VET Handbook 2022

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Endless Opportunities

Looking for the next step?

IMVC has a range of affordable courses especially designed with young people in mind.

Does your child/student need some career exploration and work readiness support? We have a range of short courses available to help them get ready for taking that next step towards work and independence.

Is your child/student interested in getting on with their career by starting a nationally recognised vocational course? We have those on offer too.

Did you know we also deliver group training courses for schools (on your site, or in our training facilities) in things like Responsible Serving of Alcohol, Responsible Serving of Food and Barista Basics. A great way your school can help students get their first part-time job!

We also offer a range of special interest courses to build life-skills and have fun!

Check out our website today and learn what's on offer. Our classes are small, our teachers are caring and expert in their fields.

Questions?

Email vetis@imvc.com.au and someone will get back to you soon.

(03) 7007 4750

"IMVC acknowledge the Traditional Custodians of the land on which we work and live, and recognise their continuing connection to land, water and community. We pay respect to Elders past, present and emerging".

IMVC
Endless Opportunities

IMVC Education & Training

Delivering nationally recognised qualifications and short courses to develop life-skills and career pathways for you.

IMVC is a Registered Training Organisation 21732

Learn more about our other courses at www.imvc.com.au

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Information courtesy of the Victorian Curriculum and Assessment Authority

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 (eg: 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 to demonstrate competence. They will be regularly monitored and may be assessed on the job.

VET contribution to the VCE

Apart from 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 a 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.

Extracts from Get VET, © VCAA; reproduced by permission. Get VET and related resources can be accessed directly at https://www.vcaa.vic.edu.au/.

Information courtesy of the Victorian Curriculum and Assessment Authority

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.

A nationally recognised VET qualification

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

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.

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Information courtesy of the Victorian Curriculum and Assessment Authority

De-bunking VET myths

1

Myth 1

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).

2

Myth 2

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).

3

Myth 3

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.

4

Myth 4

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.

5

Myth 5

VET courses delivered to secondary students are not the same as VET courses delivered to everyone else.

Fact

VET courses delivered to secondary students are identical to VET courses delivered to everyone else.

VET has national standards. The same standards apply to everyone undertaking a qualification.

Extracts from Get VET, © VCAA; reproduced by permission. Get VET and related resources can be accessed directly at https://www.vcaa.vic.edu.au/.

Inner Melbourne VET Cluster (IMVC)

IMVC is a progressive not-for-profit organisation that has been providing vocational education and training programs, and employment services to young people experiencing disadvantage for over 20 years.

Our purpose is to develop the confidence, education, and employability skills of young people to ultimately transition from education into work and independence. One of the many services delivered by IMVC is the VET Delivered in Schools program through our clusters of member schools.

2021 IMVC Members

Inner Melbourne Vet Cluster

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
CBC St Kilda
Collingwood Alternative School
Collingwood College
Copperfield College
De La Salle College
Diamond Valley College
Elwood College
Epping Secondary College
Firbank Grammar School
Fitzroy High School
Genazzano FCJ College
Glen Eira College
Jackson School
Kensington Community High school
Kew High School
Keysborough College
King David School
Korowa Anglican Girls School
Lauriston Girls' School
Leibler Yavneh College
Lilydale Heights College
Loreto Mandeville Hall
Lynall Hall Community School
MacRoberton's Girls High School
Marian College
Marymede Catholic College
Melbourne Girls' College
Melbourne Girls' Grammar School
Melbourne High School
Melbourne Montessori School
Mentone Grammar School
Mercy College
Mordialloc College
Mount Alexander College
Northcote High School
Presentation College Windsor – Melbourne
Preshil - The Margaret Lyttle Memorial School
Princes Hill Secondary College
Richmond High School
Sacre Coeur
Sacred Heart College
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
Trinity Grammar School
Virtual School Victoria
Wesley College
Xavier College
Yesodei Hatorah College
Youth2Industry College

2021 ENVC Members

Eastern Network VET Cluster

Ashwood High School
Blackburn High School
Boronia K-12 College
Box Hill High School
Caulfield Grammar School - Caulfield
Caulfield Park Community School
Doncaster Secondary College
East Doncaster Secondary College
Emmaus College
Forest Hill College
Glen Waverley Secondary College
Highvale Secondary College
Huntingtower School
John Monash Science School
Kilvington Grammar
Kingswood College
Koonung Secondary College
Luther College
Marcellin College
Mount Scopus Memorial College
Mount Waverley Secondary College
Oakleigh Grammar
Our Lady of Sion
Salesian College - Chadstone
South Oakleigh Secondary College
Templestowe College
Warrandyte High School
Wesley College
Wheelers Hill Secondary College

2021 PSVC members

Pathways to Success VET Cluster

Ashwood School
Caroline Chisholm Catholic College
Croxton School
Eastern Ranges School
Jennings Street School
Montague School
Rossbourne School
Victorian College for the Deaf

The IMVC role as your VET facilitator

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

An administration 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 2022, 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 later in the year. 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 and clicking on the 'IMVC VET Portal', 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 IMVC.

Step 3

Attend 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 will be posted on the IMVC website in Term III. 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 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 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 Sessions

Information sessions will be held for all first year or Units 1 & 2 VET programs early in Term 4. Dates will be published on the IMVC website in late August. 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 the student Expression of Interest form is processed.

4. 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, uniforms, trade materials, 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.

5. 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.

6. Reports

All students undertaking a Cluster facilitated VET program will receive official written progress reports. These reports are issued by the respective RTO 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 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.

7. Student Behaviour

Approximately 1600 students undertake VET programs facilitated by IMVC 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.

8. 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 parents will be required to cover additional costs related to these classes should they be applied by the RTO.

9. 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.

10. Block Credit Recognition

Students may be eligible for credit towards the VCE or VCAL 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. This credit is referred to as Block Credit Recognition.

How is block credit determined

Credit is based on achieving units of competency. The Australian Qualifications Framework (AQF) level of the relevant qualification determines the level of credit.

The award of credits towards the VCE are:

- Certificate I qualifications do not provide any credit into the 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.
- 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.
- Certificate IV and Diploma qualifications that are pre-approved by the VCAA provide credit at VCE units 3 and 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.

Students who aggregate results from more than one VET qualification may be eligible for credit for all their training if they have completed enough hours.

Duplication issues with other studies or VCE VET programs are considered when awarding credit.

Determining credit towards the VCAL:

- Ninety nominal hours of completed units of competency from a Certificate I qualification provide one credit towards a Foundation or Intermediate VCAL program.
- Ninety nominal hours of completed units of competency from a Certificate II qualification or higher provide one credit towards a Foundation, Intermediate or Senior VCAL program.
- Duplication issues with other studies or VCE VET programs are considered when awarding credit.

11. Withdrawal from a program

Cluster programs are successful because students can 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.

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

VET Course Requirements (continued).

- 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 the all the relevant guidelines about 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

12. 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:

Australian College of Dramatic Arts
acda.vic.edu.au/wp-content/uploads/PP_Grievance.pdf-for-web.pdf

Australian College of the Arts Pty Ltd
www.collarts.edu.au/rto-policy-forms

Dance Factory
www.dancefactory.com.au/

Kangan Institute
www.kangan.edu.au/courses/fees

Box Hill Institute
www.boxhill.edu.au/about- us/policies-and-procedures/

Centre for Education & Research in Environment Strategy (CERES)
ceres.org.au/

Chisholm Institute
qms.chisholm.edu.au/Section/Navigate?id=7deef192-7eed-48f5-ad1a-a469b12d0186

COSAMP (College of Music and Sound Production)
www.cosamp.com.au

Gowrie Victoria
gowrievictoria.org.au/

Holmesglen Institute
holmesglen.edu.au/About-Us/About-Holmesglen/Policies-and-Procedures/

Inner Melbourne VET Cluster Inc.
imvc.com.au/courses/rto-policies-procedures/

IVET Institute Pty Ltd
www.ivetinstitute.com.au/wp-content/uploads/2019/11/Appendix-6.-Complaints-and-Appeals-Policy_V3.pdf

Northern College of the Arts and Technology
www.ncat.vic.edu.au/policies-reports

Ringwood Trade Training Facility
www.ringwoodtraining.com/policies-and-procedures/

The Academy of Interactive Entertainment Ltd
aie.edu.au/student-information/policies-and-procedures/

Tristar Aviation Company Pty Ltd
www.tristaraviation.com.au/

Ripponlea Institute Pty Ltd
www.ripponleainstitute.com

William Angliss Institute of TAFE
www.angliss.edu.au/current-students/administration-essentials/policies/

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

13. Unique Student Identifier (USI)

The aim of the Unique Student Identifier (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 online 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 Expressions of Interest if a USI is not supplied on the form.

14. Course delivery

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

15. Course changes

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

RTOs, qualifications and course structures published in this handbook were correct at time of publication (June 2021). Please check the VCAA or IMVC website for updates.

16. RTO Enrolment processes

Once Expressions of Interest have been accepted by the RTO administering the respective VET program, students will need to be formerly 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.

Australian College of the Dramatic Arts (ACDA)	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.
Box Hill Institute	All student details are communicated to Box Hill Institute by IMVC. 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.
Inner Melbourne VET Cluster **Swinburne University**	Enrolment forms will be available at the Information Sessions and are also completed on the first day of class.
Northern College of the Arts and Technology	Students will need to attend the compulsory enrolment session in Term 4 2021, to complete the enrolment paperwork.
Dance Factory **Collarts** **COSAMP** **Holmesglen Institute** **IVET Institute** **The Academy of Interactive Entertainment Ltd** **Vocational pathways Pty Ltd trading as Ripponlea Institute**	Students enrol on the first day of class. Student USIs will be required on this day.
Centre for Education & Research in Environment Strategy (CERES)	Enrolling students are encouraged to attend the Open Day (date in October tbc) where enrolment paperwork will be provided. Students are required to complete an enrolment form and photo permission form both of which must be signed by parents/guardians where students are under 18. Student Needs Assessment forms are provided to the relevant school for them to indicate LLN levels and advise of any student support needs.
Kangan Institute	Students are not required to complete an enrolment form. All student details are communicated to Kangan Institute by IMVC.
Ringwood Trade Training Facility	Student is sent additional enrolment paperwork (enrolment form & photo permission form) to be completed.
William Angliss Institute	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).
Tristar Aviation Company Pty Ltd	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.

2022 VET Program Offerings Structure

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

VET Programs

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.

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 an RTO.

2022 VET Programs

The information about these courses was accurate at the time of printing, however we acknowledge that sometimes changes are made beyond our control. We recommend you check the online information on the IMVC website for the most up to date details.

22576VIC

Certificate III in Acting (Screen)

Course Description

The 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

St Mary's College (formerly CBC St Kilda)

RTO

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

Day and Time

St Mary's College (formerly CBC St Kilda)
Units 1 & 2 · Wed's · 2.00pm – 5.00pm
Units 3 & 4 · 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 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 through block credit recognition 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 however there are compulsory industry excursions and incursions.

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. Materials are given to the students at the beginning of the year and must be brought to class every week.

Career Opportunities

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

Information Session

This program is subject to change. Please note, due to the COVID-19 pandemic, the Information Session dates will be published in the IMVC website in late August.

HLT33015

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

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.

Allied Health Assistance is an emerging and growing career option in both public and private practice. This course aims to provide students with an insight of a variety of allied health professions, including 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 or community settings, and in working with clients of all ages. This course will provide the skills and knowledge required 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, physiotherapy, or a similar field
- Interested in the body and how it works
- Interested in health and nutrition

Venues

Kangan Institute (Essendon Campus)

Box Hill Institute (Elgar Campus)

Holmesglen Institute (Moorabbin Campus)

RTO

Kangan Institute
RTO Number: 3077
Website: www.kangan.edu.au

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

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

Day and Time

Kangan Institute
Units 1 & 2 · Wed's · 1.45pm – 4.45pm
Units 3 & 4 · Wed's · 1.45pm – 4.45pm

Box Hill Institute
Units 1 & 2 · Wed's · 9.00am – 12.30pm
Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 9.00am – 12.30pm
Units 3 & 4 · Wed's · 1.30pm – 5.00pm

Holmesglen Institute
Six student places available per class
Units 1 & 2 · Wed's · 1.30pm – 4.30pm
Units 3 & 4 · Wed's · 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

40 hours of work placement each year is compulsory.

Additional Requirements/ Information

This is 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.

Kangan Institute will not accept Year 12 applications for Units 1 & 2

Program Content

Sample competencies covered in Units 1 & 2 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 Units 3 & 4 include:
- Interpret and apply medical terminology appropriately
- Recognise healthy body systems
- Transport individuals

Career Opportunities

- Therapy Assistant
- Nurse
- Physiotherapy Assistant
- Occupational Assistant

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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 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 Campus)

Box Hill Institute (City Campus)
Students attending the City Campus will have to travel to the Elgar Campus for six practical classes throughout the year.
All students will attend 2 full day practical sessions off site.

RTO

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

Day and Time

Box Hill Institute (Elgar Campus)
Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 1.30pm – 5.00pm

Box Hill Institute (City Campus)
Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 1.30pm – 5.00pm

Box Hill Institute (Fast Track) (Elgar Campus)
Units 1-4 · Wed's · 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: 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 VCE VET 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

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 before the commencement of the course.
This course involves both practical and written assessments and students will be required to complete work at home between classes. Students must have the physical ability to be able to safely handle small and larger animals, clean animal enclosures and prepare food. A suitable laptop or tablet device is required as many written assessments will be completed in class.

This Program is subject to change in 2022

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 Groomer
- Shelter Worker
- Kennel/Cattery Attendant
- Animal Attendant
- Pet Shop Worker
- Community Animal Care or Farm Worker

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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

Box Hill Institute (City Campus)

Kangan Institute (Richmond Campus)

Holmesglen Institute (City – St Kilda Road Campus)

Ripponlea Institute

RTO

Kangan Institute
RTO Number: 3077
Website: www.kangan.edu.au
Holmesglen Institute
RTO Number: 0416
Website: www.holmesglen.edu.au
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au
Ripponlea Institute
RTO Number: 21230
Website: www.ripponleainstitute.com

Day and Time

Kangan Institute
Units 1 & 2 · Wed's · 1.45pm – 5.45pm
Units 3 & 4 · Wed's · 1.45pm – 5.45pm

Holmesglen Institute
Units 1 & 2 · Wed's · 1.30pm – 5.30pm
Units 3 & 4 · Wed's · 1.30pm – 5.30pm

Box Hill Institute
Units 1 & 2 · Wed's · 1.00pm – 5.30pm
Units 3 & 4 · Wed's · 1.00pm – 5.30pm

Ripponlea Institute
Unit 1 & 2 Wed's 3:30pm – 7.00pm
Unit 3 & 4 Tues 3:30pm – 7.00pm

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 six units of credit: four units at the Units 1 & 2 level, and a VCE VET 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

All students must wear closed shoes and hair is to be secured in a bun or ponytail (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
- Identify design process for fashion designs
- Draw and interpret a basic sketch
- Sample competencies covered in Units 3 & 4 include:
- Modify patterns to create basic styles
- Produce a simple garment
- Prepare design concept for a simple garment

Career Opportunities

- Fashion Designer
- Interior Designer/Decorator
- Costume Designer
- Dressmaker

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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)

Northern College of the Arts and Technology

RTO

Kangan Institute
RTO Number: 3077
Website: www.kangan.edu.au
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au
Northern College of the Arts and Technology
RTO Number: 6736
Website: www.ncat.vic.edu.au

Day and Time

Kangan Institute
Units 1 & 2 · Wed's · 1.45pm – 5.45pm
Units 3 & 4 · Wed's · 1.45pm – 5.45pm

Box Hill Institute
Units 1 & 2 · Wed's · 8.30am – 12.30pm
Units 1 & 2 · Wed's · 1.30pm – 5.30pm
Units 3 & 4 · Wed's · 1.30pm – 5.30pm

Northern College of the Arts and Technology
Units 1 & 2 · Wed's · 1:30pm – 5:30pm
Units 1 & 2 · Wed's · 8:30am – 12:30pm
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 VCE VET 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 a long sleeve cotton drill shirt and long-legged cotton drill pants or long sleeve work overalls, steel cap boots and safety glasses.
NCAT, at the end of the year, will send a letter to the home address of all students about additional requirements, eg: uniform (protective clothing must be worn) and workbooks. All students must provide their own safety glasses, hearing protectors and tape measures.

This program is subject to change in 2022

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

AVI50219

Diploma of Aviation (Partial Completion) Commercial Pilot License

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 can commit to this study and the additional flight days
- Able to have a flexible schedule

Venue

Xavier College, Kew

RTO

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

Day and Time

Year 1 · Wed's · 1.30pm – 4.30pm
Year 2 · Wed's · 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 Units 1 & 2 include:

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

Sample competencies covered in Units 3 & 4 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

BSB30115

Certificate III in Business (Second Year – Partial Completion)

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 expand your problem-solving skills

Venue

Youth2Industry College, South Melbourne

RTO

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

Day and Time

Units 3 & 4 · Wed's · 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 a VCE VET Units 3 and 4 sequence.
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.

This program is subject to change in 2022

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

22338VIC

Certificate II in Building and Construction (Carpentry) Pre-apprenticeship (Partial completion)

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 with Box Hill Institute will complete the full qualification over two years.

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(NCAT)

RTO

Holmesglen Institute
RTO Number: 0416
Website: www.holmesglen.edu.au
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au
Northern College of the Arts and Technology
RTO Number: 6736
Website: www.ncat.vic.edu.au

Day and Time

Holmesglen Institute
Units 1 & 2 · Wed's AM 8.30am – 12.30pm
Units 1 & 2 · Wed's PM 1.00pm – 5.00pm
Units 3 & 4 · Wed's AM 8.30am – 12.30pm
Units 3 & 4 · Wed's PM 1.00pm – 5.00pm

Northern College of the Arts and Technology
Units 1 & 2 · Wed's · 8.30pm – 12.30pm
Units 1 & 2 · Wed's · 1.30pm – 5.30pm
Units 3 & 4 · Thursdays · 1.30pm – 5.30pm

Box Hill Institute
Units 1 & 2 · Wed's AM Class · 8.00am – 1.00pm
Units 1 & 2 · Wed's PM Class · 1.30pm – 6.30pm
Units 1 & 2 students attending classes on Wednesday will be required to attend for 5 full days during the Term 2 and Term 3 school holidays
Units 3 & 4 · Wed's AM Class · 8.00pm – 1.00pm
Units 3 & 4 · Wed's · 1.30pm – 6.30pm
Units 3 & 4 students will be required to attend for 5 full days in the last week of January and 5 full days in the Term 1 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 steel cap boots, safety glasses, earmuffs, work pants.
Box Hill Institute students must attend additional training sessions during the school holidays as listed above. Students are required to provide their own safety gear to be worn during class, including work clothing, leather work boots, protective eyewear/safety glasses and earmuffs/plugs.
NCAT, at the end of the year, will send a letter to the home address of all students in regard to additional requirements, eg: uniform (protective clothing must be worn) and workbooks. All students must provide their own safety glasses, hearing protectors and tape measures.

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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

Youth2Industry College

Box Hill Institute (Nelson Campus)

Box Hill Institute (Elgar Campus)

RTO

IVET Institute Pty Ltd
RTO Number: 40548
Website: www.ivetresources.com.au
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

Day and Time

Youth2Industry College
Units 1 & 2 · Wed's · 1.45pm – 4.15pm
Units 3 & 4 · Wed's · 1.45pm – 4.15pm

Box Hill Institute (Nelson Campus)
Units 3&4 · Wed's · 1.30pm – 5.00pm
This course is only being offered to Year 2 students who have successfully completed Year 1 in 2021 with Box Hill Institute.

Box Hill Institute (Elgar Campus)
Units 1 & 2 · Wed's · 9:00am – 12:30pm
Units 1 & 2 · Wed's · 1:30pm – 5:00pm
Units 3 & 4 · Wed's · 9:00am – 12:30pm
Units 3 & 4 · Wed's · 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 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

Box Hill Institute students strongly recommends a minimum of 60 hours of placement per year for this VCE VET Community Services program.

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

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

CPC20220

Certificate II in Construction Pathways (Partial Completion)

Course Description

This program provides students with the knowledge and skills that will enhance their employment prospects in the Building and Construction Industry. Students will gain a broad knowledge of building, bricklaying and tile laying. Most of the course involves practical tasks and projects giving students sound skills. The aim of the Certificate II in Construction Pathways is to provide learners 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, tiles and wood 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

Day and Time

Units 1 & 2 · Wed's · 8.30am – 12.30pm
Units 1 & 2 · Wed's · 1.00pm – 5.00pm
Units 3 & 4 · Wed's · 8.30am – 12.30pm
Units 3 & 4 · Wed's · 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 of VCAL.
VCE: Students may be eligible to receive recognition of up to **five** units of credit: **two** units at the Units 1 & 2 level, and a VCE VET 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 are required to wear PPE - Steel Cap Boots, Safety Glasses, Earmuffs and Work pants.

Program Content

Sample competencies covered in Units 1 & 2 include:

- Applying OHS requirements
- Bricklaying hand tools and equipment
- Using wall and floor tiling tools and equipment

Sample competencies covered in Units 3 & 4 include:

- Carpentry tools and equipment
- Working effectively in the construction industry
- Measurements and calculations

Career Opportunities

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

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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, Hawthorn

RTO

Dance Factory
RTO Number: 3746
Website: www.dancefactory.com.au

Day and Time

Units 1 & 2 · Tues · 4.00pm – 8.00pm
Units 3 & 4 · Wed's · 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 a VCE VET Units 3 & 4 sequence.
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, that is, "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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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 Campus)

Box Hill Institute (Nelson Campus)

RTO

Holmesglen Institute
RTO Number: 0416
Website: www.holmesglen.edu.au
Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

Day and Time

Holmesglen Institute
Year 1 · Wed's · 1.30pm – 5.30pm
Year 2 · Wed's · 1.30pm – 5.30pm

Box Hill Institute
Year 1 · Wed's · 1.30pm – 5.00pm
Year 2 · Wed's · 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

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.
CUA training package updated. New 2022 students will be transitioned into the new training package in 2023. Adobe Suite recommended on home laptops to complete any unfinished work from home.

This program is subject to change in 2022

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

CUA30715

Certificate III in Design Fundamentals (Visual Arts)

Course Description

Start building a future-proof creative career with the traditional and digital creative skill sets found within the Certificate III of Design Fundamentals (Visual Arts).
In this course, you will explore themes of colour, form, light, texture, layout and composition through the mediums of painting, drawing, sculpture, printmaking and photography, while combining traditional and digital methods.
Throughout your studies, you will be working towards the creation of a professional portfolio of work, demonstrating your traditional and digital skills. This portfolio can then be used in your application for further studies in creative fields such as visual arts, graphic design, interior design, photography, illustration, animation, visual merchandising, and fashion.

Are you suitable?

Consider this course if you:
- Are creative and like making art
- Enjoy and have basic skills in drawing and illustration
- Are comfortable using computer software programs
- Are keen to develop a portfolio

Venue

Box Hill Institute (City Campus)

RTO

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

Day and Time

Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 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

Work placement is not required.

Additional Requirements/ Information

Students are required to purchase basic drawing equipment if they don't already have these items.

This program is subject to change in 2022

Program Content

Sample competencies covered in Units 1 & 2 include:
- Explore the use of colour
- Follow a design process
- Produce varied works of art

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

- Artist
- Illustrator
- Graphic designer
- Desktop publisher

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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.boxhill.edu.au

Day and Time

Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 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

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

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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

Venue

Box Hill Institute (Elgar Campus)

Northern College of the Arts and Technology (NCAT)

RTO

Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au
Northern College of the Arts and Technology
RTO Number: 6736
Website: www.ncat.vic.edu.au

Day and Time

Box Hill Institute
Units 1 & 2 · Wed's · 1.30pm – 5.30pm
Units 3 & 4 · Wed's · 1.30pm – 5.30pm
Additional training may be required during the school holidays

Northern College of the Arts and Technology
Units 1 & 2 · Wed's · 1.30pm – 5.30pm
Units 1 & 2 · Wed's · 8.30am – 12.30pm
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.
Box Hill Institute will only accept Year 11 and 12 applicants.

Work Placement

Box Hill Institute students are strongly recommended to undertake 80 hours of work placement (over two years).
NCAT students are recommended 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. Box Hill Institute students must attend additional training session during the school holidays.
NCAT, at the end of the year, will send a letter to the home address of all students regarding additional requirements such as 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

22470VIC

Certificate II in Engineering Studies

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)

Ringwood Training

Northern College of the Arts and Technology (NCAT)

RTO

Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au
Ringwood Secondary College trading as Ringwood Training
RTO Number: 22475
Web: www.ringwoodtraining.com
Northern College of the Arts and Technology
RTO Number: 6736
Website: www.ncat.vic.edu.au

Day and Time

Box Hill Institute
Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 1.30pm – 5.00pm

Ringwood Training
Units 1 & 2 · Wed's · 12.00pm – 4.30pm
Units 3 & 4 · Wed's · 2.30pm – 7.00pm

Northern College of the Arts and Technology

Units 1 & 2 · Wed's · 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

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 about any additional requirements such as 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/handheld 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 Engineer
- Electrician

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

22513VI

Certificate III in Equine Studies

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.

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.boxhill.edu.au

Day and Time

Box Hill Institute (Elgar Campus)
Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 1.30pm – 5.00pm

Box Hill Institute (City Campus)
Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 1.30pm – 5.00pm
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

Work placement is not required

Additional Requirements/ Information

Students are required to:

- Have a current tetanus vaccination
- Have current Ambulance Cover
- Students will be required to provide their own helmets, boots and riding pants for practical days.

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

SIT30516

Certificate III in Events

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

Venue

Holmesglen Institute (Moorabbin Campus)

Holmesglen Institute (Waverley Campus)

RTO

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

Day and Time

Both Campuses
Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 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

Work placement is not required

Program Content

Sample competencies covered in Units 1 & 2 include:

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

Sample competencies covered in Units 3 & 4 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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 & innovative products
- May be interested in a career in the Furnishing/Cabinet Making or related industries

Venue

Swinburne Senior Secondary College, Hawthorn

RTO

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

Day and Time

Units 1 & 2 · Wed's · 1.45pm – 5.45pm
Units 3 & 4 · Tues · 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

AHC20416

Certificate II in Horticulture

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 introduces 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
- Can undertake manual work (including bending and lifting)
- Enjoy the natural environment

Venues

CERES Community Environment Park

Holmesglen Institute (Waverley Campus)

RTO

CERES
RTO Number: 3686
Website: www.ceres.org.au
Holmesglen Institute
RTO Number: 0416
Website: www.holmesglen.edu.au

Day and Time

CERES Community Environment Park
Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 1.30pm – 5.00pm

Holmesglen Institute
Units 1 & 2 · Wed's · 1.00pm – 5.00pm
Units 3 & 4 · Wed's · 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 several 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

Dual Program SIT20316

Certificate II in Hospitality & 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 (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
- Can multitask and pay attention to detail
- Possess excellent time management skills
- Enjoy being well presented and have good personal hygiene
- Can listen and follow instructions

Venues

Swinburne Senior Secondary College, Hawthorn

The Little Kitchen That Could – South Melbourne

RTO

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

Day and Time

Swinburne Senior Secondary College
Units 1 & 2 · Wed's · 9.30am – 12.30pm
Units 1 & 2 · Wed's · 1.30pm – 5.30pm

The Little Kitchen That Could – South Melbourne
Units 1 & 2 · Wed's · 9.30am – 1.30pm
Units 1 & 2 · Wed's · 2.30pm – 6.30pm

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 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 (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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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 can multitask
- Are interested in a career in the hospitality industry
- Possess excellent time management skills
- Enjoy being well presented and have good personal hygiene
- Can listen and follow instructions
- Are keen to develop customer service skills

Venues

The Little Kitchen that Could – South Melbourne

William Angliss Institute, Melbourne

RTO

Inner Melbourne VET Cluster Inc.
RTO Number: 21732
Website: www.imvc.com.au
William Angliss Institute
RTO Number: 3045
Website: www.angliss.edu.au

Day and Time

The Little Kitchen that Could – South Melbourne
Units 3 & 4 · Tues · 3.00pm – 7.00pm
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 · Wed's · 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 Wed's (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 (12 service periods).

Prerequisite

Successful completion of SIT20316 Certificate II in Hospitality Units 1 & 2.
William Angliss: Responsible Service of Alcohol certificate is a prerequisite for service food and beverages.

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:

- 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

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
- Can multitask and pay attention to detail
- Possess excellent time management skills
- Enjoy being well presented and have good personal hygiene
- Can listen and follow instructions

Venues

Swinburne Senior Secondary College, Hawthorn

The Little Kitchen That Could – South Melbourne

RTO

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

Day and Time

Swinburne Senior Secondary College
Units 3 & 4 · Tues · 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 28th and Tuesday 29th 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 (12 service periods).

Prerequisite

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

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 (Games Stream) (Partial Completion)

Course Description

The Certificate III in Information, Digital Media and Technology (Games Stream) gives students an excellent pathway into the games design industry.
This digital media and technology course provides students with the knowledge, skills, and competency that will enhance their training and employment prospects in the information and communications technology and related industries.
This course will introduce you to 2D and 3D design and animation for games design and development.

Are you suitable?

Consider this course if you:
Wish to develop your creative and digital skills in one course
Are interested in graphic and games design
Desire a broad set of ICT skills and abilities

Venues

Box Hill Institute (Nelson Campus)

Ringwood Training

RTO

Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au
Ringwood Secondary College trading as Ringwood Trade Training Facility
RTO Number: 22475
Web: www.ringwoodtraining.com

Day and Time

Box Hill Institute
Units 1 & 2 · Wed's · 1.30pm – 5.30pm
Units 3 & 4 · Wed's · 1.30pm – 5.30pm

Ringwood Training
Units 1 & 2 · Wed's · 12.00pm – 3.00pm
Units 3 & 4 · Wed's · 3.00pm – 6.00pm

Contribution to VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students will be eligible for up to four units towards satisfactory completion of their VCE: two units at Units 1 & 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

Box Hill Institute Students strongly recommends undertake a minimum of 80 hours of work placement

Additional Requirements/ Information

A general understanding and enthusiasm for ICT is desirable.

This program is subject to change in 2022

Program Content

Sample competencies covered in Units 1 & 2 include:

- Create 2D digital animations
- Apply simple modelling techniques
- Install, configure and secure a small office or home office network

Sample structure of Units 3 & 4 includes:

- Design and apply simple textures to digital art
- Create 3D digital animations
- Review and apply the principles of animation

Career Opportunities

Successful students will be able to support information technology activities in the workplace across a wide range of ICT areas, including web technologies, software applications, digital media technologies and games development

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

ICT30118

Certificate III in Information, Digital Media and Technology (Networking and Cybersecurity)

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, computer and networking technologies, computer and network security, malware and ransomware prevention and defence, operating systems, communication, occupational health and safety.
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

Venue

Ringwood Training

RTO

Ringwood Secondary College trading as Ringwood Trade Training Facility
RTO Number: 22475
Web: www.ringwoodtraining.com

Day and Time

Units 1 & 2 · Wed's · 12.00pm – 3.00pm
Units 3 & 4 · Wed's · 3.00pm – 6.00pm

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 a VCE VET 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

Work placement is not required.

Additional Requirements/ Information

Ringwood Training A student laptop is desirable but not essential to allow for flexible delivery .

This program is subject to change in 2022

Program Content

Sample competencies covered in Units 1 & 2 include:

- Provide basic system admin
- Run standard diagnostic tests
- Operate application software packages
- Sample competencies covered in Units 3 & 4 include:
- Install and optimise operating system software
- Install, configure and secure a small office home office network
- Provide IT advice to clients

Career Opportunities

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

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

22527VIC

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

Day and Time

Units 1 & 2 · Wed's · 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.
SCORED ASSESSMENT: Scored assessment is available for VCE VET Integrated Technologies.
Students wishing to receive an ATAR contribution for VCE VET Integrated Technologies must undertake scored assessment. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score. Scored assessment is based on the Scored Units 3 and 4 sequence of VCE VET Integrated Technologies. The Scored Units 3 and 4 sequence of the VCE VET Integrated Technologies program must be delivered and assessed in a single enrolment year.
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.

Additional Requirements/ Information

NCAT, at the end of the year, will send a letter to the home address of all students regarding any additional requirements such as uniform (protective clothing must be worn) and workbooks. 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 electrotechnology 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

22519VIC

Certificate IV in Integrated Technologies (Cisco)

Course Description

This course covers the Cisco Certified Networking Associate (CCNA) technologies including basic computer networking principles, wired and wireless networks, ipv4 and ipv6 addressing, connectivity, device security and firewalls, encryption and data security, routing and network performance and monitoring and troubleshooting.

Are you suitable?

Consider this course if you:

- Are interested in computers and how networks operate
- Like to understand how devices connect, work and interact
- Are curious and interested in problem solving
- Are patient, methodical and persistent
- Enjoy logical processes

Venue

Ringwood Training

RTO

Ringwood Secondary College trading as Ringwood Trade Training Facility
RTO Number: 22475
Web: www.ringwoodtraining.com

Day and Time

Ringwood Training
Units 1 & 2 · Wed's · 12.00pm – 3.00pm
Units 3 & 4 · Wed's · 3.00pm – 6.00pm

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- a Unit 3 & 4 sequence for each year of VET Cisco.
NO SCORED ASSESSMENT:
The VCE VET Cisco program does not offer scored assessment. A student who achieves a Units 3 and 4 sequence may be eligible for an increment towards their ATAR. Increments for a VCE VET Program Non-Scored Units 3 and 4 sequence will be calculated using 10% of the fourth study score of the primary four.
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

A serious commitment to succeed as it is a challenging course and students need to be engaged and keep up with the work.

Program Content

Sample competencies covered in Units 1 & 2 include:

- Set up wired and wireless devices for connectivity
- Perform basic network and computer assembly
- Connect PCs, switches and routers and communicate between each device
- Plan and build a simple network using ipv4 and ipv6 addressing

Sample competencies covered in Units 3 & 4 include:

- Set up multiple switches and routers for connectivity
- Perform multiple Local Area Networks and connect all devices
- Configure security on devices to allow traffic through and to block other traffic
- Troubleshoot network faults, connectivity and security problems.

Career Opportunities

- Junior network engineer
- Network administrator
- NBN network support engineer
- Solutions architect
- Local Area (LAN) and Wide Area (WAN) network engineer
- Cybersecurity and penetration testing consultant

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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)

Box Hill Institute (Elgar Campus)

RTO

Holmesglen Institute
RTO Number: 0416
Website: www.holmesglen.edu.au
Box Hill Institute (Elgar Campus)
RTO Number: 4687
Website: www.boxhill.edu.au

Day and Time

Holmesglen Institute
Year 1 · Wed's · 1.30pm – 5.30pm
Year 2 · Wed's · 1.30pm – 5.30pm

Box Hill Institute
Year 1 · Wed's · 1.30pm – 5.00pm
Year 2 · Wed's · 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

Work placement is not required.

Additional Requirements/ Information

Holmesglen Adobe Suite recommended on home laptops to complete any unfinished work from home.

Program Content

Sample competencies covered in first year include:

- Develop and extend critical and creative thinking skills
- Maintain interactive content
- Produce and prepare photo images
- Follow a design process

Sample competencies covered in second year include:

- Author interactive sequences
- Create visual design components
- Create 2D digital animations
- Estimate and cost job

Career Opportunities

- Interior Designer
- Interior Decorator
- Specialised Commercial or Residential Project Manager
- Design Firm Administrator
- Specialised areas of design such as bathroom, kitchen, restoration, hospitality and heath care projects

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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

Day and Time

Box Hill Institute
Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 1.30pm – 5.00pm

Holmesglen Institute
Units 1 & 2 · Wed's · 1.30pm – 4.30pm (10 places)
Units 3 & 4 · Wed's · 1.30pm – 4.30pm (4 places)

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

Work placement is not required.

Prerequisites

To be considered for this program, students must have successfully completed Year 9 Maths.
Box Hill Institute will only accept Year 11 and 12 applicants.

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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:

- Are willing 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
- Can 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

Day and Time

Units 1 & 2 · Wed's · 2.00pm – 6.30pm
Units 3 & 4 · Tues · 4.00pm – 8.00pm

Holiday Block: Term 1 Easter Holidays
11 April – 15 April 2022 · 9.00am – 5.00pm

Holiday Block: Term 2I July Holidays
27 June – 1 July · 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.

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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 poses artistic skills
- Interested in a career in the entertainment industry

Venues

Swinburne Senior Secondary College, Hawthorn

RTO

COSAMP (College of Sound and Music Production)
RTO Number: 41549
Website: www.cosamp.com.au

Day and Time

Swinburne Senior Secondary College
Units 1 & 2 · Mondays · 4.30pm – 8.30pm
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 a VCE VET 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 (such as a letter from their teacher); or
- Students who do not play musical instruments, but sing, will 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.

This program is subject to change in 2022

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 Manger
- Session Musician
- Performer
- Band Member
- Promoter

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

CUA30915

Certificate III in Music Industry (Electronic Music Creation & 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

Venues

Sydney Road Community School, Brunswick

RTO

COSAMP (College of Sound and Music Production)
RTO Number: 41549
Website: www.cosamp.com.au

Day and Time

Sydney Road Community School
Units 1 & 2 and Units 3 & 4 classes combined · Wed's · 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 a VCE VET 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.

This program is subject to change in 2022

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
- Film & TV music composer
- Promoter

Information Session

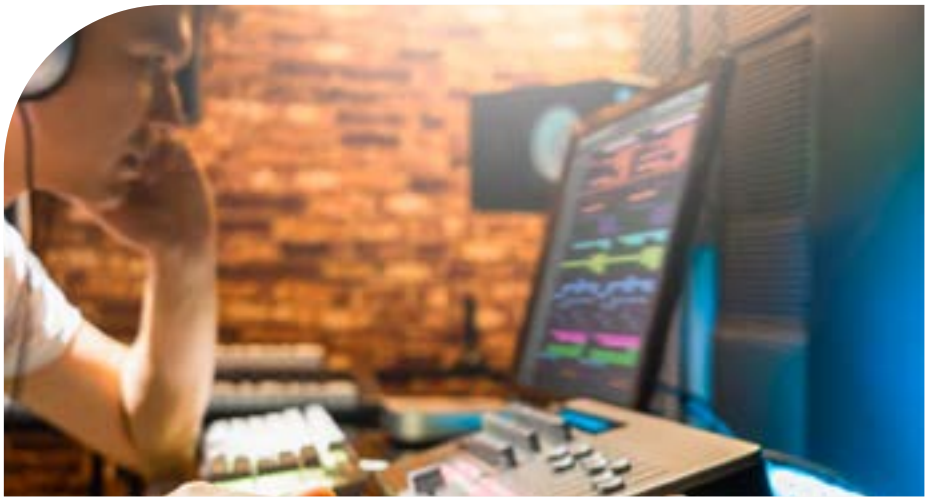
Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

CUA30915

Certificate III in Music Industry (Sound Production Specialisation)

Course Description

Students will develop broad skills and knowledge of producing electronic music, using sound modules, sound editing and mixing and basic song writing and arranging techniques. These competencies will enhance employability in the music industry as a producer, songwriter, audio engineer, radio producer or live sound engineer.
The course aims to provide students with the broad skills and knowledge required to produce electronic music, understand sound theory, use audio software (DAWs) for editing and mixing and to set-up and operate audio equipment safely in a variety of contexts.



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, Hawthorn

Youth2Industry College, South Melbourne

RTO

COSAMP (College of Sound and Music Production)
RTO Number: 41549
Website: www.cosamp.com.au

Day and Time

Swinburne Senior Secondary College
Units 1 & 2 · Wed's AM Class · 9.00am – 12.30pm
Units 1 & 2 · Wed's PM Class · 1.30pm – 5.00pm
Units 3 & 4 · Tues · 4.30pm – 8.00pm

Youth2Industry College
Units 1 & 2 · Wed's · 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 a VCE VET 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).

This program is subject to change in 2022

Program Content

Sample competencies covered in Units 1 & 2 include:

- Perform basic sound editing
- Repair and maintain audio equipment
- Provide event staging support
- Develop simple musical pieces using electronic media
- Develop basic audio skills and knowledge
- Perform basic sound editing

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
- Musical Therapist
- Digital Audio Technician
- Sound Engineer
- Broadcaster

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

22563VIC

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

Day and Time

Year 1 · Wed's · 1.30pm – 5.30pm
Year 2 · Wed's · 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.

Additional Requirements/ Information

Students must wear closed shoes and a protective coat.

Program Content

Sample competencies covered in first year include:

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

Sample competencies covered in second year 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

22569VIC

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

Day and Time

Box Hill Institute
Units 1 & 2 · Wed's AM Class · 8.00am – 12.30pm
Units 1 & 2 · Wed's PM Class · 1.30pm – 6.00pm
Units 3 & 4 · Wed's AM Class · 8.00am – 12.30pm
Units 3 & 4 · Wed's PM Class · 1.30pm – 6.00pm

Northern College of the Arts and Technology
Units 1 & 2 · Wed's · 8.30am – 12.30pm
Units 1 & 2 · Wed's · 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 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.
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 about any additional requirements such as uniform (protective clothing must be worn) and workbooks. All students must provide their own safety glasses, hearing protectors and tape measures. In addition, plumbing students will need to purchase their own welding googles 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 earmuffs/ear protection.

Program Content

Sample competencies covered in Units 1 & 2 include:

- Use basic plumbing hand tools
- Perform basic oxy-acetylene welding and cutting
- Apply basic sheet metal practices
- Sample competencies covered in Units 3 & 4 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

SHB20216

Certificate II in Salon Assistant

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:

- Are willing 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
- Can adapt to changing situations and different client needs
- Take pride in being well-presented and have good personal hygiene

Venues

Avidity – Albert Park

RTO

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

Day and Time

Avidity – Albert Park
Units 1 & 2 · Wed's · 10.00pm – 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.
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.

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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 poses 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

Swinburne Senior Secondary College

Youth2Industry College

RTO

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

Day and Time

Swinburne Senior Secondary College
Units 1 & 2 · Wed's · 1.45pm – 5.15pm
Units 3 & 4 · Tues · 4.30pm – 8pm

Youth2Industry College
Units 1 & 2 · Wed's · 2.15pm – 6.15pm
Units 3 & 4 · Wed's · 9.30am – 1.45pm

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 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). All students must have access to the Adobe Creative Cloud to complete the course.

This program is subject to change in 2022

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
- Web Designer

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au.

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

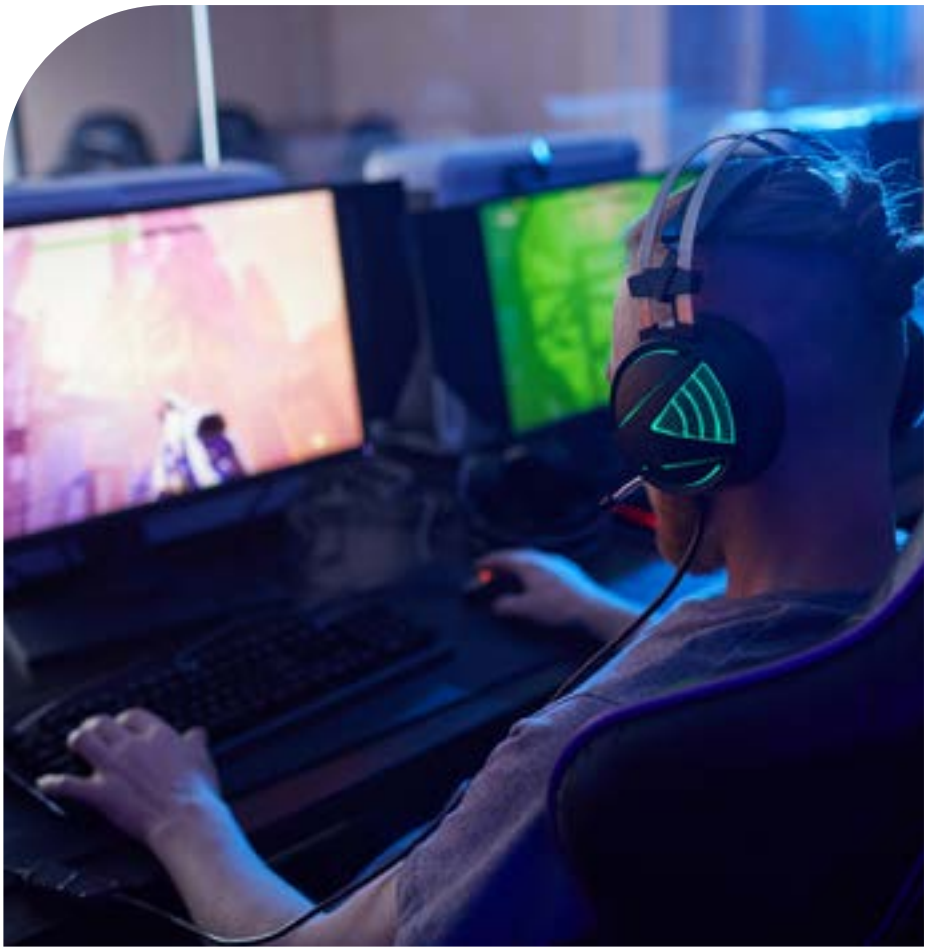
Day and Time

Units 1 & 2 · Wed's · 1.45pm – 5.00pm
Units 3 & 4 · Wed's · 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 up to four units of credit: two units at the Units 1 & 2 level and where students undertake additional training and achieve a Units 3 and 4 sequence may be eligible for an increment towards their ATAR.
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.

This program is subject to change in 2022

Program Content

Sample competencies covered in Units 1 & 2 include:

- Create 3D digital animations
- Develop drawing skills to communicate ideas
- Explore and apply creative design process to 3D forms
- Sample competencies covered in Units 3 & 4 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

22247VIC

Certificate II in Small Business (Operations/Innovation)

Course Description

During this course, you will learn up to develop and run a small business, focusing on business and employability skills such as marketing, research, event management, planning, social media collaboration, financial assistance and a variety of processes required for small business activities

With the growth of e-commerce, domestic and global markets, small businesses increasingly rely on staff who can contribute to all areas of business.

This course also incorporates the use of drone technology, where you will receive hands on experience flying drones and learning about the varied applications of this innovative technology.

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

Day and Time

Units 1 & 2 · Wed's · 1.30pm – 4.30pm
Units 3 & 4 · Wed's · 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

Work placement is not required.

Program Content

Sample competencies covered in Units 1 & 2 include:

- Follow procedures for routine financial activities of a small business
- Contribute to small business operations & innovations
- Use social media for collaboration & engagement
- Participate in small Business quality processes

Sample competencies covered in Units 3 & 4 include:

- Undertake basic market research & promotion for a small business product or service
- Participate in small business quality processes
- Use social media for collaboration & engagement
- Contribute to small business planning

Career Opportunities

After successfully completing this course, you can apply for further study in business, marketing, or finance. You could explore further options to apply what you have learnt to start your own small business or entrepreneurship.

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

SIS30115

Certificate III in Sport and Recreation

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

Box Hill Institute (Nelson Campus)

Youth2Industry College, South Melbourne

RTO

Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au
IVET Institute
RTO Number: 40548
Website: www.ivetinstitute.com.au

Day and Time

Box Hill Institute
Units 1 & 2 · Wed's · 9.00am – 12.30pm
Units 1 & 2 · Wed's · 1.30pm – 5.00pm
Units 3 & 4 · Wed's · 1.30pm – 5.00pm

Youth2Industry College
Units 1 & 2 · Wed's · 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

Box Hill Institute students must be in Year 11 or 12.

Program Content

Sample competencies covered in the Units 1 & 2 include:

- Assist with activity sessions
- Conduct sport, fitness or recreation events
- Maintain sport, fitness and recreation industry knowledge

Sample competencies covered in Units 3 & 4 include:

- Conduct basic warm-up and cool down programs
- Facilitate groups
- Plan and conduct programs

Career Opportunities

- Coach
- Recreation Officer
- Leisure/Recreation Officer
- Sports Manager

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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

Day and Time

Holmesglen Institute (Both Campuses)
Year 1 · Wed's · 1.30pm – 5.00pm
Year 2 · Wed's · 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

Work Placement is not required.

Program Content

Sample competencies covered in first year include:

- Source and use information on the tourism and travel industry
- Show social and cultural sensitivity
- Source airfares for domestic flights
- Design and produce business documents

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

CUA20715

Certificate II in Visual Arts

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 using 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

Venue

Northern College of the Arts and Technology

Prahran Community Learning Centre

RTO

Northern College of the Arts and Technology
RTO Number: 6736
Website: www.ncat.vic.edu.au
Prahran Community Learning Centre
RTO Number: 6413
Website: www.pclcentre.org.au

Day and Time

NCAT
Year 1 · Wed's · 9.00am – 12.30pm
Year 1 · Wed's · 1.30pm – 5.30pm
Year 2 · Wed's · 9.00am – 12.30pm
Year 2 · Wed's · 1.30pm – 5.30pm

Prahran Community Learning Centre
Year 1 · Wed's · 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 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

Additional Requirements/ Information

Students must wear closed shoes.

Career Opportunities

- Visual Artist
- Fine artist
- Illustrator
- Sculptor
- Jeweller
- Ceramicist
- Tattoo Artist
- Graphic Designer
- Photographer

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

BSB20120

Certificate II in Workplace Skills

Course Description

This program reflects the role of individuals in a variety of entry-level Business Services job roles. It also reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

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 expand your problem-solving skills

Venue

Youth2Industry College, South Melbourne

RTO

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

Day and Time

Units 1 & 2 · Wed's · 1.30pm – 4.45pm

Enrolment Type - VE1 TBC

Contribution to VCAL/VCE TBC

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.

Work Placement

Work placement is not required.

Program Content

Sample competencies covered in Units 1 & 2 include:

- Patriciate in sustainable work practice
- Work effectively in a business environment
- Use business software application

Career Opportunities

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

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

2022
Pathways to success VET programs

The information about these courses was accurate at the time of printing, however we acknowledge that sometimes changes are made beyond our control. We recommend you check the online information on the IMVC website for the most up to date details.

Animate Your Life

Course Description

Selected units from CUA31015 Certificate III in Screen and Media and 22523VIC 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 steppingstone 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:

- Can 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

Youth2Industry College , South Melbourne

RTO

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

Day and Time

Semester 2 · Friday| 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.

Work Placement

Work placement is not required.

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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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

Day and Time

Fridays · 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.

Program Content

Sample competencies covered include:

- Clean a vehicle
- Apply safe work practices
- Participate in basic servicing

Additional Requirements/ Information

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

Career Opportunities

- Light vehicle motor mechanic
- Vehicle serviceperson
- Spare parts dealer

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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

Day and 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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
- Are 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

Day and 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

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

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

Day and Time

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

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, neck and shoulder massage for relaxation

Career Opportunities

- Hairdresser
- Stylist
- Makeup Artist
- Retail Cosmetic Consultant

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

Tune In (Amplify Your Voice Through Music)

Course Description

This program strives to increase wellbeing, self-confidence and self-expression through music and encourages students to collaborate with others, and to express their unique voice and perspectives through music. Drawing from CUA30915 Certificate II and III in Music Industry, Performance and Sound Production streams, students will use a variety of technologies to create, perform and record original music. Students will have access to group music classes, music producing software and recording facilities.

Are you suitable?

Consider this course if you would like to:

- Express yourself through music
- Build confidence and skill in music-making and performance
- Learn more about using audio software and technology
- Collaborate with others to create original music
- Record original music in a studio environment

Venue

Youth2Industry College, South Melbourne

RTO

COSAMP (College of Sound and Music Production)
RTO Number: 41549
Website: www.cosamp.com.au

Day and Time

Fridays · 10.00am – 2.00pm

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

- Incorporate technology into music making
- Develop ensemble skills to perform simple musical parts
- Assist with sound recordings

Career Opportunities

- Musician
- Songwriter
- Producer
- Studio Assistant
- Music Teacher
- Audio Engineer

Information Session

Details regarding the student and parent information sessions for all the VET courses will be published on the IMVC website in August. www.imvc.com.au

2022

School Based Apprenticeships and Traineeships (SBATs)

The information about these courses was accurate at the time of printing, however we acknowledge that sometimes changes are made beyond our control. We recommend you check the online information on the IMVC website for the most up to date details.

School Based Apprenticeships and Traineeships (SBATs)

What is an SBAT?

SBATs offer students the ability to undertake an Apprenticeship or Traineeship while completing their VCE/VCAL in secondary school. A 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 based on 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.

CHC30121

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.
This is a one-year program.

Venue

Gowrie Victoria (Docklands)

RTO

Gowrie Victoria
RTO Number: 3900
Website: www.gowrievictoria.org.au

Day and Time for training component

Wed's · 12.30pm – 4.30pm
Students will need to attend class in the September school holidays. First aid may be completed on a weekend or the school holidays.
This is a one-year program.

Employment Requirement

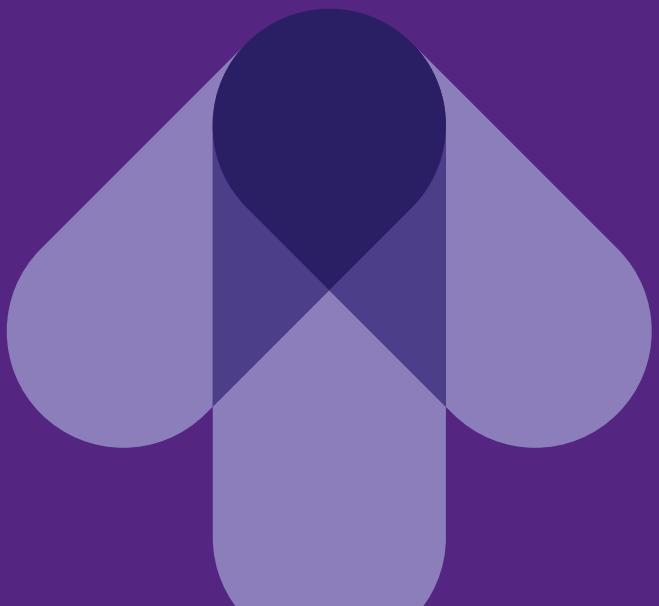
Students are required to attain part-time employment as a component of their studies for at least one full day per week. This is in addition to class attendance requirements.
Students are employed to work 1 day a week (7 hours minimum) for the entirety of the course. Students need to be aware that through completing this program they are paid employees (it is not voluntary placement).

2022
How to Apply!

First Year or Units 1 & 2 students expressing an interest in 2022 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 2022 Expression of Interest applications.

Dates for sessions will be published on the IMVC website in late August.



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 2022 | USI | VSN

Name of school you currently attend

Address | Postcode

Home Telephone | Student Mobile

Student Email Address

Female | Male | Other (please list) | 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 2022 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 next page page of the VET Handbook.

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 learn@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:

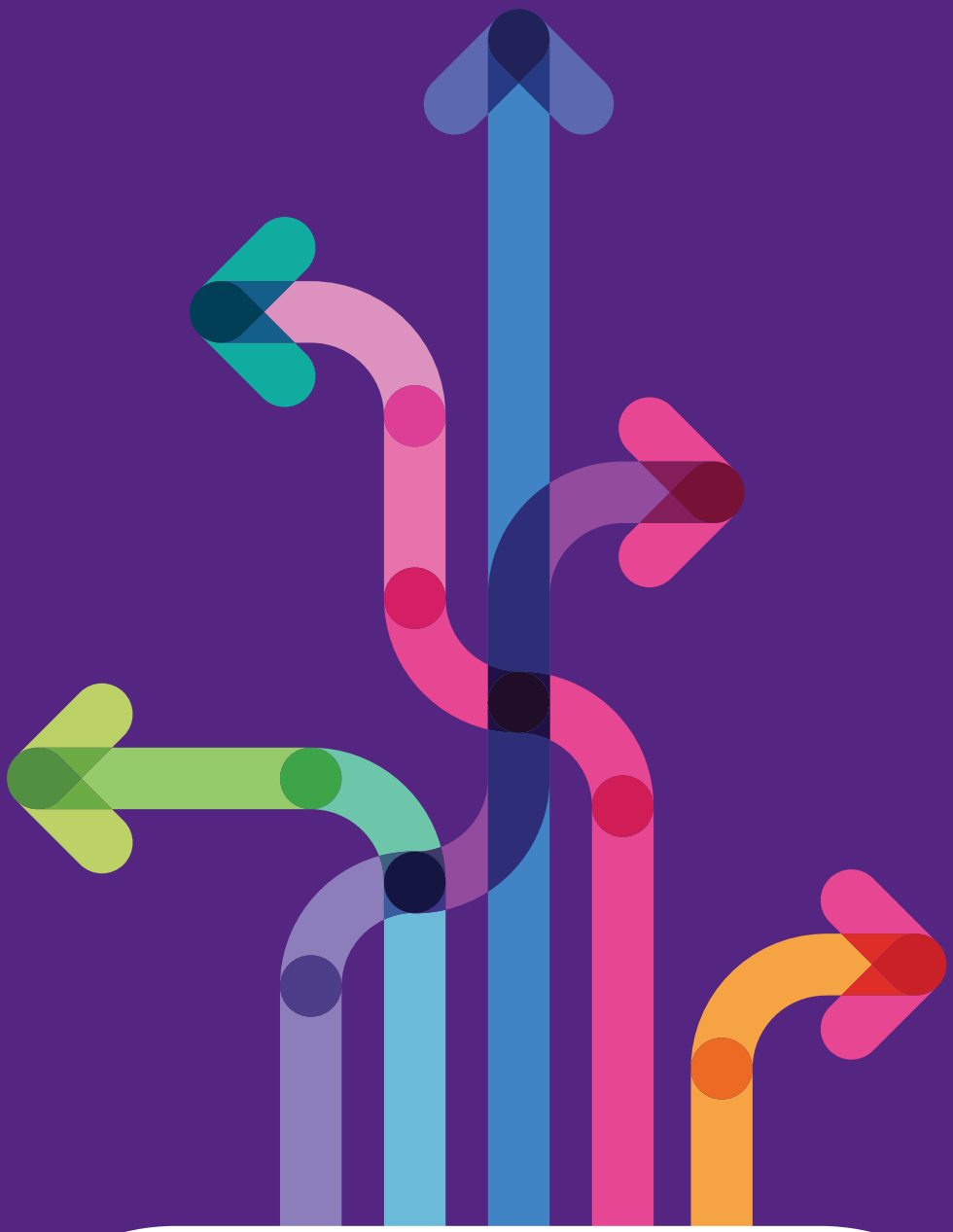
- Department of Education
- Registered Training Organisations
- Department of the Prime Minister and Cabinet
- Schools
- Employers
- Other agencies where required by Australian Law

If you do not want your personal information to be disclosed, the IMVC will endeavour to accommodate this request if 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.



IMVC

Endless Opportunities

Inner Melbourne VET Cluster
Level 1, 71 Palmerston Crescent
South Melbourne VIC 3205

For VETiS or RTO Enquiries
Tel: (03) 7007 4750

Website: www.imvc.com.au
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