 12 Back of House service periods. This could be undertaken as part of a work placement or extra functions as a class.

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit for each stream: two units at the Units 1 & 2 level for each stream.

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

## WORK PLACEMENT

40 hours of Front of House work placement is compulsory (i.e. 12 service periods).

## ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to wear a full chef's uniform during practical classes. Uniforms can be purchased from the IMVC (details to be provided at the Information Session). Closed toed black shoes are to be worn in both the kitchen and in Front of House areas. Students will also need to wear a white shirt, black pants and footwear during their Front of House practical placement.

## PROGRAM CONTENT

Sample competencies include:

- Prepare and present simple dishes
- Produce dishes using basic methods of cookery
- Maintain the quality of perishable items

## CAREER OPPORTUNITIES

- Chef
- Cook
- Food Production
- Catering Manager
- Kitchen Hand
- Waiter/Barman
- Hotel/Resort Manager
- Housekeeping
- Tourism Manager

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# SIT20316 Certificate II in Hospitality (Units 3 & 4 - Second Year)

## COURSE DESCRIPTION

This is the hospitality stream of the second year VCE VET Hospitality program. It is an extension of the knowledge and skills developed in Units 1 & 2.

The program will cover subject areas such as food and beverage knowledge and service, espresso coffee and live service (Front of House). Students will achieve competencies that will enhance their employment prospects in the hospitality industry.

## ARE YOU SUITABLE?

Consider this course if you:

- Like to work in a fast-paced environment
- Are creative and have the ability to multitask
- Are interested in a career in the hospitality industry
- Possess excellent time management skills
- Enjoy being well presented and have good personal hygiene
- Have the ability to listen and follow instructions
- Are keen to develop customer service skills

## VENUES

The Little Kitchen That Could – South Melbourne  
William Angliss Institute

## RTO

**Inner Melbourne VET Cluster Inc**

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

**William Angliss Institute**

RTO Number: 3045

Website: [www.angliss.edu.au](http://www.angliss.edu.au)

## DAY & TIME

**The Little Kitchen That Could – South Melbourne**

Units 3 & 4 | Tuesdays | 4.30pm - 8.30pm

Practical classes are also scheduled throughout the year with the students required to stay until 10.00pm (dates TBC).

**William Angliss Institute**

Units 3 & 4 | Wednesdays | 2.00pm – 6.00pm

Practical classes in the William Angliss Restaurant are also scheduled throughout the year with students required to attend from 4pm – 10pm on Wednesdays (Term 2 or 3 dates TBC).

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

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

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

## WORK PLACEMENT

40 hours of Front of House placement is strongly recommended (i.e. 12 service periods).

## ADDITIONAL REQUIREMENTS/INFORMATION

**William Angliss** students will need to purchase a William Angliss Black Windsor Jacket. Students are also required to possess the following clothing requirements:

- Black tailored pants – black business style trousers with pocket (hipsters, jeans, spandex, and leggings are not permitted)
- Black shoes – lace ups preferred or a slight comfortable heel (ballerina flats, platforms, T-bars, and high heels and not permitted)
- Black socks or stockings

The Units 3 & 4 sequences of VCE VET Hospitality are not designed as stand-alone studies. Students will not be accepted to undertake the Units 3 & 4 sequence without first completing the core units of competency from the Units 1 & 2 program.

## PROGRAM CONTENT

Sample competencies covered in Units 3 & 4 include:

- Prepare and serve non-alcoholic beverages
- Serve food and beverages
- Provide advice on food

## CAREER OPPORTUNITIES

- Front of House Manager
- Waiter/Barman
- Kitchen Hand
- Event Manager

## INFORMATION SESSION

Please note, this course is subject to change. Students are not required to attend an Information Session for this course.

# SIT20416 Certificate II in Kitchen Operations (Units 3 & 4 - Second Year)

## COURSE DESCRIPTION

This second year stream is the continuation of the Kitchen Operations stream of the Dual Program - SIT20316 Certificate II in Hospitality and SIT20416 Certificate II in Kitchen Operations (Partial Completion).

This stream provides students with the skills and knowledge to be competent in a range of kitchen functions and food preparation activities. It will enable students to work in entry level positions in various hospitality enterprises where food is prepared and served.

## ARE YOU SUITABLE?

Consider this course if you:

- Like to work in a fast-paced environment
- Enjoy cooking, are creative and have a passion for food
- Are interested in working in an industrial kitchen
- Have the ability to multitask and pay attention to detail
- Possess excellent time management skills
- Enjoy being well presented and have good personal hygiene
- Have the ability to listen and follow instructions

## VENUES

Swinburne Senior Secondary College  
The Little Kitchen That Could – South Melbourne

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Swinburne Senior Secondary College

Units 3 & 4 | Tuesdays | 4.30pm – 8.30pm

The Little Kitchen That Could – South Melbourne

Units 3 & 4 | Thursdays | 4.30pm – 8.30pm

Students at both Swinburne Senior Secondary College and the Little Kitchen That Could will need to undertake an additional two days of practical training during the July holidays to complete SITHCCC007 Prepare stocks, sauces and soups:

- Monday 29th and Tuesday 30th June
- 9:00am – 5:00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

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

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

## WORK PLACEMENT

40 hours of Back of House work placement is compulsory (i.e. 12 service periods).

## PREREQUISITES

Successful completion of the Dual Program - SIT20316 Certificate II in Hospitality and SIT20416 Certificate II in Kitchen Operations (Partial Completion).

## ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to wear a full chef's uniform during all practical classes and holiday training programs.

## PROGRAM CONTENT

Sample competencies covered in Units 3 & 4 include:

- Prepare appetisers and salads
- Prepare stocks, sauces and soups
- Prepare poultry dishes

## CAREER OPPORTUNITIES

- Chef
- Cook
- Food Production
- Catering Manager
- Kitchen Hand

## INFORMATION SESSION

Please note, this course is subject to change. Students are not required to attend an Information Session as this is the second year of the Certificate.

# ICT30118 Certificate III in Information, Digital Media and Technology (Partial Completion)

## COURSE DESCRIPTION

The competencies for ICT30118 Certificate III in Information, Digital Media and Technology are designed to provide students with the skills and knowledge to be competent in introductory ICT technical functions. These include hardware, software, operating systems, communication, occupational health and safety, sustainability, networking, and application software.

The qualification is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user.

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy working with computers
- Like problem solving to make systems work and enjoy a challenge
- Are patient and methodical
- Are interested in new and complex technologies including computer hardware, mobile devices and software
- Are interested in the world of connected devices and how to work with them

## VENUES

Ringwood Training (Networking Stream)

Templestowe College (General Stream)

## RTO

**Ringwood Secondary College trading as Ringwood Trade Training Facility**

RTO Number: 22475

Web: [www.ringwoodtraining.com](http://www.ringwoodtraining.com)

## Chisholm Institute

RTO Number: 0260

Website: [www.chisholm.edu.au](http://www.chisholm.edu.au)

## DAY & TIME

### Ringwood Training

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

### Templestowe College

Units 1 & 2 | Wednesdays | 1.45pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.45pm – 5.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students will be eligible for up to four units of credit towards their VCE: two units at the Units 1 & 2 level and two units at the Units 3 & 4 level.

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

## WORK PLACEMENT

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

Templestowe College students are recommended to undertake work placement in an ICT service desk related environment for maintenance management logs and customer front-end support.

## ADDITIONAL REQUIREMENTS/INFORMATION

**Ringwood Training** students will be offered additional training days during school term holidays for those requesting extra class time.

**Templestowe College** students must bring a laptop.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Care for computer hardware
- Run standard diagnostic tests
- Operate application software packages

Sample competencies covered in Units 3 & 4 include:

- Install and optimise operating system software
- Maintain equipment and software
- Connect internal hardware components

## CAREER OPPORTUNITIES

- Information Technology
- Network Manager
- Database Administrator
- Computer Programmer
- Software Testing
- Software Designer
- Data Entry Operator
- Systems Administrator

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.



# 22289VIC Certificate II in Integrated Technologies

## COURSE DESCRIPTION

This course covers a range of technologies including basic electrical theory, electronic components, programmable logic devices, computer networking, sustainable energy and maintenance of rechargeable battery banks.

The course is delivered using the project driven learning concept. The major project involves the students designing and building two energy efficient vehicles, then competing in a 24-hour energy efficiency trial.

## ARE YOU SUITABLE?

Consider this course if you:

- Are interested in electrical and electronic systems
- Like to understand how things work
- Are curious and interested
- Are patient, methodical and persistent
- Enjoy logical processes

## VENUE

Northern College of the Arts and Technology

## RTO

Northern College of the Arts and Technology

RTO Number: 6736

Website: [www.ncat.vic.edu.au](http://www.ncat.vic.edu.au)

## DAY & TIME

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Thursdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit: two units at the Units 1 & 2 level and a Units 3 & 4 sequence.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

**NCAT**, at the end of the year, will send a letter to the home address of all students in regards to additional requirements: e.g. uniform (protective clothing must be worn) and work books. All students must provide their own safety glasses, hearing protectors and tape measures.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Carry out an integrated technology project
- Perform basic network and computer assembly
- Build a small wireless LAN
- Plan and build a system using fibre optic equipment

Sample competencies covered in Units 3 & 4 include:

- Work in an integrated technology environment
- Use electro-technology skills in integrated technology work
- Use software applications in integrated technology work
- Install, maintain and modify customer premises communicating cabling – ACMA restricted rule

## CAREER OPPORTUNITIES

- Electronics Technician
- Computer Assembler
- Data communications Technician
- Telecommunications
- Electronic Engineering
- Computer Systems

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# MSF31018 Certificate III in Interior Decoration Retail Services

## COURSE DESCRIPTION

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

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

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

## ARE YOU SUITABLE?

Consider this course if you:

- Are creative and design-oriented
- Like to decorate and style rooms
- Have an interest in fabrics, colour furniture and lighting
- Are flexible and able to adapt in a team setting
- Are comfortable using computer software
- Are keen to learn more about the interior design industry

## VENUE

Holmesglen Institute (Chadstone Campus)

## RTO

**Holmesglen Institute**

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

Year 1 | Wednesdays | 1.30pm – 5.30pm

Year 2 | Wednesdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE3

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Certificate III qualifications provide credit at VCE Units 1 to 4 level. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrues in the following sequence: Units 1, 2, 3, 4, 3 and 4 up to a maximum of six VCE units.

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

## WORK PLACEMENT

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

## PROGRAM CONTENT

Sample competencies covered in the first year include:

- Produce drawings from design concepts
- Explore the use of colour
- Provide technical advice to customers
- Advise customers on interior decoration

Sample competencies covered in the second year include:

- Style a retail display
- Recommend home and home improvement products and services
- Estimate and cost job
- Evaluate the nature of design in a specific industry context

## CAREER OPPORTUNITIES

- Interior designer
- Interior decorator
- Specialised Commercial or Residential Project Manager
- Design Firm Administrator
- Specialised areas of design i.e. bathroom, kitchen, restoration, hospitality and health care projects

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# MSL30118 Certificate III in Laboratory Skills

## COURSE DESCRIPTION

This is an entry level course for laboratory personnel in many industry sectors such as construction, materials testing, environmental monitoring, food testing, pathology testing and mineral assaying. Students contemplating engineering or science pathways like scientific research, biomedical science, chemical engineering, or similar will also benefit from the practical skills gained in this course.

## ARE YOU SUITABLE?

Consider this course if you are:

- Organised and patient
- Interested in science
- Careful and methodical
- Flexible and able to adapt in a team setting
- Likely to question processes
- Interested in a career in the sciences or engineering

## VENUE

Box Hill Institute (Elgar Campus)  
Holmesglen Institute (Moorabbin Campus)

## RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

**Holmesglen Institute**

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

**Box Hill Institute (Elgar Campus)**

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

**Holmesglen Institute (Moorabbin Campus)**

Units 1 & 2 | Wednesdays | 1.30pm – 4.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 4.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to three units at the Units 1 & 2 level and a Units 3 & 4 sequence.

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

## WORK PLACEMENT

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

## PREREQUISITES

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

## ADDITIONAL REQUIREMENTS/INFORMATION

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

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Plan and conduct laboratory/field work
- Receive and prepare samples for testing
- Perform basic tests

Sample competencies covered in Units 3 & 4 include:

- Perform aseptic techniques
- Prepare working solutions
- Perform microscopic examination

## CAREER OPPORTUNITIES

- Laboratory Assistant
- Laboratory Technician
- Scientist

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# SHB30215 Certificate III in Make-Up

## COURSE DESCRIPTION

The Certificate III in Make-Up provides the skills and knowledge to undertake the role of a make-up artist designing and applying make-up across the beauty, fashion, media and entertainment industries. Skills are developed for work in areas such as, make-up studios, retail cosmetic counters, fashion and media sets, and photography studios.

## ARE YOU SUITABLE?

Consider this course if you:

- Have a complete willingness to have your make-up applied by other students
- Like to work with people
- Are practical, patient, methodical and persistent
- Like to be well-presented
- Are creative, imaginative and possess artistic skills
- Have good listening skills
- Are interested in skin care and beauty
- Have the ability to work under pressure and independently
- Pay excellent attention to detail
- Are highly organised and punctual

## VENUE

Avidity – Albert Park

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

**Avidity – Albert Park**

Units 1 & 2 | Wednesdays | 1.45pm – 6.45pm

Holiday Block: Term 2 July Holidays

29/06/2020 – 3/07/2020 | 9.00am – 5.00pm

Units 3 & 4 | Tuesdays | 4.00pm – 8.00pm

Holiday Block: Term 1 Easter Holidays

30/03/2020 – 03/04/2020 | 9.00am – 5.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit towards the VCE: two units at the Units 1 & 2 level and two units at the Units 3 & 4 level.

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

## WORK PLACEMENT

80 hours of work placement (over two years) is strongly recommended. The placement can be in any retail outlet and not necessarily confined to the make-up/cosmetics industry, however this is recommended for experience and training.

## ADDITIONAL REQUIREMENTS/INFORMATION

Refer to the holiday block information. Students are required to wear comfortable neat clothes (preferably black), or school uniform, and enclosed non-slip shoes. Units 3 & 4 students will need to re-use their make-up kit from Units 1 & 2 and additional items will also be supplied for the Units 3 & 4 course.

## PROGRAM CONTENT

Sample competencies for Units 1 & 2 include:

- Design and apply make-up
- Provide lash and brow services
- Apply eyelash extensions

Sample competencies for Units 3 & 4 include:

- Apply airbrushed make-up
- Design and apply make-up for photography
- Design and apply remedial camouflage make-up

## CAREER OPPORTUNITIES

- Fashion Makeup Artist
- Beauty Makeup Artist
- Freelance Makeup Artist
- Beauty and Make-Up Advisor

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# CUA30915 Certificate III in Music Industry (Performance Specialisation)

## COURSE DESCRIPTION

This program enables students to apply a broad range of knowledge and skills in varied work contexts within the music industry. This program prepares students for work in the music industry in areas such as performance, critical listening, music management and music promotions. This course runs the group performance option only.

## ARE YOU SUITABLE?

Consider this course if you are:

- Already playing an instrument and/or sing, and want to improve as a musician, and perform as part of a band
- Able to perform in front of an audience
- Willing to learn music theory to improve your ability as a performer
- Flexible and able to adapt in a team setting
- Creative, imaginative and possess artistic skills
- Interested in a career in the entertainment industry

## VENUE

Swinburne Senior Secondary College

## RTO

Australian College of the Arts Pty Ltd

RTO Number: 0109

Website: [www.collarts.edu.au](http://www.collarts.edu.au)

## DAY & TIME

Swinburne Senior Secondary College

Units 1 & 2 | Mondays | 4.30pm – 8.00pm

Units 3 & 4 | Thursdays | 4.30pm – 8.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of at least two units of credit at the Units 1 & 2 level and at least one Units 3 & 4 sequence.

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

## WORK PLACEMENT

Work placement is not required.

## PREREQUISITES

All students are required to have:

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

## ADDITIONAL REQUIREMENTS/INFORMATION

Students will be allocated to classes to ensure a suitable mix of instrumentalists and vocalists are provided to each group.

This course runs the group performance option only. In Units 3 & 4, students prepare group performances for internal assessment, as well as the end-of-year exam. Students can nominate to complete an internal assessment, or the exam, as a solo-assessed student.

This must be done in a group setting and negotiated with the trainer. A group setting is considered a performance completed by two or more students. In the solo-assessed environment, this would mean that the assessed student must perform with at least one other non-assessed student.

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Compose simple songs or musical pieces
- Develop ensemble skills for playing or singing music
- Work effectively in the music industry

Sample competencies covered in Units 3 & 4 include:

- Prepare for performance
- Develop improvisation skills and stagecraft skills
- Develop technical skills in performance
- Perform music as part of a group

## CAREER OPPORTUNITIES

- Musician
- Music Technician
- Singer
- Songwriter
- Stage Producer
- Director
- Stage Manager
- Session Musician
- Performer
- Band member
- Promoter

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.



# CUA30915 Certificate III in Music Industry (Electronic Music Creation and Performance focus)

## COURSE DESCRIPTION

This program is unique in that it provides an Electronic Music Creation and Performance focus. Industry experience shows this is in line with current workplace practices, and is as a focal point for students.

This program enables students to apply a broad range of knowledge and skills in varied work contexts within the music industry. This course prepares students for work in the music industry in areas such as performance, critical listening, music management and music promotions.

## ARE YOU SUITABLE?

Consider this course if you:

- Have some music theory knowledge
- Are flexible and able to adapt in a team setting
- Have an interest in composition
- Are creative
- Have an interest in music technology
- Are willing to learn about various aspects of the music Industry

## VENUE

Sydney Road Community School

## RTO

**COSAMP (College of Sound and Music Production)**

RTO Number: 41549

Website: [www.cosamp.com.au](http://www.cosamp.com.au)

## DAY & TIME

**Sydney Road Community School**

Units 1 & 2 and Units 3 & 4 classes combined

Wednesdays | 1.30pm – 5.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of at least two units of credit at the Units 1 & 2 level and at least one Units 3 & 4 sequence.

**ATAR:** This subject does not have a study score and therefore cannot contribute towards the student's primary four. Where available a Unit 3 & 4 sequence may be awarded on satisfactory completion of a minimum of 180 nominal hours at AQF level III, according to the guidelines published by VCAA. VTAC may award students who receive a Units 3 & 4 sequence through Block Credit Recognition, an increment. Not offering the scored assessment is a provider decision for this specific offering.

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

There are no prerequisites, however, some musical and computer experience are an asset, as is a willingness to learn about electronic music composition, production and performance techniques. Students will be required to provide headphones, a USB stick to save work, and books and pens to take notes. Access to all work is available via Google Classroom. Please note, this course is designed to be delivered over two years.

## PROGRAM CONTENT

Sample competencies covered in both the first and second year of the program include:

- Perform basic sound editing
- Use advance features of computer applications
- Incorporate music technology into performance
- Develop simple musical pieces using electronic media
- Provide event staging support

## CAREER OPPORTUNITIES

- Music Producer
- Sound Designer
- Performer
- Promoter

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# CUA30915 Certificate III in Music Industry (Sound Production Specialisation)

## COURSE DESCRIPTION

This program aims to provide students with the broad-based knowledge and skills required to work in the music industry in a range of areas such as recording, mixing and editing sound sources.

Students will gain competencies that will enhance their employment opportunities within the music industry, and a recognised qualification that will assist them in making a more informed choice when considering vocational and career pathways.

## ARE YOU SUITABLE?

Consider this course if you:

- Like music
- Are comfortable working with computers, tools, electronics and other technology
- Are creative and practical
- Have an interest in recording and mixing sound
- Are interested in a career in the entertainment industry
- Are interested in setting up and operating a P.A./mixer

## VENUES

Swinburne Senior Secondary College  
Xavier College

## RTO

**RTO: COSAMP (College of Sound and Music Production) (for Swinburne Senior Secondary College)**

RTO Number: 41549

Website: [www.cosamp.com.au](http://www.cosamp.com.au)

**Vocational Pathways Pty Ltd trading as Ripponlea Institute (for Xavier College)**

RTO Number: 21230

Website: [www.ripponleainstitute.com](http://www.ripponleainstitute.com)

## DAY & TIME

**Swinburne Senior Secondary College**

Units 1 & 2 | Wednesdays AM Class | 9.00am – 12.30pm

Units 1 & 2 | Wednesdays PM Class | 1.30pm – 5.00pm

Units 3 & 4 | Tuesdays | 4.30pm – 8.00pm

**Xavier College**

Units 1 & 2 | Wednesdays | 1.45pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.45pm – 5.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of at least two units of credit at the Units 1 & 2 level and at least one Units 3 & 4 sequence.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

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

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Perform basic sound editing
- Repair and maintain audio equipment
- Provide event staging support

Sample competencies covered in Units 3 & 4 include:

- Manage audio input sources
- Record and mix a basic music demo
- Operate sound reinforcement systems

## CAREER OPPORTUNITIES

- Musician
- Music Technician
- Stage Producer
- Sound and Lighting Technician
- Director
- Stage Manager



Elwood College student - Hugh Cowie, recipient of the VCE VET Music Industry (Sound Production) Premier's Award. Hugh attended the Cluster class at Swinburne Senior Secondary College.

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.





# 22305VIC Certificate III in Musical Instrument Making and Maintenance

## COURSE DESCRIPTION

The aim of this qualification is to provide the skills and knowledge for a musical instrument maker to design, make, and repair quality musical instruments. After an extensive OH&S program, incorporating theory and workshop induction, students will build an electric guitar neck, a Cajon (percussion instrument), a xylophone, repair a snare drum and a clarinet, make a flageolet, a traverse flute and an electric slide guitar. In the second year the students build a tenor ukulele, a tenor acoustic guitar and a solid body electric guitar.

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy working with music and sound
- Like working with your hands
- Are creative
- Like to design and are keen to gain skills in reading designs
- Enjoy music and musical instruments

## VENUE

Northern College of the Arts and Technology

## RTO

**Northern College of the Arts and Technology**

RTO Number: 6736

Website: [www.ncat.vic.edu.au](http://www.ncat.vic.edu.au)

## DAY & TIME

Year 1 | Wednesdays | 9.00am – 3.15pm

Year 2 | Wednesdays | 9.00am – 3.15pm

## ENROLMENT TYPE - VE3

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Certificate III qualifications provide credit at VCE units 1 to 4 level. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrues in the following sequence: Units 1, 2, 3, 4, 3 and 4 up to a maximum of six VCE units.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

Students must wear closed shoes and a protective coat.

## PROGRAM CONTENT

Sample competencies covered in Year 1 include:

- Make percussion instruments
- Make electric guitars
- Make aerophone instruments

Sample competencies covered in Year 2 include:

- Make special stringed instruments
- Maintain and service woodwind instruments
- Apply surface coatings by hand

## CAREER OPPORTUNITIES

With additional training and experience, possible future career opportunities include:

- Working with music, theatre repair and design for quality musical instruments
- Retail in musical instruments
- Manufacturing of musical instruments
- Replicating period instruments for period music
- Touring music group technician
- Maintaining music instruments in store

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# 22304VIC Certificate II in Plumbing (Pre-apprenticeship)

## COURSE DESCRIPTION

The pre-apprenticeship program is designed for students who are considering a career in the plumbing industry. It will prepare them for employment as an apprentice in the plumbing trade. The course equips students with the skills and knowledge to enhance their employment prospects, with a strong emphasis on sustainability and safe plumbing principles. It helps to develop social and personal skills relevant to the workplace, as well as provide an understanding of the nature of the work and conditions.

## ARE YOU SUITABLE?

Consider this course if you:

- Like working outdoors and do not mind digging
- Are practical, patient, methodical and persistent
- Enjoy using logical processes to solve problems
- Are interested in a career in the plumbing industry
- Like working with metal
- Are comfortable to lift and move heavy items

## VENUES

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

## RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

**Northern College of the Arts and Technology**

RTO Number: 6736

Website: [www.ncat.vic.edu.au](http://www.ncat.vic.edu.au)

## DAY & TIME

**Box Hill Institute**

Year 1 | Wednesdays AM Class | 8.00am – 12.30pm

Year 1 | Wednesdays PM Class | 1.30pm – 6.00pm

Year 2 | Wednesdays AM Class | 8.00am – 12.30pm

Year 2 | Wednesdays PM Class | 1.30pm – 6.00pm

**Northern College of the Arts and Technology**

Year 1 | Wednesdays | 1.30pm – 5.30pm

Year 2 | Thursdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to three units at Units 1 and 2 level and a Units 3 and 4 sequence.

**ATAR:** This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible

for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies).

## WORK PLACEMENT

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

## PREREQUISITES

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

## ADDITIONAL REQUIREMENTS/INFORMATION

**NCAT**, at the end of the year, will send a letter to the home address of all students in regards to additional requirements: e.g. uniform (protective clothing must be worn) and work books. All students must provide their own safety glasses, hearing protectors and tape measures. In addition, plumbing students will need to purchase their own welding goggles and welding gloves.

**Box Hill Institute** students must possess the following: leather upper work boots, blue overalls, pair of clear safety glasses (AS/NZS 1337:1992), pair of oxy welding glasses (AS/NZS 1338.1) and a pair of ear muffs/ear protection.

## PROGRAM CONTENT

Sample competencies covered in the first year include:

- Use basic plumbing hand tools
- Perform basic oxy-acetylene welding and cutting
- Apply basic sheet metal practices

Sample competencies covered in the second year include:

- Use plumbing pipes, fittings and fixtures to simulate plumbing installations
- Fabricate simple plumbing pipe systems
- Cut and penetrate building materials and structures

## CAREER OPPORTUNITIES

Once you have successfully completed your Certificate II in Plumbing, you may decide to pursue further study as an apprentice or trainee. Some of the opportunities available in the plumbing industry include:

- Sanitary and gas fitter plumbing
- Heating and Ventilating (sustainable plumbing)
- Domestic, Commercial and industrial plumbing
- Refrigeration

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.



# ICP20115 Certificate II in Printing and Graphic Arts (General) Pre-apprenticeship

## COURSE DESCRIPTION

The Certificate II in Printing and Graphic Arts is a pre-apprenticeship program that introduces students to the world of modern printing. Training takes place in our purpose built Digital Print Centre and covers the foundations of digital printing, including editing of digital images and basic design skills. At the completion of the program students have the skills required to enter a printing apprenticeship, but also have many skills transferable into design programs.

## ARE YOU SUITABLE?

Consider this course if you:

- Have an interest and hold basic skills in computer technology
- Are creative, imaginative and possess artistic skills
- Enjoy design
- Are mechanically minded
- Possess basic maths skills

## VENUE

Holmesglen Institute (Chadstone Campus)

## RTO

**Holmesglen Institute**

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

Year 1 | Wednesdays | 1.30pm – 5.30pm

Year 2 | Wednesdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE3

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Certificate II qualifications provide credit at VCE Units 1 & 2 level only. Each completed 90 nominal hours of training provides one VCE Unit of credit. Credit accrues in the following sequence: Units 1, 2, 1 and 2 up to a maximum of six VCE Units.

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

There are additional scheduled visits to recognised companies identified as exemplars, using advanced technologies and processes, as well as technology providers' demonstrations and events organised by industry.

## PROGRAM CONTENT

Sample competencies covered the first year include:

- Produce and manage basic digital print
- Develop a basic design concept
- Undertake basic machine maintenance

Sample competencies covered in the second year include:

- Use colour management systems
- Use digital media consumables
- Use digital processes

## CAREER OPPORTUNITIES

- Print Operator
- Print Quality Manager
- Print Supervisor
- Print Communications Specialist

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

## COURSE DESCRIPTION

This program is ideal for students interested in a career in hairdressing, upon successful completion students will be well prepared to apply for a hairdressing apprenticeship. This program allows students to develop their creative and practical skills within a real salon setting, is very hands-on and is focused on developing employability skills.

Students will learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hair and beauty industry.

Please note, this is a one-year program.

## ARE YOU SUITABLE?

Consider this course if you:

- Have a complete willingness to have your hair washed, dried and styled by other students
- Like communicating with people and possess good listening skills
- Are creative, practical, patient, and methodical
- Enjoy washing and styling hair
- Are interested in a career in the hair and beauty industry
- Have the ability to adapt to changing situations and different client needs
- Take pride in being well presented and have good personal hygiene

## VENUES

South Oakleigh Secondary College  
Avidity - Albert Park

## RTO

Inner Melbourne VET Cluster Inc.  
RTO Number: 21732  
Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

South Oakleigh Secondary College  
Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

## Avidity - Albert Park

Units 1 & 2 | Tuesdays | 4.00pm – 8.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Recognition of up to four units at Units 1 and 2 level.

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

## WORK PLACEMENT

40 hours of work placement is compulsory. It is recommended that students undertake this in Semester 2.

## ADDITIONAL REQUIREMENTS/INFORMATION

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

## PROGRAM CONTENT

Sample competencies include:

- Provide shampoo and basin services
- Perform head, neck and shoulder massage for relaxation
- Dry hair to shape

## CAREER OPPORTUNITIES

- Hairdresser
- Stylist
- Salon Manager
- Retail Manager

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# CUA31015 Certificate III in Screen and Media (Creative and Digital Media Focus)

## COURSE DESCRIPTION

This course will enable students to develop skills in designing for a range of specific audiences and working with audio, video, complex graphics, web design and 2D animation. Successful completion of the certificate will support students entering further studies and enhance opportunities for other vocational and post-secondary educational pathways.

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy working with computers
- Like problem solving
- Are creative, imaginative and possess artistic skills
- Enjoy designing
- Are patient and methodical
- Would like to learn about multimedia software and animation
- Have had exposure to DSLR cameras, html and web design

## VENUES

IMVC Education Centre (South Melbourne)  
Swinburne Senior Secondary College

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

IMVC Education Centre

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Swinburne Senior Secondary College

Units 1 & 2 | Wednesdays | 1.45pm – 5.15pm

Units 3 & 4 | Tuesdays | 4.30pm – 8.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit: two units at the Units 1 & 2 level and two units at the Units 3 & 4 level.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

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

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Develop drawing skills to communicate ideas
- Produce digital images for the web
- Work effectively in the creative arts industry

Sample competencies covered in Units 3 & 4 include:

- Create 2D digital animations
- Author interactive sequences
- Create visual design components

## CAREER OPPORTUNITIES

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

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# CUA31015 Certificate III in Screen and Media (Game Design and Animation focus)

## COURSE DESCRIPTION

This program introduces students to the many career opportunities available for 3D artists, animators and designers. The course focuses on 3D animation and game design, providing students with an understanding of the creative potential and application of 3D animation and game software in the game development, television and film, and visual effects industries.

## ARE YOU SUITABLE?

Consider this course if you are:

- Capable of working with people in a team
- Curious and creative
- Interested in creating stories and characters
- Comfortable with operating computers
- Thinking about a career in media – television, film, games development, etc.
- Comfortable with learning new software

## VENUE

Collingwood College

## RTO

**The Academy of Interactive Entertainment Ltd**

RTO Number: 88021

Website: [www.aie.edu.au](http://www.aie.edu.au)

## DAY & TIME

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit: two units at the Units 1 & 2 level and two units at the Units 3 & 4 level.

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

## WORK PLACEMENT

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

## PROGRAM CONTENT

Sample competencies covered in the first year include:

- Create 3D digital animations
- Develop drawing skills to communicate ideas
- Explore and apply creative design process to 3D forms

Sample competencies covered in the second year include:

- Use advance features of computer applications
- Create 3D digital models
- Prepare audio assets

## CAREER OPPORTUNITIES

- Games Developer
- Animator
- Film/Television/VFX
- Medical Visualisation
- Defence Simulations
- Architecture and Town Planning
- Simulations
- Advertising
- Graphic Designer

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# 22480VIC Certificate II in Small Business (Operations/Innovation)

## COURSE DESCRIPTION

Small businesses are increasingly relying on staff who are capable of contributing to market research, marketing, and business planning. This course will teach you these skills, in addition to learning about event management, social media collaboration and innovating trends.

By 2020 drones will be an essential technology in a huge range of industries, to increase efficiency, safety, profitability, and innovation in business, hence incorporating this skillset into this course, giving you skills that industries desire.

## ARE YOU SUITABLE?

Consider this course if you are:

- Interested in knowing more about marketing and/or finance
- Keen to build the skills required for business related work
- Interested in being an entrepreneur
- Innovative and organised
- Interested in aviation/drones

## VENUE

Holmesglen Institute (Waverly Campus)

## RTO

Holmesglen Institute

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

Units 1 & 2 and Units 3 & 4 classes combined

Wednesdays | 1.30pm – 4.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to three units of credit at the Units 1 & 2 level and a Units 3 & 4 sequence.

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

## WORK PLACEMENT

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

## PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 and Units 3 & 4 include:

- Follow small business policies & procedures
- Contribute to small business operations & innovations
- Assist with the presentation of public activities & events
- Undertake basic market research & promotion for a small business product or service
- Participate in small business quality processes
- Use social media for collaboration & engagement

## CAREER OPPORTUNITIES

Learned business skills will allow you to work in a variety of roles within business. It will help provide the necessary skills for you to run your own business and act as a platform for further education in business or aviation, which some employers may desire (e.g. certificate, diploma or degree pathways).

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.



## COURSE DESCRIPTION

Students will develop knowledge of the sporting industry and relevant workplace skills. They will learn about the preparation and equipment required for sporting and recreation sessions, how to conduct these sessions, first aid and how to deal with clients.

There will be a wide variety of sports covered that will be tailored to student interests. The second year of the course has a focus on fitness training and instruction. Students will also develop a knowledge of sport and recreation markets and participation patterns, and go on to develop public education courses in a related area.

## ARE YOU SUITABLE?

Consider this course if you:

- Are patient
- Enjoy working with people
- Enjoy organising an event/game
- Are fit and healthy
- Enjoy following sports

## VENUES

Camberwell High School (Basketball Stream)  
Holmesglen Institute (Waverly Campus) (General Stream)  
Box Hill Institute (Elgar Campus) (General Stream)  
Keysborough College (Banksia Campus) (General Stream)

## RTO

**IVET Institute Pty Ltd (For Camberwell High School and Keysborough College)**

RTO Number: 40548

Website: [www.ivetresources.com.au](http://www.ivetresources.com.au)

**Holmesglen Institute**

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

**Box Hill Institute**

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

## DAY & TIME

**Camberwell High School (Basketball Stream)**

Units 1 & 2 | Wednesdays | 1.45pm – 4.45pm

**Keysborough College (Banksia Campus)**

Units 1 & 2 | Fridays | 9.00am – 12.00pm

Units 3 & 4 | Fridays | 12.30am – 4.30pm

**Holmesglen Institute (Waverly Campus)**

Units 3 & 4 | Wednesdays | 1.30pm – 4.30pm

**Box Hill Institute (Elgar Campus)**

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

## ENROLMENT TYPE - VE1

### CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to three units of credit at the Units 1 & 2 level and a Units 3 & 4 sequence.

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

### WORK PLACEMENT

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

### ADDITIONAL REQUIREMENTS/INFORMATION

**Holmesglen Institute** students will be required to complete the compulsory Units 1 & 2 First Aid module (HLTAID003 Provide First Aid) in the school holidays. Dates will be confirmed.

**Camberwell High School and Box Hill Institute** students must be in Year 11 or 12.

### PROGRAM CONTENT

Sample competencies covered in the Units 1 & 2 Basketball Stream include:

- Develop and update officiating knowledge
- Conduct sport, fitness or recreation events
- Teach fundamental basketball tactics and game strategy

Sample competencies covered in the Units 1 & 2 General Stream include:

- Assist with activity sessions
- Conduct sport, fitness or recreation events

Sample competencies covered in Units 3 & 4 General Stream include:

- Conduct basic warm-up and cool down programs
- Facilitate groups
- Plan and conduct programs

### INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# SIT30116 Certificate III in Tourism

## COURSE DESCRIPTION

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

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

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy working with people
- Have a genuine interest in travel, world events and cultures
- Like using computers and other office technology
- Are organised and methodical
- Enjoy working as part of a team

## VENUES

Holmesglen Institute (Moorabbin and Waverley Campuses)

## RTO

Holmesglen Institute

RTO Number: 0416

Website: [www.holmesglen.edu.au](http://www.holmesglen.edu.au)

## DAY & TIME

Holmesglen Institute (Both Campuses)

Year 1 | Wednesdays | 1.30pm – 5.00pm

Year 2 | Wednesdays | 1.30pm – 5.00pm

## ENROLMENT TYPE - VE3

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Certificate III qualifications provide credit at VCE units 1 to 4 level. Each completed 90 nominal hours of training provides one VCE unit of credit. Credit accrues in the following sequence: Units 1, 2, 3, 4, 3 and 4 up to a maximum of six VCE units.

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

## WORK PLACEMENT

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

## PROGRAM CONTENT

Sample competencies covered in the first year include:

- Develop and update tourism industry knowledge
- Construct domestic airfares
- Source and provide Australian destination information and advice
- Source and provide international destination information and advice

## CAREER OPPORTUNITIES

- Travel Consultant
- Reservation Sales Agent
- Tour Guide
- Theme Park Attendant

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

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

## COURSE DESCRIPTION

The Certificate II in Visual Arts is designed to provide participants with the opportunity to build skills and knowledge in art and design, as well as begin preparation of a portfolio for further study or entry-level positions in the creative industry.

Students explore a range of techniques in sculpture, painting, printmaking and textiles and apply these skills to independent and group projects. Students will attend galleries and studios as well as work with specialists from Melbourne's creative community.

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy working different products to create
- Like hands on activities
- Possess a keen sense of imagination and vision
- Enjoy learning about artist history and the theory behind artwork
- Are creative and enjoy designing

## VENUES

Northern College of the Arts and Technology

## RTO

**Northern College of the Arts and Technology**

RTO Number: 6736

Website: [www.ncat.vic.edu.au](http://www.ncat.vic.edu.au)

## DAY & TIME

Year 1 | Wednesdays | 1.30pm – 5.00pm

Year 2 | Wednesdays | 1.30pm – 5.00pm

## ENROLMENT TYPE - VE3

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Certificate II qualifications provide credit at VCE Units 1 and 2 level only. Each completed 90 nominal hours of training provides one VCE Unit of credit. Credit accrues in the following sequence: Units 1, 2, 1 and 2 up to a maximum of six VCE Units.

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

## WORK PLACEMENT

Work placement is not required.

## PROGRAM CONTENT

Sample competencies covered in Year 1 include:

- Develop painting skills
- Develop sculptural skills
- Follow a design process

Sample competencies covered in Year 2 include:

- Develop skills in textile work
- Develop printmaking skills
- Make simple creative work

## CAREER OPPORTUNITIES

- Visual Artist
- Fine artist
- Illustrator
- Sculptor
- Jeweller
- Ceramicist
- Tattoo Artist
- Graphic Designer
- Photographer

## INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.





# 2020 PATHWAYS TO SUCCESS



# Selected units from AUR20716 Certificate II in Automotive Vocational Preparation

## COURSE DESCRIPTION

This course is ideal for students wishing to pursue a career in Automotive – general studies. The course is designed to provide students with basic skills and knowledge to become an automotive mechanic while studying at a secondary school level.

Please note this is a one-year program. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

Consider this course if you:

- Have an interest in cars
- Like to understand how things work
- Enjoy hands on activities
- Like using tools

## VENUE

Kangan Institute (Docklands Campus)

## RTO

Kangan Institute

RTO Number: 3077

Website: [www.kangan.edu.au](http://www.kangan.edu.au)

## DAY & TIME

Thursdays | 9.30am – 1.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to wear long-sleeved overalls, leather upper boots and safety glasses.

## PROGRAM CONTENT

Sample competencies covered include:

- Clean a vehicle
- Apply safe work practices
- Participate in basic servicing

## CAREER OPPORTUNITIES

- Light vehicle motor mechanic
- Vehicle serviceperson
- Spare parts dealer



## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory. Dates and times for course-specific sessions are listed on page 94-95.



# Selected units from AUR20316 Certificate II in Bicycle Mechanical Technology

## COURSE DESCRIPTION

Selected units from AUR20316 Certificate II in Bicycle Mechanical Technology and 22280VIC Certificate I in Employment Pathways. This course is ideal for students with additional learning and access needs who may have difficulties or specific conditions which require learning support wishing to pursue a career in Bicycle Mechanics.

This course is designed to provide students with basic skills and knowledge to conduct routine assembly and servicing tasks in the bicycle industry while studying at a secondary school level.

Please note this is a one-year program. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

Consider this course if you:

- Are interested in bicycles and how they work
- Enjoy hands on activities
- Like to understand how things work
- Are practical, patient, methodical and persistent
- Enjoy designing and creating

## VENUE

Victorian College for the Deaf (VCD)

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Thursdays | 10.00am – 2.00pm

## ENROLMENT TYPE - VE3

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## PROGRAM CONTENT

Sample competencies covered include:

- Select and adjust bicycles to fit riders
- Service and repair bicycle mechanical braking systems
- Remove, repair and refit bicycle tyres
- Service bicycle wheels and hubs

## CAREER OPPORTUNITIES

The AUR20316 Certificate II in Bicycle Mechanical Technology qualification reflects the role of individuals who perform a range of routine assembly and servicing tasks in the bicycle industry.

The qualification is suitable for entry into the bicycle retail, service, and repair sector. Occupational outcomes of the qualification include:

- Bicycle Assembler
- Bicycle Serviceperson

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory. Dates and times for course-specific sessions are listed on page 94-95.

# Selected units from AHC20416 Certificate II in Horticulture

## COURSE DESCRIPTION

**Eastern Ranges School** – This program provides students with a disability an overview of the horticulture industry. This program is hands on, allowing the participant to develop skills required to extent their career options. Working safely and developing employability skills are a key focus within this experience, students will undertake training in areas such as, laying paving, potting up plants and assisting with landscape construction.

**CERES** – This course offers students the opportunity to develop the basic skills and knowledge in propagation, potting up plants, landscaping and using hand tools. The course provides an introduction to further study or employment in horticultural areas such as gardening, landscaping and nurseries.

## ARE YOU SUITABLE?

Consider this course if you:

- Are interested in gardening
- Like working outdoors
- Enjoy practical activities
- Are able to undertake manual work (including bending and lifting)
- Enjoy the natural environment

## VENUE

Eastern Ranges School

Delivery is across two facilities, Eastern Ranges School in Ferntree Gully, and Swinburne University's nursery in Wantirna

CERES Community Environment Park

## RTO

**Swinburne University of Technology**

RTO Number: 3059

Website: [www.swinburne.edu.au](http://www.swinburne.edu.au)

**Centre for Education & Research in Environment Strategy (CERES)**

RTO Number: 3686

Website: [www.ceres.org.au](http://www.ceres.org.au)

## DAY & TIME

**Eastern Ranges School**

Thursdays | 9.30am – 2.30pm

Please note, students will be required to attend Swinburne University's nursery in Wantirna for practical classes.

## CERES

Thursdays | 10.00am – 2.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

**Eastern Ranges School** students are required to provide their own Personal Protective Equipment, such as: work boots, safety glass, gloves and a high visibility shirt/polo-shirt or similar. As the nature of this program is physical and outdoors, a suitable choice of clothing is required.

**CERES** students are expected to have sufficient Language, Literacy and Numeracy skills to undertake basic horticulture workplace tasks such as reading simple instructions and completing workplace records. Students are expected to dress appropriately for working on site, including the wearing of safety boots. High visibility vests can be provided if students do not have one.

## PROGRAM CONTENT

Sample competencies covered include:

- Assist with landscape construction work
- Pot up plants
- Lay paving
- Participate in workplace communication
- Use Hand Tools
- Undertake propagation activities

## CAREER OPPORTUNITIES

With additional training and experience, employment opportunities exist in a number of industry sectors such as landscaping, nursery, parks and gardens, and turf management.

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# Selected units from SIT20316 Certificate II in Hospitality (Partial Completion)

## COURSE DESCRIPTION

This program provides students with additional learning and access needs an overview of the hospitality industry, as well as the necessary training and skills development for the achievement of competence in Food and Beverage Service.

Please note this is a one-year program. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

Consider this course if you are:

- Willing to commit
- Interested in developing a new skill set within a nurturing environment
- Interested in barista, waitressing and customer service
- Keen to develop communication skills
- Interested in a career in the hospitality industry

## VENUE

The Little Kitchen That Could – South Melbourne

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Fridays | 10.00am – 1.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

Students will need to wear a white shirt, black pants and black footwear during Front of House functions.

## PROGRAM CONTENT

Sample competencies covered include:

- Work effectively with others
- Prepare and serve non-alcoholic beverages
- Prepare and serve espresso coffee

## CAREER OPPORTUNITIES

- Bar Attendant
- Café Attendant
- Catering Assistant
- Food and Beverage Attendant
- Waiter



## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory. Dates and times for course-specific sessions are listed on page 94-95.

# Selected units from SIT20416 Certificate II in Kitchen Operations (Partial Completion)

## COURSE DESCRIPTION

This program provides students with additional learning and access needs an overview of the hospitality industry, as well as the necessary training and skills development for the achievement of competence in Food Preparation.

Please note this is a one-year program. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

Consider this course if you are:

- Willing to commit
- Have a desire to develop a new skill set within a nurturing environment
- Interested in cooking and customer service
- May be interested in working in an industrial kitchen
- Have a passion for cooking

## VENUE

The Little Kitchen That Could – South Melbourne

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Thursdays | 10.00am – 2.00pm

Fridays | 10.00am – 2.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to wear a full chef's uniform during practical classes. Uniforms can be purchased from the IMVC (details to be provided at Information Session). Enclosed non-slip shoes are to be worn in the kitchen.

## PROGRAM CONTENT

Sample competencies covered include:

- Use hygienic practices for food safety
- Use food preparation equipment
- Clean kitchen premises and equipment
- Prepare and present sandwiches
- Prepare and present simple dishes

## CAREER OPPORTUNITIES

- Kitchen Hand
- Catering Assistant
- Food and Beverage Attendant
- Waiter



## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory. Dates and times for course-specific sessions are listed on page 94-95.

# Selected units from SHB20216 Certificate II in Salon Assistant and SHB20116 Certificate II in Retail Cosmetics

## COURSE DESCRIPTION

This program is ideal for students with additional learning and access needs interested in a career in hairdressing or make-up. On successful completion of this course, students will be prepared to apply for further studies in either Hairdressing or Make-Up.

This program allows students to develop their creative and practical skills within a real salon setting, has a focus on developing student employability skills, and is very hands-on.

Students will learn about work safety, organisational skills, beauty products, and basic hair services, all whilst gaining knowledge of the industry. Training is delivered at IMVC's own salon in Albert Park – Avidity.

Please note this is a one-year program. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

This program is designed for students who are highly motivated. Students should consider this course if you are:

- Completely willing to have your make-up applied and hair washed, dried and styled by other students
- Creative and hard working in class, and can demonstrate that you can work independently
- Interested in washing and styling hair
- Willing to participate in hands on activities to improve your skills
- Capable of being organised and punctual
- Willing to give a number of options a try
- Interested in a career in the hair and beauty industry

## VENUE

Avidity – Albert Park

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Thursdays | 10.00am – 2:00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

Equipment and workbooks will be provided and are included in course fees. Students are required to wear comfortable neat clothes and enclosed, non-slip shoes.

## PROGRAM CONTENT

Sample competencies covered include:

- Contribute to health and safety of self and others
- Produce visual merchandise displays
- Dry hair to shape
- Perform head and neck and shoulder massage for relaxation

## CAREER OPPORTUNITIES

- Hairdresser
- Stylist
- Makeup Artist
- Retail Cosmetic Consultant

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory. Dates and times for course-specific sessions are listed on page 94-95.



# Transitions on Track – Animate Your Life

## COURSE DESCRIPTION

Selected units from CUA31015 Certificate III in Screen and Media and 22280VIC Certificate I in Employment Pathways. This program is a media industry flavoured employment preparation course for young people with additional learning and access needs. Animate Your Life will help students to develop employability skills for the screen and media industry.

Students will explore the options for employment or further training in this field through meeting with media professionals, real industry visits and creating their own DVD show reel. Animate Your Life will provide students with a stepping stone into further training and career pathways in this growing industry.

Please note this is a six-month program commencing in Semester 2. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

Consider this course if you:

- Have the ability to be punctual and follow timelines
- Have a desire to develop new multimedia skill sets within a nurturing environment
- Enjoy working with computers and new software packages
- Are keen to develop your employability skills
- Are creative and imaginative

## VENUE

IMVC Education Centre (South Melbourne)

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Semester 2 | Thursdays | 10.00am – 3.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## ADDITIONAL REQUIREMENTS/INFORMATION

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

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



## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory. Dates and times for course-specific sessions are listed on page 94-95.



# 2020 ACCELERATED VET PROGRAMS

# ACM2011 Certificate II in Animal Studies

## COURSE DESCRIPTION

The Certificate II in Animal Studies is a general, pre-vocational qualification aimed as an entry point into the industry. This course is designed to provide students with basic skills and knowledge to become an animal carer while studying at a secondary school level.

It will also assist them in making an informed decision as to whether or not they would like to pursue a career within the animal industry. This course will be completed in one year.

## ARE YOU SUITABLE?

Consider this course if you:

- Enjoy caring for animals
- Are interested in the science of animals
- Enjoy working in a small team
- Are caring and compassionate
- Like to understand how things work

## VENUE

Box Hill Institute (Elgar Campus)

## RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

## DAY & TIME

Wednesdays | 1.30pm – 7.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units of credit: two units at the Units 1 & 2 level, and two units at the Units 3 & 4 level.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to have a current tetanus vaccination. A copy of their tetanus vaccination will also need to be supplied to [HealthSciences.VETiS@boxhill.edu.au](mailto:HealthSciences.VETiS@boxhill.edu.au) before the commencement of the course.

## PROGRAM CONTENT

Sample competencies covered in Units 1 – 4 include:

- Work in the animal care industry
- Complete animal care hygiene routines
- Feed and water animals
- Provide enrichment for animals
- Provide basic first aid for animals
- Provide information on companion animals, products and services

## CAREER OPPORTUNITIES

- Veterinary Nurse
- Pet Groomer
- Shelter Worker
- Kennel/Cattery Attendant
- Animal Attendant
- Pet Shop Worker
- Community Animal Care or Farm Worker

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.

# 22338VIC Certificate II in Building and Construction (Carpentry) Pre-apprenticeship

## COURSE DESCRIPTION

This program provides students with the knowledge and skills that will enhance their employment prospects in the building industry. The Certificate II in Building and Construction (Carpentry) (Pre-apprenticeship) provides a pathway into a building and construction apprenticeship.

Please note, this accelerated program will only be open for the Round 1 Expression of Interest Process. The course will be completed over the 2019/2020 timeline below.

## ARE YOU SUITABLE?

Consider this course if you:

- Have an extremely strong work ethic
- Are capable of committing to the additional studies
- Have a passion for this industry of work
- Enjoy or are interested in wood works
- Like using tools
- Like to make things on a large scale
- Like to work with your hands

## VENUE

Box Hill Institute (Elgar Campus)

## RTO

Box Hill Institute

RTO Number: 4687

Website: [www.bboxhill.edu.au](http://www.bboxhill.edu.au)

## DAY & TIME

Students must be available to attend **all** sessions below:

2019 | December 2 week blocks  
9/12/19 – 20/12/19 | 9am – 3pm

2020 | January 1 week block  
20/01/20 – 24/01/20 | 9am – 3pm

2020 | March – April 1 week block  
30/03/20 – 03/04/20 | 9am – 3pm

2020 | June – July 1 week block  
29/06/20 – 03/07/20 | 9am – 3pm

2020 | September 1 week block  
21/09/20 – 25/09/20 | 9am – 3pm

2020 | Term 1 to Term 4  
Wednesdays | 8.00am – 5.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students may be eligible to receive recognition of up to four units at a Units 1 and 2 level and a Units 3 and 4 sequence within the accelerated timeframe.

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

## WORK PLACEMENT

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

## ADDITIONAL REQUIREMENTS/INFORMATION

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

## PROGRAM CONTENT

Sample competencies covered in Units 1 – 4 include:

- Carpentry hand tools
- Building Structures
- Wall framing
- Roof framing

## CAREER OPPORTUNITIES

- Builder
- Carpenter

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.



# SHB30215 Certificate III in Make-Up

## COURSE DESCRIPTION

The Certificate III in Make-Up provides the skills and knowledge to undertake the role of a make-up artist designing and applying make-up across the beauty, fashion, media and entertainment industries. Skills are developed for work in areas such as, make-up studios, retail cosmetic counters, fashion and media sets, and photography studios.

Please note, this accelerated program will only be open for the Round 1 Expression of Interest Process. The course will be completed over the 2019/2020 timeline below.

## ARE YOU SUITABLE?

Consider this course if you:

- Have a complete willingness to have your make-up applied by other students
- Like to work with people
- Are practical, patient, methodical and persistent
- Like to be well-presented
- Are creative, imaginative and possess artistic skills
- Have good listening skills
- Are interested in skin care and beauty
- Have the ability to work under pressure and independently
- Pay excellent attention to detail
- Are highly organised and punctual

## VENUE

Avidity – Albert Park

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Students must be available to attend **all** sessions below:

2019 | December 2 week blocks  
09/12/19 – 20/12/19 | 9am – 3pm

2020 | June – July 1 week block  
29/06/20 – 03/07/20 | 9am – 3pm

2020 | September 1 week block  
21/09/20 – 25/09/20 | 9am – 3pm

2020 | Term 1 to Term 4  
Wednesdays | 1.45pm – 7.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

**VCE:** Students who will be eligible for recognition of up to four units of credit towards the VCE: two units at a Units 1 & 2 level and two units at the Units 3 & 4 level within the accelerated timeframe.

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

## WORK PLACEMENT

80 hours of work placement (normally over two years) is strongly recommended. The placement can be in any retail outlet and not necessarily confined to the make-up/cosmetics industry, however this is recommended for experience and training.

## ADDITIONAL REQUIREMENTS/INFORMATION

Refer to above holiday block information. Students are required to wear comfortable neat clothes (preferably black), or school uniform, and enclosed non-slip shoes.

## PROGRAM CONTENT

Sample competencies for Units 1 – 4 include:

- Design and apply make-up
- Design and apply make-up for photography
- Design and apply remedial camouflage make-up
- Provide lash and brow services
- Apply eyelash extensions
- Apply airbrushed make-up

## CAREER OPPORTUNITIES

- Fashion Makeup Artist
- Beauty Makeup Artist
- Freelance Makeup Artist
- Beauty and Make-Up Advisor

## INFORMATION SESSION

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 94-95.





2020 RE-ENGAGEMENT  
VET PROGRAMS

# You Are Hired

## COURSE DESCRIPTION

You Are Hired offers students the opportunity to undertake selected units from the 22280VIC Certificate I in Employment Pathways. This course enables learners to develop skills and knowledge to improve their employability and work readiness, and assist them to find a job.

Students will create an Action Plan for their career goals, build employability skills that are transferrable across all industries, and build soft skills in a supportive and engaging environment. This is a perfect pathway program for students who would like some further assistance in determining the industry they are interested in. They also undertake Industry Immersion activities.

Please note, this program will begin in Semester 2, 2020. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

Consider this course if you are:

- Interested in a nurturing and supportive environment to develop skills
- Keen to develop employability skills
- Interested in discovering pathway options
- Keen to build an action plan for career planning

## VENUE

IMVC Education Centre

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Semester 2 2020 | Friday | 9.00am – 2.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## PROGRAM CONTENT

Competencies covered in this stream include:

- Develop personal effectiveness
- Prepare for employment
- Develop an action plan for career planning

## CAREER OPPORTUNITIES

Upon successful completion of You Are Hired students will have the opportunity to consider their career planning or further education using the skills and material they have gained in their classes.



## INFORMATION SESSION

Information Session to be advised for all Re-Engagement VET programs

# Foundations For Fashion

## COURSE DESCRIPTION

Foundations For Fashion offers students the opportunity to undertake selected units from the MST20616 Certificate II in Applied Fashion Design and Technology. Get creative in this foundation program where you will learn skills in the design process to produce a fashion accessory including a fascinator and bag.

Over the course of the program you will gain the skills to research fashion trends, develop sketches for your design ideas and learn about colour, texture and materials. You will explore different embellishment techniques to help you design and produce your own original accessory.

Please note, this program will begin in Semester 2, 2020. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

Consider this course if you:

- Are creative and enjoy design
- Like hands on activities
- May be interested in the fashion industry
- Care about clothing and accessory items

## VENUE

Box Hill Institute (Nelson Campus)

## RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.bboxhill.edu.au](http://www.bboxhill.edu.au)

## DAY & TIME

Semester 2 2020 | Wednesdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

All students must wear closed shoes and hair is to be secured in a bun or ponytail (not loose). A basic knowledge of sewing is recommended, and an A3 Visual Diary is required for brief work.

## PROGRAM CONTENT

Competencies covered in this stream include:

- Work safely
- Draw and interpret a basic sketch
- Make a simple headpiece
- Produce and attach millinery trims

## CAREER OPPORTUNITIES

- Fashion Designer
- Interior Designer/Decorator
- Costume Designer
- Dressmaker

## INFORMATION SESSION

Information Session to be advised for all Re-Engagement VET programs.



# Hospitality Rules

## COURSE DESCRIPTION

Hospitality Rules offers students the opportunity to undertake selected units from both the SIT20316 Certificate II in Hospitality and SIT20416 Certificate II in Kitchen Operations.

This course is designed as an entry-level introduction to the hospitality industry. Students will be provided with an overview of the necessary training and skill development for the achievement of competence in Food and Beverage preparation and service.

Please note, this program will begin in Semester 2, 2020. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

Consider this course if you are:

- Interested in developing a new skill set within a nurturing environment
- Interested in barista, waitressing and customer service
- Keen to develop communication skills
- Interested in a career in the hospitality industry

## VENUE

The Little Kitchen That Could – South Melbourne

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Semester 2 2020 | Mondays | 9.30am – 12.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to wear a full chef's uniform during practical classes. Uniforms can be purchased from the IMVC (details to be provided at Information Session). Closed toed black shoes are to be worn in both the kitchen and in Front of House situations.

Students will also need to wear a white shirt, black pants and black footwear as above during their Front of House practical placement.

## PROGRAM CONTENT

Competencies covered in this stream include:

- Use hygienic practices for food safety
- Prepare and serve non-alcoholic beverages
- Prepare and serve espresso coffee
- Use food preparation equipment
- Clean kitchen premises and equipment

## CAREER OPPORTUNITIES

- Bar Attendant
- Café Attendant
- Catering Assistant
- Food and Beverage Attendant
- Waiter

## INFORMATION SESSION

Information Session to be advised for all Re-Engagement VET programs.

# MIX: Music Industry Xplained

## COURSE DESCRIPTION

Music Industry Xplained offers students the opportunity to undertake selected units from both the CUA30915 Certificate III in Music Industry (Performance Specialisation) and CUA30915 Certificate III in Music Industry (Sound Production Specialisation).

A brand new, multi-million dollar facility awaits all aspiring musicians at Box Hill Institute. This course will improve your skills in the core fundamentals of music (whether it be musicianship, theory, performance skills, music business, and recording and music production skills).

Completing this course will set you on the right path, giving you a strong foundation to either continue your study or start your career.

Please note, this program will begin in Semester 2, 2020. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

Consider this course if you are:

- Able to perform in front of an audience
- Willing to learn music theory to improve your ability as a performer
- Flexible and able to adapt in a team setting
- Creative, imaginative and poses artistic skills
- Interested in a career in the entertainment industry
- Would like to determine which music industry stream is right for you in further studies

## VENUE

Box Hill Institute (Nelson campus)

## RTO

Box Hill Institute

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

## DAY & TIME

Semester 2 2020 | Wednesdays | 1.30pm – 5.30pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## PROGRAM CONTENT

Competencies covered in this stream include:

- Prepare for performances
- Make a music demo
- Record and mix a basic music demo

## CAREER OPPORTUNITIES

- Musician
- Music Technician
- Singer
- Songwriter
- Stage Producer
- Director
- Stage Manger
- Session Musician
- Performer
- Band Member
- Promoter

## INFORMATION SESSION

Information Session to be advised for all Re-Engagement VET programs.



# Personal Services

## COURSE DESCRIPTION

Personal Services offers students the opportunity to undertake selected units from both the SHB20216 Certificate II in Salon Assistant and SHB30215 Certificate III in Make-Up. This program is ideal for students interested in a career in hairdressing or make-up, who would like to try out the industry before making a larger commitment.

On successful completion of this course, students will be prepared to apply for further studies in either Hairdressing or Makeup. This program allows students to develop their creative and practical skills within a real salon setting, and receive a taste of both the Salon Assistant and Make-Up Certificates to consider for future study.

Students will learn about work safety, organisational skills, beauty products, and basic hair services, all whilst gaining knowledge of the industry. Training is delivered at IMVCs own salon in Albert Park.

Please note, this program will begin in Semester 2, 2020. Students will receive a Statement of Attainment.

## ARE YOU SUITABLE?

Students should consider this course if you are:

- Completely willing to have your make-up applied and hair washed, dried and styled by other students
- Capable of demonstrating that you can work independently
- Interested in washing and styling hair
- Willing to participate in hands on activities to improve your skills
- Capable of being organised and punctual
- Willing to give a number of options a try
- Interested in a career in the hair and beauty industry

## VENUE

Avidity – Albert Park

## RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: [www.imvc.com.au](http://www.imvc.com.au)

## DAY & TIME

Semester 2 2020 | Fridays | 9.00am – 1.00pm

## ENROLMENT TYPE - VE1

## CONTRIBUTION TO VCAL/VCE

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

## WORK PLACEMENT

Work placement is not required.

## ADDITIONAL REQUIREMENTS/INFORMATION

Equipment and workbooks will be provided and are included in course fees. Students are required to wear comfortable neat clothes and enclosed, non-slip shoes.

## PROGRAM CONTENT

Competencies covered in this stream include:

- Braid Hair
- Contribute to health and safety of self and others
- Design and apply make-up

## CAREER OPPORTUNITIES

- Hairdresser
- Stylist
- Makeup Artist
- Retail Cosmetic Consultant

## INFORMATION SESSION

Information Session to be advised for all Re-Engagement VET programs.



2020 SBATS

# All School Based Apprenticeships and Traineeships

## WHAT IS AN SBAT?

SBATs offer students the ability to undertake an Apprenticeship or Traineeship while completing their VCE/VCAL in secondary school. An SBAT is designed to incorporate part-time practical experience in the workplace and recognised structured training with a RTO.

## CONTRIBUTION TO VCAL/VCE

Like VET Program offerings, the vocational training components of SBATs may also contribute credit towards a senior secondary certificate.

**VCE:** May accrue credit in the following ways:

- The student will receive credit determined by the Victorian Curriculum Assessment Authority (VCAA) within the VCE Unit 1 – 4 credit structure. Typically students completing a qualification with a 360 nominal hour duration would receive Units 1 – 4 towards the VCE.
- All other qualifications at Certificate II or above provide credit on the basis of one VCE unit for each 90 hours of completed Units of Competency (UOCs).
- UOCs at AQF level II provide credit at VCE Unit 1 and 2 level and UOCs at AQF level III or above provide credit at VCE Unit 3 and 4 level.

**VCAL:** Receive one unit of credit for each 90 hours of completed UOCs. The credit will relate to the Industry Skills and Work Related Skills strands. A student completing a qualification with 450 nominal hours will receive five credits towards their VCAL.

**ATAR:** Students undertaking an SBAT would typically not undertake scored assessment in their SBAT qualification. Contribution towards the ATAR would be as a consequence of them achieving a Unit 3 and 4 sequence from their SBAT, which may provide a 10%, 5th or 6th study increment. Students wishing to access a study score from their SBAT qualification would need to complete Units 3 and 4 from the VCE/ VET scored program as a separate enrolment to their SBAT.

## EMPLOYMENT REQUIREMENTS

Students undertaking an SBAT require part-time employment as a component of their studies, this should take place for one full day per week. Students will be supported by the RTOs to source employers.





# AUR30405 Certificate III in Automotive Mechanical Technology

## COURSE DESCRIPTION

The Automotive SBAT is the industry endorsed program for secondary school students who aim to enter a career in the automotive industry. The training covers the skills and knowledge required to service, repair and diagnose light automotive vehicles.

Topics covered will include the use of workplace tools and equipment, servicing and inspection of engines, transmissions, cooling, fuel, steering, suspension and braking systems, identifying automotive faults, effective workplace communication and customer relation skills.

## VENUE

Box Hill Institute (Elgar Campus)

## RTO

Box Hill Institute

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

## DAY & TIME FOR TRAINING COMPONENT

4 week blocks per year

Monday to Friday | 9.00am – 3.00pm

20/01/20 – 24/01/20

30/03/20 – 03/04/20

29/06/20 – 03/07/20

21/09/20 – 25/09/20

Please note, this is a two year program.

## EMPLOYMENT REQUIREMENT

Students are required to attain part-time employment as a component of their studies for at least one full day per week. This is in addition to the training block requirements.

# CPC30211 Certificate III in Carpentry

## COURSE DESCRIPTION

The Carpentry SBAT will provide the skills and knowledge to work in both the housing (domestic) and commercial areas of the industry. You will learn how to safely use a wide range of tools and equipment such as, power tools, automatic and laser levels, nail guns, compressors, generators and scaffolding.

You will gain the skills needed to construct and manufacture components for house framing, windows, doors and internal fittings. You will be able to construct, erect and repair buildings and other structures made of timber, timber substitutes, steel and other materials. Your work will vary according to the type of job you do and may include residential, commercial, industrial and other construction or maintenance.

The course will include an introduction to the industry and workplace safety. In addition to the industry required White Card, you will learn a range of topics from industry professionals, including:

- Perform industry calculations
- Use hand and power carpentry tools
- Develop your communication skills
- Sub-floor construction
- Wall and roof framing

- Installing window frames and doorframes
- Formwork for concreting
- Workplace documents and plans

## VENUE

Box Hill Institute (Elgar Campus)

## RTO

Box Hill Institute

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

## DAY & TIME FOR TRAINING COMPONENT

4 week blocks per year

Monday to Friday | 9.00am – 3.00pm

20/01/20 – 24/01/20

30/03/20 – 03/04/20

29/06/20 – 03/07/20

21/09/20 – 25/09/20

Please note, this is a two year program.

## EMPLOYMENT REQUIREMENT

Students are required to attain part-time employment as a component of their studies for at least one full day per week. This is in addition to the training block requirements.

# CUA30715 Certificate III in Design Fundamentals

## COURSE DESCRIPTION

This SBAT will build a strong foundation in design skills and place you ahead in a career in the design industry. A blend of workplace training and latest techniques in classroom delivery will cover the basics of design that can be applied to any design area including graphic design, interior design and visual merchandising.

## VENUE

Box Hill Institute (Nelson Campus)

## RTO

Box Hill Institute

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

## DAY & TIME FOR TRAINING COMPONENT

Wednesdays | 1.30pm – 5.00pm

Please note, this is a two year program.

## EMPLOYMENT REQUIREMENT

Students are required to attain part-time employment as a component of their studies for at least one full day per week. This is in addition to the training block requirements.

# CHC30113 Certificate III in Early Childhood Education and Care

## COURSE DESCRIPTION

This SBAT provides learners with a full completion of Certificate III in Early Childhood Education and Care. The course covers the requirements to become an Early Childhood Educator, who plans and provides early childhood education and care for infants and children up to 12 years of age.

Early Childhood educators are actively involved in educating and caring for children to ensure they gain the knowledge, skills, and attributes that allow children to make the most of their potential.

Career opportunities in the sector continue to increase, and the demand for trained educators is projected to grow rapidly in the future.

## VENUE

Gowrie Victoria (Docklands)

## RTO

Gowrie Victoria

RTO Number: 3900

Website: [www.gowrievictoria.org.au](http://www.gowrievictoria.org.au)

## DAY & TIME FOR TRAINING COMPONENT

Wednesdays | 12.45pm – 4.45pm

Please note, this is a two year program.

## EMPLOYMENT REQUIREMENT

Students are required to attain part-time employment as a component of their studies for at least one full day per week. This is in addition to the training block requirements.



## SFL30115 Certificate III in Floristry

### COURSE DESCRIPTION

The Floristry SBAT will prepare you with the skills and knowledge to succeed in the floristry industry. Your employers may include traditional retail floristry shops, studios and floristry businesses that sell via the internet or phone.

You will learn construction skills and techniques for items such as bunches, bouquets, boxed arrangements, table centrepieces and basic wired items such as corsages and buttonholes. You will also learn floristry specific subjects focusing on floristry stock.

This includes how to recognise, receive, store, prepare and care for flowers, as well as how to source floristry stock, displays and merchandising.

### VENUE

Box Hill Institute (Elgar Campus)

### RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

### DAY & TIME FOR TRAINING COMPONENT

Wednesdays | 1.30pm – 5.00pm

Please note, this is a two year program.

### EMPLOYMENT REQUIREMENT

Students are required to attain part-time employment as a component of their studies for at least one full day per week. This is in addition to the training block requirements.

## SIS30413 Certificate III in Outdoor Recreation

### COURSE DESCRIPTION

This Outdoor Recreation SBAT is the ideal choice for those with a passion for the outdoors and a sense of adventure. This adventurous program focuses on giving you a wide range of outdoor activity training at an industry approved level.

Specific skills developed are in the areas of bush walking, canoeing, climbing, abseiling, mountain biking, risk management, navigation and trip planning.

The course content focuses around developing the capabilities required to assist in planning and delivery of an outdoor recreation program for a wide range of clientele.

### VENUE

Box Hill Institute (Elgar Campus)

### RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.boxhill.edu.au](http://www.boxhill.edu.au)

### DAY & TIME FOR TRAINING COMPONENT

Wednesdays | 1.30pm – 5.00pm

Please note, this is a two year program.

### EMPLOYMENT REQUIREMENT

Students are required to attain part-time employment as a component of their studies for at least one full day per week. This is in addition to the training block requirements.

# CPC32412 Certificate III in Plumbing

## COURSE DESCRIPTION

The Plumbing SBAT will equip you with the skills and knowledge necessary for a career in the plumbing industry. You will learn through a combination of industry practical skills with an employer, and the latest in classroom apprenticeship delivery.

This qualification covers common and specialist skills for the plumbing industry in six specialist streams; water, sanitary, drainage, mechanical services, roofing, and gas services. This apprenticeship also covers the compulsory competency to undertake construction work on-site.

## VENUE

Box Hill Institute (Elgar Campus)

## RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.bboxhill.edu.au](http://www.bboxhill.edu.au)

## DAY & TIME FOR TRAINING COMPONENT

4 week blocks per year

Monday to Friday | 9.00am – 3.00pm

20/01/20 – 24/01/20

30/03/20 – 03/04/20

29/06/20 – 03/07/20

21/09/20 – 25/09/20

Please note, this is a two year program.

## EMPLOYMENT REQUIREMENT

Students are required to attain part-time employment as a component of their studies for at least one full day per week. This is in addition to the training block requirements.

# ICP20115 Certificate II in Printing and Graphic Arts

## COURSE DESCRIPTION

This SBAT applies to individuals who perform a range of mainly routine tasks in the printing and graphic arts industry. They work under direct supervision, and use practical skills and fundamental operational knowledge in a defined context.

Employment opportunities may be within paper products, printing, graphic media, manufacturing assistant machinist (printing), carton and corrugating machinist, desktop publishing assistant, print finishing operator, pre-press worker, mail house operator, printing operator, screen printing assistant, and digital print operator.

Skills and knowledge may include converting, binding and finishing techniques, ink manufacture, digital media technologies, pre-press, printing, screen printing, and industry support.

## VENUE

Box Hill Institute (Nelson Campus)

## RTO

**Box Hill Institute**

RTO Number: 4687

Website: [www.bboxhill.edu.au](http://www.bboxhill.edu.au)

## DAY & TIME FOR TRAINING COMPONENT

Wednesdays | 1.30pm – 5.00pm

Please note, this is a two year program.

## EMPLOYMENT REQUIREMENT

Students are required to attain part-time employment as a component of their studies for at least one full day per week. This is in addition to the training block requirements.







HOW TO APPLY

## Information Sessions for 2020 VET Programs

First Year or Units 1 & 2 students expressing an interest in 2020 VET programs are required to attend a compulsory parent and student Information Session. Course content and requirements will be outlined and ample time will be provided to answer questions. Non-attendance at the information session may result in cancellation of 2020 Expression of Interest applications.

PROVIDER/VENUE	VET PROGRAM	VENUE	DATE & TIME
Inner Melbourne VET Cluster	<b>Main:</b> Dual Program: Hospitality and Kitchen Operations	<b>Melbourne High School</b> Memorial Hall Forrest Hill, South Yarra	Monday 7 October 7:30pm – 8:30pm
Sydney Road Community School, Swinburne Senior Secondary College & Xavier College	<b>Main:</b> Music and Sound Production	<b>Sydney Road Community School</b> 350 Sydney Rd, Brunswick	Wednesday 9 October 7.30pm – 8.30pm
Inner Melbourne VET Cluster	<b>Main:</b> Make-Up & Salon Assistant <b>Accelerated:</b> Make-Up	<b>Avidity – Albert Park</b> 129 Beaconsfield Parade, Albert Park	Wednesday 9 October 7.30pm – 8.30pm
Siena College & Emmaus College	<b>Main:</b> Applied Fashion	<b>Siena College</b> School Hall 815 Riversdale Road, Camberwell	Thursday 10 October 7.30pm – 8.30pm
Swinburne Senior Secondary College	<b>Main:</b> Business		
University High School	<b>Main:</b> Community Services		
Kangan Institute	<b>Main:</b> Allied Health, Animal Studies and Applied Fashion	<b>Kangan Institute</b> (Richmond Campus) Cremorne Street, Richmond	Monday 14 October 6.30pm – 7.30pm
Northern College of the Arts and Technology	<b>Main:</b> All NCAT Programs	<b>NCAT</b> Tech Building 62 Murray Road, Preston	Tuesday 15 October 7.00pm – 8.00pm
Box Hill Institute	<b>Main:</b> Automotive (General), Building (Carpentry), Electrotechnology (Pre-vocational & Refrigeration), Engineering and Plumbing <b>Accelerated:</b> Building (Carpentry)	<b>Box Hill Institute</b> Building 4 Auditorium Elgar Rd Campus 465 Elgar Road, Box Hill	Tuesday 15 October 6:30pm – 7:30pm
Ashwood High School	<b>Main:</b> Aviation	<b>Ashwood High School</b> Vannam Drive, Ashwood	Wednesday 16 October 6.30pm – 8.30pm
CBC St Kilda & Caterbury Girls Secondary College	<b>Main:</b> Acting	<b>CBC St Kilda</b> 11 Westbury Street St Kilda East	Wednesday 16 October 6.30pm – 8.30pm
Swinburne Senior Secondary College	<b>Main:</b> Dance and Furniture Making		
Camberwell High School & Keysborough College	<b>Main:</b> Sport and Recreation		



# Information Sessions for 2020 VET Programs

PROVIDER/VENUE	VET PROGRAM	VENUE	DATE & TIME
<b>Box Hill Institute</b>	<b>Main:</b> Allied Health, Animal Studies, Applied Fashion, CISCO, Community Services, Early Childhood, Equine Studies, Laboratory Skills, Sport and Recreation  <b>Accelerated:</b> Animal Studies	<b>Box Hill Institute</b> Building 4 Auditorium Elgar Rd Campus 465 Elgar Road, Box Hill	Thursday 17 October 6:30pm – 7:30pm
<b>Eastern Ranges School</b>	<b>Pathways to Success:</b> Horticulture	<b>Eastern Ranges School</b> 56 Dorset Road, Ferntree Gully	Thursday 17 October 6.00pm – 7.00pm
<b>Holmesglen Institute</b>	<b>Main:</b> Applied Fashion, Building (Carpentry & Bricklaying), Design Fundamentals, Interior Decoration, Electrotechnology (Career Start) and Printing and Graphic Arts	<b>Holmesglen Institute</b> (Chadstone Campus) Building 5 (Room 5.1.10) Corner Batesford & Warrigal Roads, Chadstone	Tuesday 22 October 7.30pm – 8.30pm
<b>Kangan Institute</b>	<b>Main:</b> Automotive and Engineering  <b>Pathways to Success:</b> Automotive	<b>Kangan Institute</b> (Docklands Campus) 1 Batman Hill Road, Docklands	Tuesday 22 October 6.30pm – 7.30pm
<b>Templestowe College</b>	<b>Main:</b> Information, Digital Media and Technology	<b>Templestowe College</b> 7 Cypress Ave, Templestowe Lower	Tuesday 22 October 6.00pm – 7.00pm
<b>Centre for Education &amp; Research in Environment Strategy (CERES)</b>	<b>Main:</b> Horticulture	<b>CERES Community Environment Park</b> Corner Roberts & Stewart Streets, Brunswick East	Wednesday 23 October 6.00pm – 7.00pm
<b>Holmesglen Institute</b>	<b>Main:</b> Allied Health, Events, Horticulture, Laboratory Skills, Outdoor Recreation, Small Business and Tourism	<b>Holmesglen Institute</b> (Waverley Campus) Building 12 (Room 12.01.01) 595 Waverley Road, Glen Waverley	Tuesday 29 October 7.30pm – 8.30pm
<b>Inner Melbourne VET Cluster</b>	<b>Pathways to Success:</b> Bicycle Mechanical Technology, Hospitality, Kitchen Operations, Transitions on Track - Animate Your Life, Dual Program: Salon Assistant and Retail Cosmetics	<b>IMVC Education Centre</b> Level 1 71 Palmerston Crescent, South Melbourne	Wednesday 30 October 7.30pm – 8.30pm
<b>Inner Melbourne VET Cluster &amp; Collingwood College</b>	<b>Main:</b> Screen and Media (Creative and Digital Media & Game Design and Animation)	<b>Princes Hill Secondary College</b> Arnold Street, Carlton North	Thursday 31 October 6.30pm – 7.30pm
<b>Ringwood Training</b>	<b>Main:</b> Automotive, CISCO, Engineering and Information, Digital Media and Technology	<b>Ringwood Training</b> 3 Hill Street, Ringwood East	Wednesday 20 November 2.00pm – 3.00pm

# Privacy and Use of Information

The IMVC uses personal information to:

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

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

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

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

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

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

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

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

For more information on how we collect and use your personal information, please contact the IMVC on 9686 2354. A copy of this privacy policy can be downloaded from [www.imvc.com.au](http://www.imvc.com.au).



# Endorsement Form

(To be retained by secondary school - IMVC does not require this form)

## PART 1 – STUDENT DETAILS (PLEASE PRINT CLEARLY USING BLOCK LETTERS)

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Year Level in 2019: \_\_\_\_\_ USI: \_\_\_\_\_ VSN: \_\_\_\_\_

Name of school you currently attend: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Student Mobile: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

☐

Female

☐

Male

☐

Other

Date of Birth: \_\_\_\_\_

## PART 2 – COURSE DETAILS

I wish to apply for the following program (provide the full course name and venue):

Course Name: \_\_\_\_\_ Venue: \_\_\_\_\_

Please tick: ☐ Year 1/Units 1 & 2 ☐ Year 2 /Units 3 & 4

## PART 3 – PARENT/GUARDIAN'S ENDORSEMENT

I/we have read and understood the information regarding the young person's 2020 VET program and agree to their online Expression of Interest application.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 4 – VET COORDINATOR'S ENDORSEMENT

Your school's VET Coordinator must endorse that you are deemed suitable for the program listed above. I endorse that the above named student has undertaken course/career counselling and is deemed suitable.

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Statement:** Refer to the previous page of the VET Handbook.









# For more information

Visit our website [www.imvc.com.au](http://www.imvc.com.au)  
Follow us on social media to see our latest updates

# ENDLESS OPPORTUNITIES



**Inner Melbourne VET Cluster**  
Level 1, 71 Palmerston Crescent  
South Melbourne VIC 3205

**P:** 03 9686 2354 **W:** [www.imvc.com.au](http://www.imvc.com.au)