2013
VET
MULLUM CLUSTER
HANDBOOK
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WHAT IS VETIS?

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

FEATURES OF VET

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

HOW DOES VET WORK?

A VET in Schools program is usually made up of:

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

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

CONTRIBUTION TO THE VCE

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

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

BLOCK CREDIT VET PROGRAMS

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

VET INCREASES STUDENT’S LEARNING POTENTIAL

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

VET GIVES NATIONAL QUALIFICATIONS AND SKILLS

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

VET PREPARES STUDENTS FOR THE WORKFORCE

- Multiplies post school opportunities;
- Provides the opportunity to trial a career;
- Helps students explore possible areas of interest which promote further study and work choices;
- Allows a student to develop strong links with industry and local community employers, i.e. students may be offered part time/casual work;
- Improves employment prospects;
- Helps students gain knowledge of employer’s expectations and real working conditions;
- Develops their capacity for co-operation, teamwork and leadership skill development;
- Assists in transition from school to work.
HOW TO USE THIS HANDBOOK

This handbook has been designed to offer an outline of how the Mullum Cluster can provide an extensive selection of VET programs to students at member schools.

VET COURSE REQUIREMENTS

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

1 - ABSENCES

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

2 - PUNCTUALITY

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

3 - WORK REQUIREMENTS

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

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

4 - ORIENTATION EVENING

All Mullum Cluster VET programs will hold an Orientation Evening (date and time to be confirmed). Students will receive a full course outline, have an opportunity to meet and speak with the trainer and be given a Student Commitment Form, which must be completed on the evening and returned to their VET Coordinator to ensure that their application for a Mullum Cluster program is processed.

Read the requirements of your selected program carefully.

PLEASE NOTE …..

All Mullum VET Cluster programs in this Handbook are offered in good faith but will be subject to confirmation of Government and other funding which at this stage is unknown for 2013. All Cluster Members, including schools, reserve the right to review, cancel or relocate any VET programs listed in this Handbook.

Please note the printed arrangements regarding times, venues and course outlines are also subject to change or cancellation if minimum enrolment numbers are not met. Confirmation of details will occur at the Orientation Evenings scheduled for Term 4, 2012 and successful program applicants will be notified of changes prior to course commencement via their Schools VET Coordinator.

THERE ARE FOUR STEPS IN MAKING AN APPLICATION FOR A 2013 VET PROGRAM:

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

STEP 2
Go to the Mullum Cluster website http://www.mullumcluster.com and click on the VET enrolment link and submit an application online. Students who do not complete Steps 1 & 2 will not be eligible for enrolment in a 2013 VET Program.

STEP 3
Attend the compulsory Orientation Evening held in Term 4 of 2012. Details of the location, date and time of this event will be provided by school VET Coordinators. The Orientation Evenings are compulsory – students (and parents/guardians) who do not attend may not be considered for a 2013 VET Program.

STEP 4
There are costs associated with each program. Applicants should contact their VET Coordinators for an estimate of costs.
All students undertaking a Mullum Cluster VET program will receive an official written report indicating their progress in the program. These reports are issued by the training providers to the student’s Home School and will include information on completed competencies, student learning, attendance and behaviour. Parents will receive a copy of these reports in Term 1, 2 and 4. Completed Certificates will be sent directly to the Home School at completion of the course. Schools will forward reports and certificates to students. It should be noted that completed certificates might not be sent until the following year in accordance with graduation processes from the various TAFE and Training Institutions. Students completing a VET program will receive notification of their final results through the Victorian Registration & Qualifications Authority – VRQA. VET programs with a Study Score or increment at Year 12 will have their results appear as part of their VCAA Study Scores. ATAR contributions are calculated at the Year 12 level only by VTAC and are made available to students by VTAC through the normal channels.
WHO IS THE MULLUM CLUSTER?

The Mullum Cluster is a co-operative group of 43 Government, Catholic and Independent schools operating in partnership. They are assisted by Independent Providers and by the Gateway and Outer Eastern Local and Employment Networks. The Cluster offers a broad range of VET programs in a school environment at a cost effective rate. The Mullum Cluster aims to bring the benefits of VET programs to as great a number of students as possible who reside in the Eastern corridor of Victoria.

MULLUM CLUSTER MEMBERS

Aquinas College
Bayswater Secondary College
Blackburn High School
Boronia K-12 College
Box Hill Senior Secondary College
Brentwood Secondary College
Camberwell High School
Croydon Community School
Doncaster East Secondary College
Doncaster Secondary College
Donvale Christian College
Eltham High School
Emerald Secondary College
Emmaus College
Fairhills High School
Forest Hill College
Kingswood College
Koonung Secondary College
Kooweerup Secondary College
Lilydale Heights College
Luther College
Mater Christi College
Monbulk College
Mooroolbark College
Mount Waverley Secondary College
Mullauna College
Our Lady of Sion College
Rowville Secondary College
Scoresby Secondary College
Siena College
St Andrew’s Christian College
St Joseph’s College- Ferntree Gully
Swinburne Senior Secondary College
Templestowe College
The Academy of Mary Immaculate
The Knox School
Upwey High School
Vermont Secondary College
Wantirna College
Warrandyte High School
Waverley Christian College
Wheelers Hill Secondary College
Whitefriars College
22070VIC CERTIFICATE II & 22072VIC CERTIFICATE III IN ACTING (Screen)

COURSE AIMS
The general purpose of this course is to provide the skills, knowledge and attitudes for training in acting for film and television. The Course has also been written to create career opportunities for peripheral creative industries. It also promotes pathways into tertiary education.

ADDITIONAL REQUIREMENTS/INFORMATION
Students will be required to attend excursions run throughout the duration of the course.

UNIT 1 & 2 PROGRAM CONTENT
The first year focuses on an overview of the film and TV industry, governing bodies, film, and TV careers and skills, types of auditions, audition preparation, script knowledge and development, skills and abilities for acting in front of camera. Practical filming lessons alternate between theory lessons.

UNIT 3 & 4 PROGRAM CONTENT
The second year focuses on rehearsing and performing scripts, performance in front of camera, screen tests, rehearsing and filming scenes and styles, protocols and knowledge of the film and TV industry, camera techniques and filming styles. Students select one extra unit of competency with each having a focus on a specific part of the industry; presenting to camera, directing, make-up, technical (camera operator, editor, lighting, CGI special effects) and audition and casting.

PATHWAYS
Diploma of Arts – Acting
Advanced Diploma of Arts
Degree in Arts

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Actor
- Technical Crew Member
- Lighting and Sound Technician
- Stage Manager
- Writer
- Make - Up Artist
- Drama Teacher
- Director
- Producer
- Casting Consultant
- Agent

Date and times for Orientation evening for this course to be confirmed. Attendance is compulsory.

“This course runs entirely for students willing to take a plunge into a competent and enjoyable film and television class filled with numerous other interested drama classmates ready to take on multiple characters for filming sessions several times a term.”
LMT21707 CERTIFICATE II & III IN APPLIED FASHION DESIGN & TECHNOLOGY

COURSE AIMS
This program aims to provide students with the basic design and development skills and knowledge to prepare them for work in the fashion industry with particular emphasis on:
- Sewing techniques
- Pattern making modification

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

CLUSTER PROVIDER
Donvale Christian College
Emmaus College
Siena College

DAY & TIME
Donvale Christian College
Units 1 & 2 Wednesday 1:00pm- 4:00pm

Emmaus College
Units 1 & 2 Wednesday 1:30pm- 5:30pm
Units 3 & 4 Thursday 1:30pm – 5:30pm

Siena College
Units 1 & 2 Wednesday 1:00pm – 3:30pm
Units 1 & 2 Wednesday 3:30pm – 6:00pm
Units 3 & 4 Tuesday 3:30pm – 6:30pm
Units 3 & 4 Thursday 2:30pm – 5:30pm

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

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

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

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

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

WORK PLACEMENT
Not required but recommended.

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Identifying design processes for fashion designs, designing and producing a simple garment, modifying patterns to create basic styles and drawing and interpreting sketches.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Identifying fibers and fabrics, embellishing garments by hand or machine and preparing and producing a sewn garment

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

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

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

Date and time for Orientation evenings at Donvale Christian College, Emmaus College and Siena College to be confirmed. Attendance is compulsory.
21764VIC CERTIFICATE II IN DANCE

COURSE AIMS
The aim of this program is to provide young people with the technical and performance skills, knowledge and attitudes to begin the process of establishing a career in the entertainment industry. There will also be a focus on seeing and reviewing dance performances in Melbourne. The training will introduce young dance performing artists to a variety of dance styles and techniques and is suited to all students interested in any form of movement and dance. The skills learnt can be applied to everyday fitness and coordination, further training in dance and performance and an appreciation of dance and performing arts in society.

CLUSTER PROVIDER
Fairhills High School (Ausdance)

DAY & TIME
Units 1, 2, 3 & 4 Wednesday 1:30pm – 4:30pm

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

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

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

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

WORK PLACEMENT
Not required but recommended.

ADDITIONAL REQUIREMENT/INFORMATION
Students are expected to purchase a uniform top and wear appropriate clothing for performance.

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

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

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

PATHWAYS
Certificate III in Dance
Certificate IV in Dance
Diploma of Dance
Bachelor of Arts – Dance

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Dancer
- Choreographer
- Community Dance Worker
- Ballerina
- Dance Teacher
- Dance Therapist
- Entertainer

Venue and time for the Dance Orientation evening to be confirmed. Attendance is compulsory.

“The program helps you to learn how to work in a team, meet people from other schools while doing something you really love. It helps to improve your organisation, confidence and fitness”
CUE30203 CERTIFICATE III IN
LIVE PRODUCTION

COURSE AIMS
This course aims to develop student’s knowledge and skills on technical operations within live productions, theatres and events. Focusing on Audio; cinema projection lighting, staging, visual systems and the general technical requirements that equip students to pursue their passion in the filming industry.

CLUSTER PROVIDER
Boronia K-12 College

DAY & TIME
Boronia K-12 College
Units 1 & 2 Wednesday 8:00am - 12:00pm

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

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

VCE: Students who complete the VCE VET Live Production program will be eligible for up to six units of credit towards their VCE: four units at Units 1 and 2, and a Units 3 and 4 sequences.

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

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

WORK PLACEMENT
Not required but recommended.

UNIT 1 & 2 PROGRAM CONTENT
This course is designed to teach students how to operate professional Audio equipment, record and operate standard lighting cues, install staging elements, prepare, rig, test and modify vision systems and many more Live production skills.

PATHWAYS
Students have the opportunity to progress into Certificate IV, Diplomas and Advanced Diplomas.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Venue Operations Team Member
- Casual Technician
- Lighting Technician
- Sound Technician
- Audio Technician
- Staging Technician
- Vision Technician

Date and time for Orientation evening at Boronia K-12 College to be confirmed. Attendance is compulsory.
“VET music at Scoresby Secondary College is an interesting, interactive course that allows students to learn about the music profession in a safe and comfortable environment. At Scoresby, students are able to access some of the very latest equipment and are taught to use it over the course of the school year. Personally I enjoy the practical aspect of the course.” Kirstie
COURSE AIMS
This program aims to provide participants with the knowledge and skill development for the achievement of competence to enhance employment prospects within the music industry, whilst providing a recognised credential; for making a more informed choice of vocational and career paths in the music industry.

ADDITIONAL INFORMATION/REQUIREMENTS
There are no additional requirements.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies to be covered include:
- Work effectively with others
- Manage own work and learning
- Source and apply entertainment industry knowledge
- Follow occupational health and safety
- Implement copyright arrangements
- Perform basic sound editing
- Install and operate follow spots
- Prepare, install and test lighting equipment
- Repair and maintain audio equipment
- Assist with sound recordings

UNIT 3 & 4 PROGRAM CONTENT
Some competencies to be covered include:
- Provide sound reinforcement
- Record and mix music demo
- Apply a general knowledge of audio to work activities
- Select/manage microphone & audio input sources
- Set up and disassemble audio equipment

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

PATHWAYS
Certificate IV in Music Industry (Technical Production)

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Musician
- Music Technician
- Stage Producer
- Sound and Lighting Technician
- Director
- Stage Manager
- Musical Therapist
- Digital Audio Technician
- Sound Engineer
- Broadcaster

Date and time for Orientation evenings at Aquinas College and Upwey High School to be confirmed. Attendance is compulsory.
ICP20105 CERTIFICATE II IN PRINTING & GRAPHIC ARTS (DESKTOP PUBLISHING)

COURSE AIMS
This program focuses on introducing learners to the printing and graphic arts industry using current industry practices. Students will develop core generic workplace skills, along with an understanding of a range of areas relevant to the printing industry. Areas covered include multimedia, layout and design, digital imaging, printing, and print finishing. The program enables students to explore the various sectors within the industry and prepares them for entry into more advanced programs, such as graphic art, design and digital media.

CLUSTER PROVIDER
KIOSC Trade Training Centre- Swinburne University, Wantirna Campus

DAY & TIME
Year 1 Monday 9:00am- 3:00pm
Year 2 Wednesday 9:00am- 3:00pm

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

CONTRIBUTION TO VCAL/VCE
VCE: Secondary schools will need to apply to VCAA for recognition of the program as block credit towards the VCE. Information on block credit can be found on the VCAA website:
VCAL: This program meets the requirements of the Industry Specific stream.

WORK PLACEMENT
Is not required but recommended.

YEAR 1 PROGRAM CONTENT
Students will cover basic skills set of a graphic artist and includes, image scanning and manipulation, type layout and principles of graphic design. It will give the student an introduction into the Adobe Creative Suite, including Photoshop, Illustrator and Indesign.

YEAR 2 PROGRAM CONTENT
This year builds on the skills learned in the first year and adds digital and studio photography, experimental image development and portfolio creation.

PATHWAYS
Completing the course will equip students with the skills to meet the industry demand for professionals in the print and pre-press area. Having an understanding of the design or print process opens doors in the fields of illustration, sign writing, graphic design, image manipulation, digital illustration, logo and corporate identity, brochure design, publications, press advertisements and poster displays.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Graphic Designer
- Graphic Pre-press
- Multimedia
- Printing
- Screen Printing
- Print Finishing

Date and time for Orientation evening at KIOSC to be confirmed. Attendance is compulsory.

“I can’t believe the amazing technology and equipment we have access to here at Swinburne. The light photography experiments in the studio were so much fun!” – Student from 2012 class
HLT32407 CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

COURSE AIMS

This course is designed to provide you with an understanding of the basic skills and knowledge to become an allied health assistant while studying at a secondary school level. It will also assist you in making an informed decision as to whether or not you would like to pursue a career within the allied health industry.

CLUSTER PROVIDER
Box Hill Institute

DAY & TIME
Units 1 & 2 Wednesday 1:30pm- 4:30pm
Units 3 & 4 Wednesday 1:30pm- 4:30pm

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

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry and Work Related Strands.

VCE: On completion students will be eligible for block credit towards their VCE.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
Students must take up to two weeks work experience in an allied health field. It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
OH&S processes, applying first aid, complying with infection control policies and procedures in health, maintaining a high standard of client service.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Assisting with client movement, recognizing healthy body systems in a health care context, interpret and apply medical terminology, organize workplace information.

PATHWAYS
Diploma of Remedial Massage
Certificate IV in Massage Therapy Practice
Certificate IV in Aged Care Work
Certificate IV in Community Services (Lifestyle and Leisure)
Certificate IV in Disability Work
Certificate IV in Health (Enrolled/Division 2 Nursing)
Certificate IV in Youth Work
Certificate III in Aged Care/Home and Community Care
Certificate III in Children’s Services
Certificate III in Health Service Assistance (Client/Patient Services)
Certificate III in Hospital/Health Services Pharmacy Support

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Health Care Assistant
- Aged Care Assistant
- Hospital Assistant
- Nursing
- Massage Therapist

Date and time for Orientation evenings at Box Hill Institute to be confirmed. Attendance is compulsory.
SIB30110 CERTIFICATE III IN BEAUTY SERVICES

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

CLUSTER PROVIDER
1 to 1 Beauty Therapy Training- Mt Waverley

DAY & TIME
Units 3 & 4 Wednesday 1:30pm- 4:30pm

NUMBER OF STUDENT PLACES
20 places are available in this program

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

VCE: Block credit arrangements are available for this program

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
3 hour work placement is required.

ADDITIONAL INFORMATION/REQUIREMENTS
Students are required to complete Certificate II in Retail Cosmetic services before being considered for this program.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Design and apply remedial camouflage, merchandise products and sale products and services.

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

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

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

Orientation evening date and time to be confirmed.
Attendance is compulsory.

“Great balance of theory and practical work”
CHC30708 CERTIFICATE III IN CHILDREN’S SERVICES

COURSE AIMS
This program provides students with the ability to work as a level III childcare worker in a variety of early childhood settings and out-of-school hours’ programs.

WORK PLACEMENT
Students must take up to two weeks work experience in the children’s service field. It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

UNIT 1 & 2 PROGRAM CONTENT
Competencies covered in the first year include:
OH&S, health and safety of children, applying first aid, providing care for children and babies, working effectively with families to care for a child.

UNIT 3 & 4 PROGRAM CONTENT
Competencies covered in the second year include:
Supporting the development of children, interacting effectively with children, understanding of children’s interests and developmental needs, identifying and responding to children at risk, providing nutritionally balanced food in a safe and hygienic manner.

PATHWAYS
Certificate IV in Community Services (Lifestyle and Leisure)
Certificate IV in Youth Work
Certificate III in Aged Care/Home and Community Care
Diploma in Early Childhood Development

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Childcare worker
- Kindergarten Teacher
- School Teacher

Orientation evening date and time to be confirmed. Attendance is compulsory.

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

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

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

DAY & TIME
Units 1 & 2 Wednesday 1:30pm - 4:30pm
Units 3 & 4 (Box Hill only) Wednesday 1:30pm - 4:30pm

NUMBER OF STUDENT PLACES
60 places are available in this program

CLUSTER PROVIDER
Box Hill Institute
Fairhills High School

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

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

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

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.
30771QLD CERTIFICATE III IN
CHRISTIAN MINISTRY & THEOLOGY

COURSE AIMS
The certificate in Christian Ministry aims to help students to grow in understanding and wisdom, build leadership skills and develop character through exploration of Christian faith and engagement in practical Christian services.

CLUSTER PROVIDER
Waverley Christian College- TBM Training Pty Ltd

DAY & TIME
Units 3 & 4 Wednesday 2:00pm- 4:00pm

NUMBER OF STUDENT PLACES
Approximately 5 places are available in this program.

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

VCE: Block credit arrangements are available for this program. Students can obtain a unit 3 – 4 sequence equivalent by undertaking this course.

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

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

WORK PLACEMENT
Not required but recommended.

ADDITIONAL REQUIREMENTS/ INFORMATION
Students will need to be available for 3 weekend retreats.

UNIT 3 & 4 PROGRAM CONTENT
The course includes practical components, discussion groups, mentoring, private study and two camps.

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

PATHWAYS
Certificate IV in Christian Ministry
Diploma of Christian Ministry
Advanced Diploma of Christian Ministry

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Pastor
- Youth Worker
- Social Work
- Chaplain

Date and time for Orientation evening at Waverley Christian College to be confirmed. Attendance is compulsory.

“This course is super fun and anyone who does it will grow spiritually, meet great people and learn heaps about God”

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CHC20108 CERTIFICATE II IN COMMUNITY SERVICES WORK

COURSE AIMS
This program provides entry – level training for prospective applicants who may enter a wide variety of careers in the highly diverse area of Community Services. Further studies and careers are available in fields such as: Nursing, Disability Studies, Youth Work, Occupational Therapy, Psychology, Aged Care, Child Protection, and Children’s Services.

CLUSTER PROVIDER
Box Hill Institute

DAY & TIME
Box Hill Institute
Units 1 & 2 Wednesday 1.30pm – 4.30pm
Units 3 & 4 Wednesday 1.30pm – 4.30pm

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

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

WORK PLACEMENT
80 hour placement required over the two years.

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

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

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies to be covered include:
Implement a community development strategy
Operate under a casework framework
Advocate for clients
Support group activities
Support the development of children in the service.

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

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

Venue and time for Community Services Orientation evening to be confirmed. Attendance is compulsory.
HLT30107 CERTIFICATE III IN DENTAL ASSISTING

COURSE AIMS
The qualification aims to provide students with foundation skills and knowledge to assist a dentist in the treatment of a patient during chair side procedures and the administrative tasks involved in working in a dental practice.

CLUSTER PROVIDER
Box Hill Institute

DAY & TIME
Units 1 & 2 Wednesday 1:30pm-4:30pm

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

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry and Work Related Strands.

VCE: On completion students will be eligible for block credit towards their VCE.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
Students will need to undertake a minimum of 300 hours of work placement over the 2 years. Some of these hours will be included during the weekly allocated class times. In addition, extra hours of work placement may be undertaken during school holidays.

ADDITIONAL REQUIREMENTS/INFORMATION
Students must be prepared to undertake any vaccinations required to work in this Health environment.

UNIT 1 & 2 PROGRAM CONTENT
Competencies covered in the first year include:
- OH&S processes, complying with infection control policies and procedures in health, processing reusable instruments and equipment in health work.

UNIT 3 & 4 PROGRAM CONTENT
Competencies covered in the second year include:
- Preparing for and assisting with oral care procedures, assisting with dental radiography, assisting with administration in dental practice, communicating and working effectively in the health industry, applying first aid.

PATHWAYS
An apprentice who completes a Certificate III is able to work as a dental assistant with Dentists, Dental Specialists, Dental Hygienists and Dental Therapists.

Further studies include:
- Certificate IV level, specialising in Oral Health Promotion, Dental Radiography or Dental Practice Administration.
- Advanced Diploma level studying Dental Prosthetics or Dental Hygiene.
- Some students also go on to study dentistry at university.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Dental Assistant
- Dental Hygienist
- Dental Therapist
- Dental Radiographer
- Dentist

Date and time for Orientation evenings at Box Hill Institute to be confirmed. Attendance is compulsory.
WRH20109 CERTIFICATE II IN HAIRDRESSING

COURSE AIMS
The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the Hairdressing Industry. The program covers broad based and core skills in Hairdressing Services.

CLUSTER PROVIDER
Box Hill Institute, Elgar Campus
Headmasters Academy, Melbourne (City)

DAY & TIME
Headmasters: Units 1 & 2 Wednesdays 9:00am – 4:30pm
Box Hill Institute: Units 1 & 2 Fridays 9:00 am – 3:00pm

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

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL
VCE: Block credit arrangements are available for this program
ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
80 hours required.

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

PROGRAM CONTENT
This program includes preparing clients for salon service, maintaining equipment, performing head, neck and shoulder massage, drying hair to shape and braiding techniques

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

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Certificate III in Hairdressing
- Certificate IV in Hairdressing
- Advanced Diploma in Hairdressing

Date and time for Orientation evenings at Headmasters Academy and Box Hill Institute to be confirmed. Attendance is compulsory.
DUAL PROGRAM - SIH20111/SIH30111 CERTIFICATE II IN HAIRDRESSING and SIB20110 CERTIFICATE II IN RETAIL MAKE UP & SKIN CARE

COURSE AIMS
The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the Hairdressing Industry and/or the Beauty Industry. The program covers broad based and core skills in both Hairdressing and Beauty Services. Students will learn about the fundamentals of retail operations as they apply to selling skin care products and cosmetics, including demonstrating skin care products.

CLUSTER PROVIDER
One to One Beauty- Eastern College of Hairdressing (ECOH), Ringwood

DAY & TIME
ECOH – Eastern College of Hairdressing, Ringwood and various Salons accessible by public transport to Mullum Cluster students.
Units 1 & 2 Wednesday 1:00pm – 4:30pm
Units 1 & 2 Friday 9:00am- 4:00pm

NUMBER OF STUDENT PLACES
Approximately 60 places are available in this program.

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

VCE: Block credit arrangements are available for this program

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Where a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
3 hour work placement is required.

ADDITIONAL REQUIREMENTS/INFORMATION
Cost includes tuition, kit and uniform. Please note that this is a one year course.

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

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

PATHWAYS
Certificate III in Hairdressing/ Certificate III in Beauty Therapy
Certificate IV in Hairdressing/ Certificate IV in Beauty Therapy
Diploma of Beauty Therapy
Advanced Diploma in Hairdressing

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

Date and time for Orientation evenings at ECOH to be confirmed. Attendance is compulsory.

“The best aspect was developing our skills through practical work”

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DUAL PROGRAM - SIT20307 CERTIFICATE II IN KITCHEN OPERATIONS & selected units from SIT20207 CERTIFICATE II IN HOSPITALITY

COURSE AIMS
This dual qualification provides students with an overview of the hospitality industry. It provides training and skills development in a range of kitchen functions and activities, and in food and beverage service. At the completion of Unit 1 & 2 course, students can then elect to enroll in Units 3 & 4 Hospitality (front of house) or Kitchen Operations (back of house).

CLUSTER PROVIDER
Aquinas College

DAY & TIME
Units 1 & 2 Tuesday 2:30pm – 6:30pm
Units 1 & 2 Wednesday 1:30pm – 5:30pm

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

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

VCE: Students will be eligible for up to four units of credit for each stream. Two at Units 1 and 2 level for the first year and two units at the 3 / 4 level upon successfully completion of either second year program.

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

WORK PLACEMENT
Not required but recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Once accepted into the program students will be required to pay a non-refundable deposit to secure a placement in the program. Students will be issued with a chef’s uniform and equipment set which they will retain. Students will be required to attend a one week full time block in the school holidays.

UNIT 1 & 2 PROGRAM CONTENT
Competencies covered in the first year include:
- Develop and update hospitality industry knowledge
- Use basic methods of cookery
- Organise and prepare food
- Present food
- Clean and maintain kitchen premises
- Serve food and beverage to customers
- Clean and tidy bar areas
- Apply hospitality skills in the workplace

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
The Dual Program allows students to participate in units that will give them both “back of house” and “front of house” experience. This enables students to select the more appropriate and suitable course in units 3 & 4 (either Hospitality or Kitchen operations).

Date and time for Orientation evening at Aquinas College to be confirmed. Attendance is compulsory.
SIT20207 CERTIFICATE II IN HOSPITALITY with selected units from CERTIFICATE III HOSPITALITY

COURSE AIMS
The program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the hospitality area, with specific focus on food and beverage activities (i.e. front of house).

CLUSTER PROVIDER
Aquinas College
Mater Christi College
Templestowe College

DAY & TIME
Aquinas College
Units 3 & 4 Tuesday 2:30pm – 6:30pm
Units 3 & 4 Wednesday 1:30pm – 5:30pm

Mater Christi College
Units 1 & 2 Wednesday 1:50 pm – 5:50pm
Units 3 & 4 Wednesday 1:50pm – 5:50pm

Templestowe College
Units 1 & 2 Wednesday 1:30 pm – 5:30pm
Units 3 & 4 Monday 4:00pm – 8:00pm

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

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

VCE: Students who complete Certificate II in Hospitality and selected units of competence from Certificate III in Hospitality will be eligible for up to five units of credit: three at Units 1 and 2 levels and two at Units 3 and 4 levels.

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

WORK PLACEMENT
Not required but strongly recommended to meet the ‘Apply Hospitality Skills in the Workplace’ module.

ADDITIONAL REQUIREMENTS/INFORMATION
There are no additional requirements.

UNIT 1 & 2 PROGRAM CONTENT
Competencies covered in the first year include:
Developing and updating hospitality industry knowledge, following health and safety procedures, organizing and preparing food, presenting food, clean premises and equipment, clean and tidy bars and receiving and storing stock.

UNIT 3 & 4 PROGRAM CONTENT
Competencies covered in the second year include:
Prepare and serving non-alcoholic beverages, develop and update food and beverage knowledge, RSA, provide food and beverage service and prepare and serve espresso coffee.

More information on the content of this program will be given at the compulsory orientation evening. N.B. This course is subject to change.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
Food and beverage attendant, waiter or barista, bar/bottle shop attendant, front office/receptionist, kitchen hand. With additional training and experience, future employment outcomes may include restaurant manager, sommelier, and maître d’.

Date and time for Orientation evenings at Aquinas College, Mater Christi College and Templestowe College to be confirmed. Attendance is compulsory.

“Really fun course, it gives me good experience and you get a lot out of it. We learn new things such as safety, personal hygiene and cooking”- Hayley
SIT20307/ SIT20207 CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS)

COURSE AIMS
This certificate provides students with an overview of the hospitality industry. It provides students with the skills and knowledge to be competent in a range of kitchen functions and activities (i.e. back of house).

CLUSTER PROVIDER
Aquinas College
The Knox School
Wantirna College

DAY & TIME
Aquinas College
Units 3 & 4 Tuesday 2:30 pm – 6:30pm
Units 3 & 4 Wednesday 1:30pm – 5:30pm

The Knox School
Units 1 & 2 Wednesday 1:30pm to 6:30pm
Units 3 & 4 Tuesday 4:00pm to 9:00pm

Wantirna College
Units 1 & 2 Wednesday 1:30pm- 5:30pm

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

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

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

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

WORK PLACEMENT
Students are required to undertake 12 shifts in the second year, with a single shift being a minimum of 2 hours.

ADDITIONAL INFORMATION/REQUIREMENTS
Students will be required to wear a chef’s uniform and an excursion may be planned.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Develop and update hospitality industry knowledge, use basic methods of cookery, organize and prepare food, present food and clean and maintain premises.

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

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

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Chef
• Cook
• Food Production
• Catering Manager

Date and time for Orientation evenings at Aquinas College, The Knox School and Wantirna College to be confirmed. Attendance is compulsory.
WRB20204 CERTIFICATE II IN MAKE–UP SERVICES

COURSE AIMS
This program is an introduction to vocational training and will provide students with the basic knowledge and skill development to enhance their employment prospects and further study in the beauty industry. The Mullum Cluster providers offer the Certificate III over two years.

CLUSTER PROVIDER
Headmasters Advanced Academy, Melbourne (City)

DAY & TIME
Units 1 & 2 Wednesdays 9:00am – 4:30pm
Units 3 & 4 Wednesdays 9:00am – 4:30pm

NUMBER OF STUDENT PLACES
40 places are available in this program

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

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

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

WORK PLACEMENT
40 hours required

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

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Design and apply make-up, design and apply make-up for photography, apply nail art, provide manicure and pedicure.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Design and apply remedial camouflage, merchandise products and sell products and services.

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

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

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

Orientation evening date and time to be confirmed.
Attendance is compulsory.
DUAL PROGRAM - SIB20210
CERTIFICATE II IN NAIL TECHNOLOGY
and SIB20110 IN RETAIL MAKE-UP
AND SKIN CARE

COURSE AIMS
Upon completion of these certificates students will be qualified nail technicians and will be able to perform manicures, pedicures, apply acrylic and gel nail enhancements and apply a range of make-up techniques.

CLUSTER PROVIDER
Box Hill Institute

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm – 7:30pm

NUMBER OF STUDENT PLACES
20 places are available in this program

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL
VCE: Secondary schools will need to apply to the VCAA for recognition of this program as Block Credit towards the student’s VCE. For further information and an application form please see the VCAA website.

WORK PLACEMENT
40 hours of work placement is required

ADDITIONAL INFORMATION/REQUIREMENTS
Students are required to provide black flat closed toe shoes and long black pants. (No leggings)

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Working in nail services framework, design and apply make-up, provide manicure and pedicure.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Demonstrate retail skin care products, merchandise products and sell products and services. Design and apply make-up for photography, apply nail enhancement.

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

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

Orientation evening date and time to be confirmed.
Attendance is compulsory.
**SIB20210 CERTIFICATE II IN RETAIL MAKE-UP AND SKIN CARE**

**COURSE AIMS**
The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the Beauty Industry. The program covers broad based and core skills in Beauty Services. Students will learn about the fundamentals of retail operations as they apply to selling skin care products and cosmetics, including demonstrating skin care products.

**CLUSTER PROVIDER**
Box Hill Institute, Elgar Campus

**DAY & TIME**
Units 1 & 2 Wednesdays 1.30pm – 6.00pm

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

**CONTRIBUTION TO VCAL/VCE**
- **VCAL**: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL
- **VCE**: Secondary schools will need to apply to the VCAA for recognition of this program as Block Credit towards the student’s VCE. For further information and an application form please see the VCAA website.

**WORK PLACEMENT**
40 hours required

**ADDITIONAL INFORMATION/REQUIREMENTS**
Please note that this is a one year course only

**UNIT 1 & 2 PROGRAM CONTENT**
This program includes preparing clients for salon service, maintaining equipment, performing head, neck and shoulder massage, dying hair to shape, braiding techniques, selling products and working effectively in retail.

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

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

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

*Orientation evening date and time to be confirmed.
Attendance is compulsory.*
SIS30510 CERTIFICATE II SPORT & RECREATION (BASKETBALL)
(plus some units from Certificate III)

COURSE AIMS
Provide participants with the knowledge and skills to achieve units of competence that will enhance their career prospects in the sport and recreation field with a focus in basketball.

CLUSTER PROVIDER
Fairhills High School- Basketball Academy

DAY & TIME
Fairhills High School
Units 1 & 2 Wednesday 1:30pm – 4:30pm

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

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Block credit arrangements are available at the Unit 1 & 2 level for the Certificate II program.
ATAR: There is no ATAR contribution for the Certificate II program.

WORK PLACEMENT
200 hours over 2 years (approximately 1 hour a week at club level) will be part of the program; this will be achieved in partnership with clinics run at the local Primary schools. Certificate II recommends 80 hours.

ADDITIONAL INFORMATION/REQUIREMENTS
Players are required to purchase a uniform that will consist of a polo shirt, referees shirt, black mesh shorts, track pants and a jumper. Players are required to bring a leather indoor basketball, and a whistle with lanyard. These items can be purchased ‘at cost’ through Fairhills Basketball Academy. Players must comply with OHS procedures and wear sports appropriate athletic shoes at all times when participating in practical activities.

UNIT 1 & 2 PROGRAM CONTENT
Students will teach and develop the basic skills as well as basic tactics and strategies of basketball, sports administration, conducting a community basketball development program, sports first aid, OHS procedures, prepare and conduct a basketball competition at a local primary school. Complete 3 of 4 electives from basketball elective groups.

UNIT 3 & 4 PROGRAM CONTENT
Students gain in depth knowledge and skills with a strong sports focus such as facility management, they will conduct a community basketball development program, coach players with special needs, coordinate an Access for all athletes with disabilities event. Complete 4th elective from Basketball elective group.

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

PATHWAYS
Further TAFE based training opportunities also exist in:
Certificate III in Sport and Recreation
Certificate III in Sport and Recreation
Diploma in Sport and Recreation
Also in Coaching and Sports Development.

POSSIBLE FUTURE CAREER OPPORTUNITIES
This course has many possible pathway outcomes; students will be encouraged to consider university pathways into:
- Exercise Science
- Physiotherapy
- Sports Medicine
- Nutrition
- Human Movement
- Physical Education teaching

Date and time for Orientation evening at Fairhills High School to be confirmed. Attendance is compulsory.
SIS20210/ SIS30510 CERTIFICATE II & CERTIFICATE III IN SPORT & RECREATION (FITNESS OR OUTDOOR RECREATION STREAMS)

COURSE AIMS
The qualification aims to provide students with foundation skills and knowledge to assist in employment or further study in the fitness and/or outdoor recreation industry.

CLUSTER PROVIDER
Bayswater Secondary College- Box Hill TAFE
Scoresby Secondary College
Wantirna College

DAY & TIME
Bayswater Secondary College – Outdoor Recreation Stream
Units 1 & 2 Wednesday 11:30am- 4:30pm
Units 3 & 4 Wednesday 11:30am- 4:30pm
Scoresby Secondary College – Fitness Stream
Units 1 & 2 Wednesday 12:00pm- 4:00pm
Units 3 & 4 Wednesday 12:00pm- 4:00pm
Wantirna College – Fitness Stream
Units 1 & 2 Wednesday 1:00pm- 5:30pm

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

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry and Work Related Strands.

VCE: On completion students will be eligible for five VCE units. Three at the Units 1 & 2 level and two at the 3 & 4 level.

ATAR: Study score is available for this program.

WORK PLACEMENT
Students will be required to undertake a minimum 40 hour work placement.

ADDITIONAL REQUIREMENTS/INFORMATION
Students will be required to wear the supplied VET jacket as well as their schools sports uniform track pants or shorts. Excursions to Recreation Facilities are covered in course fees.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Developing knowledge of the sport and recreation industry as well as preparing and conducting sport and recreation sessions for participants. Students will gain various first aid, OH&S, umpiring and coaching certificates as well as learning how to respond to emergency situations.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Learning how to conduct basic warm-up and cool-down programs, plan and conduct sport and recreation sessions, analyse participation patterns, provide public education on the use of resources, Undertake risk analysis of activities, provide fitness orientation and health screening and instruct and monitor fitness programs.

PATHWAYS
This program aims to provide specific skills and knowledge required for an assistant level employee at an aquatic centre or gymnasium/dry area fitness centre.
- Certificate III and IV in Community Recreation
- Certificate III and IV in Sport (Officiating, Coaching, Trainer)
- Diploma of Community Recreation or Sport and Recreation or Sport Coaching
- University - Human Movement, Sports Administration, Fitness Leadership, Outdoor Recreation, Physical Education -Teaching

POSSIBLE FUTURE CAREER OPPORTUNITIES
The VCE VET Sport and Recreation program provides students with the opportunity to acquire and develop the skills, knowledge and confidence to work in the areas of community, sport and outdoor recreation.
Example:
- Coach
- Sportsperson
- Aerobics/Fitness Instructor
- Exercise Physiology
- Personal Trainer
- Ranger
- Recreation Officer
- Community Sports Manager

Date and time for Orientation evenings at Bayswater Secondary College, Scoresby Secondary and Wantirna College to be confirmed. Attendance is compulsory.

“I enjoyed snorkelling and swimming with the seals. I also enjoyed sailboarding and the friendships made within the class.”
ICA20105 CERTIFICATE II IN INFORMATION TECHNOLOGY

COURSE AIMS
The competencies for completion of Certificate III in Information Technology are designed to equip students with the foundational skills and knowledge they need to function effectively in the IT environment in the workplace.

CLUSTER PROVIDER
Fairhills High School- Holmesglen TAFE
East Doncaster Secondary College – Holmesglen TAFE

DAY & TIME
Fairhills High School
Units 1 & 2 Wednesday 1:30pm – 4:30pm

East Doncaster Secondary College
Units 1, 2, 3 & 4 Wednesday 1:30 pm – 4:30 pm

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

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

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

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

WORK PLACEMENT
Students are required to complete 40 hours of placement.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Designing organisational documents using computer packages, integrating computer packages, working effectively in an IT environment, installing software applications, apply problem solving techniques, connecting hardware peripherals, access and using the internet.

PATHWAYS
Certificate IV in Information Technology –
Choosing one of three special areas:
Technical & User Support, Software Development or Software Applications
Diploma of Information Technology
Degree in Information Technology

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

Date and time for Orientation evenings at Fairhills High School and East Doncaster Secondary College to be confirmed.
Attendance is compulsory.

“It is a great way to expand your IT skills beyond what you normally use in the classroom and it helps to make you more efficient in your other work. The work you do is hands on and practical so that you get to see the programs and documents used in a business setting.”

“This program includes work placement and this is a great way to see and experience what it is like working in the I.T industry.”

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MSL30109 CERTIFICATE III IN LABORATORY SKILLS

COURSE AIMS
This program aims to introduce students to the basic workplace skills needed to gain entry level work in typical modern laboratories. In an engaging environment they will be given the background knowledge and training in communication; laboratory organization and OH & S; basic laboratory equipment and testing practices; following set procedures, proper record keeping and more, using real world examples and situations. Industry related excursions are planned to further stimulate students on the possible job outcomes to work as laboratory assistants or attendants in the food, chemical, manufacturing, construction, materials, biological, environmental or pathology industry sectors.

CLUSTER PROVIDER
KIOSC Trade Training Centre- Swinburne University, Wantirna Campus

DAY & TIME
Units 1 & 2 Wednesday 9:00am- 3:00pm
Units 3 & 4 Wednesday 9:00am- 3:00pm

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

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

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

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

WORK PLACEMENT
Not required but recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to wear enclosed footwear; no open-toed shoes or sandals. Long hair must be tied back. Several excursions are planned to specific industry related work places.

UNIT 1 & 2 PROGRAM CONTENT
Certificate II Laboratory Skills is based on practical hands-on skills necessary for jobs in modern workplaces. The first year units cover communication and organizational skills, recording and presenting data, sustainable work practices, workplace laboratory safety and maintenance, elective sampling and basic laboratory tests.

UNIT 3 & 4 PROGRAM CONTENT
In the second year of study students perform aseptic techniques and prepare culture media, prepare working solutions, and perform microscopic examinations. These electives cover basic skills for students to work on in food or medical/hospital or similar type laboratories, or as credits for pathway programs within TAFE and/or universities.

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

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
Successful completion of the full two year program satisfies for the award Certificate III in Laboratory Skills which is an entry level qualification for junior or laboratory assistant type roles in a range of industries, including health; food; environmental; pharmaceutical; manufactured products and geo-technical. Job roles in a laboratory may be collecting or receiving samples; performing basic tests on samples using set procedures; preparing the materials needed for these, and recording the data and other records.

Date and time for Orientation evening at KIOSC to be confirmed. Attendance is compulsory.

“Participation in Certificate III, Laboratory Skills at Swinburne Wantirna has been an extremely enjoyable and insightful experience. I look forward to coming in every Wednesday doing experiments and catching up with all my new friends”- Felicity Kaye, Fairhills High School
**CUF30107 CERTIFICATE III IN MEDIA**

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

**CLUSTER PROVIDER**
- Boronia K-12 College
- Upwey High School
- Vermont Secondary College

**DAY & TIME**
- **Boronia K-12 College**
  - Units 1 & 2 Wednesday 1:00pm – 5:00pm
- **Upwey High School**
  - Units 3 & 4 Wednesday 1:30pm- 5:30pm
- **Vermont Secondary College**
  - Units 1 & 2 Wednesday 8:45 am – 1:00 pm
  - Units 3 & 4 Wednesday 1:30pm – 6:00pm

**NUMBER OF STUDENT PLACES**
70 places are available in this program.

**CONTRIBUTION TO VCAL/VCE**
- **VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
- **VCE:** Students who complete Certificate III in Media will be eligible for up to four units of credit at Units 1 and 2 level and a Units 3 and 4 sequence.
- **ATAR:** Students wishing to receive an ATAR contribution for the Units 3 and 4 sequences must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

**WORK PLACEMENT**
Not required but recommended.

**UNITS 1 & 2 PROGRAM CONTENT**
Sample competencies covered in the first year include:
- Learning a variety of software skills including Photoshop, Dreamweaver, Audacity and Flash. The course prepares students for the Multimedia and Media Industry. OH&S, design, creativity and workplace skills are emphasized throughout the course. The course at Vermont SC has a focus on Digital Photography.

**UNIT 3 & 4 PROGRAM CONTENT**
Sample competencies covered in the second year include:
- Designing and creating 2D digital animations, as well as writing content for a range of media. They will also author interactive sequences, prepare video assets and create visual design components.

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

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

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

**Attendance is compulsory.**

*Date and time for Orientation evenings at Boronia K-12 College, Upwey High School and Vermont Secondary College to be confirmed.*
COURSE AIMS
The VCE VET Automotive program provides a transition for students who wish to choose Automotive Technician as a career path, or further develop skills to allow progression into the automotive industry. The course includes students participating in project based learning, team work and simulated practical work tasks and offers opportunity for students to participate in entry-level studies that may lead to an apprenticeship and/or provide further opportunities and study options towards an Automotive career.

CLUSTER PROVIDER
Mullauna College
Ringwood Secondary College- Ringwood Trade Training Facility

DAY & TIME
Mullauna College
Units 1 & 2 Wednesdays 1:30pm-4:30pm
Units 3 & 4 Wednesdays 8:00am-11:00am
Ringwood Secondary College- Ringwood Trade Training Facility
Units 1 & 2 Thursdays 8:00 am- 12:30 pm
Units 1 & 2 Thursdays 1:00pm- 5:30pm

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

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

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

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

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

WORK PLACEMENT
Not required but recommended for enhancing practical skills.

ADDITIONAL INFORMATION/REQUIREMENTS
Students are required to have full length cotton drill overalls and steel-cap leather work boots. No bib and brace overalls. Clear lens safety glasses will be supplied.

UNIT 1 & 2 PROGRAM CONTENT
Units 1 & 2 of this course provide the learner with knowledge and skills relating to the use of hand tools and automotive equipment with a focus on occupational health and safety in the automotive industry. This learning is conducted in a simulated work environment where a wide variety of automotive repair procedures are conducted by the student including use of automotive electrical test equipment. Students will also conduct research into a variety of facets of the automotive industry.

UNIT 3 & 4 PROGRAM CONTENT
Building on the learning from units 1 & 2 the learner will proceed to conduct practical exercises of greater scale than those previously practiced. Dismantling and reassembly of engines, transmissions, cooling systems, steering systems and braking systems will be practiced as well as the construction of basic electronic circuits.

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

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Mechanic
- Auto Electrician
- Panel Beater
- Spray Painter
- Spare Parts Manager
- Automotive Engineer

Date and time for Orientation evenings at Mullauna College and RTTF to be confirmed. Attendance is compulsory.

“The teachers are pretty good, they are really quite friendly, the course in general is good. I like the practical side and just figuring out how to do stuff, knowing how to fix problems so you don’t have to pay someone else to do it is great.” – Genevieve Mucha
21844VIC CERTIFICATE II IN BUILDING & CONSTRUCTION (partial completion)

COURSE AIMS
This course is designed for people wanting to enter the building and construction industry to become apprentice carpenters. It will provide the knowledge and practical skills associated with working in the building construction industry and equip students with the ability to work safely in the industry.

On successful completion of this program students will have completed two thirds of the Certificate II in Building and Construction (Carpentry) Pre-Apprenticeship. Students will have the opportunity to complete the full Certificate II after successfully completing the VET program.

CLUSTER PROVIDER
Aquinas College
St Joseph’s College
Wantirna College

DAY & TIME
Aquinas College
Units 1 & 2 Wednesday 1:30pm-7:30pm
Units 3 & 4 Wednesday 1:30pm-7:30pm

St. Joseph’s College
Units 1 & 2 Wednesday 8:00am–12:30pm
Units 1 & 2 Wednesday 1:00pm–5:30pm
Units 3 & 4 Wednesday 8:00am–12:30pm
Units 3 & 4 Wednesday 1:00pm–5:30pm

Wantirna College
Units 1 & 2 Wednesday 8:30am–12:30pm
Units 1 & 2 Wednesday 1:00pm–5:00pm
Units 3 & 4 Thursday 1:00pm–5:00pm

NUMBER OF STUDENT PLACES
Approximately 140 places are available in this program.

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

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

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

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

WORK PLACEMENT
Not required but recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Student will be required to wear worksite appropriate clothing. More information will be given.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Basic first aid, workplace documents and plans, safe handling of power tools and red card qualifications.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Sub floor framing, wall framing, roof framing.

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

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

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

Date and time for Orientation evenings at Aquinas College, St Joseph’s College and Wantirna College to be confirmed. Attendance is compulsory.
CISCO1 - DISCOVERY

COURSE AIMS
Luther College will offer CISCO Discovery for students wishing to obtain a VCE pass for the VCE subject, CISCO 1. It provides an introduction to the world of computer networking and responds to the strong desire among students for exposure to networking.

CLUSTER PROVIDER
Luther College- Box Hill TAFE

DAY & TIME
Units 3 & 4 Wednesday 2:00pm – 5:30pm

NUMBER OF STUDENT PLACES
15 places are available in this program and is only offered to continuing students from 2012.

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Strand of VCAL.

VCE: Students who complete the delivered Discovery program will be eligible for two unit’s credit towards their VCE at a Unit 3/4 sequence.

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

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

WORK PLACEMENT
Not required but recommended.

UNIT 3 & 4 PROGRAM CONTENT
DISCOVERY STUDENTS: Luther College’s second year program covers the role of an ISP to provide an integrated solution for business or home computing. Networks are planned using sub-netting. Routers are configured statically and dynamically, using routing protocols. Routers are also configured with DHCP and NAT. Basic switch configurations are applied, including port security.

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

PATHWAYS
Certificate III in Information Technology
Certificate IV in Information Technology
Diploma of Information Technology
Advanced Diploma of Computer Science
Degree in Information Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Network Engineer
- Solution Architect
- Computer Engineer

Date and time for Orientation evening at Luther College to be confirmed. Attendance is compulsory.
21887VIC CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (Pre-Vocational)

COURSE AIMS
The Pre-Vocational Electrotechnology program aims to equip learners with the knowledge and skills to seek employment as Apprentice Electricians. Electricians are employed to install electrical components or to maintain, repair or replace existing electrical infrastructure or products. This course was commonly known as an electrical pre-apprenticeship aims to provide students with general knowledge and skills relating to the electrical industry. This Certificate II in Electrotechnology may lead to an apprenticeship and/or provide a progression to Certificate III or IV in other electrotechnology fields.

CLUSTER PROVIDER
KIOSC Trade Training Centre- Swinburne University, Wantirna Campus

DAY & TIME
Year 1 Tuesday 9:00am – 3:00pm
Year 1 Thursday 9:00am- 3:00pm
Year 2 Wednesday 9:00am- 3:00pm
Year 2 Thursday 9:00am- 3:00pm

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

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Strand of VCAL. Secondary schools will need to apply to VCAA for recognition of the program as block credit towards the VCE at Unit 1 and 2 level. This course does not provide a 3 & 4 sequence.

ADDITIONAL INFORMATION/REQUIREMENTS
Students must wear suitable attire as is used in the construction workplace environment (steel capped leather work boots and workpants). No jewellery is allowed. A Casio FX-82AU scientific calculator is required.

WORK PLACEMENT
Not required but recommended.

YEAR 1 PROGRAM CONTENT
The first year provides a practical program backed up by theoretical application of electrical theory and principles. The program is delivered in two parts; theory in the morning and practical in the afternoon. Learn to dismantle, assemble & fabricate electrotechnology components and solve problems in multi path DC circuits and low voltage single path circuits. Use electrotechnology work activities to produce products.

YEAR 2 PROGRAM CONTENT
Year 2 gives an introduction into the electrotechnology industry. It steps through the complete job application process from beginning to end. Students use the latest technology to test, identify, document and report equipment faults, and then arrange and repair. Other subjects focus on providing sustainable domestic energy options whilst undertaking a work schedule selecting components, accessories or materials with minimal waste outcomes. Successful completion of this second year will provide the student with a full Certificate II in Electrotechnology (Pre-Apprenticeship) which is an advantage to obtaining a full time apprenticeship in the Electrotechnology industry.

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

PATHWAYS
This course provides basic skills and knowledge relevant to the electrical industry for possible employment at entry level. The Certificate II in Electrotechnology may lead to an apprenticeship and/or provide a progression to Certificate III or IV.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Electricians may be employed in the domestic, residential and heavy industrial areas, providing electrical installation, repair maintenance, modification and testing of electrical/electronic systems. Career options include installation and service of lifts and escalators, mechanical services electrician, fire alarms and security systems. Also commissioning electricians with air-conditioning, programmable logical controllers and pathways to electrical engineering.

Date and time for Orientation evenings at KIOSC to be confirmed. Attendance is compulsory.

"The course is structured well and easy to follow. The teacher made it as understandable as possible and helped us a lot. I am enjoying the course. I really want to do higher studies in Electrical." Riley - Waverley Christian College
2019 VIC CERTIFICATE II IN ENGINEERING STUDIES

COURSE AIMS
Certificate II in Engineering Studies provides students with practical skills and theoretical knowledge to undertake an apprenticeship in the engineering trade covering areas in basic machine processing, fabrication techniques and using power tools and computers for engineering related work activities. Students will also be involved in planning projects, producing basic engineering sketches and drawings, fabricating basic items and assembling and testing electronic engineering equipment, making it operational.

CLUSTER PROVIDER
KIOSC Trade Training Centre - Swinburne University, Wantirna campus
Ringwood Secondary College - Ringwood Trade Training Facility

DAY & TIME
KIOSC Trade Training Centre
Units 1 & 2 Thursday 9:00am-3:00pm
Units 3 & 4 Wednesday 9:00am-3:00pm

RTTF - Ringwood Trade Training Facility
Units 1 & 2 Wednesday 8:00am – 12:00pm
Units 1 & 2 Thursday 1:00pm – 5:00pm
Units 3 & 4 Wednesday 1:00pm – 5:30pm

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

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

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

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

WORK PLACEMENT
Yes a workplace is a compulsory element of this program, 80 hours is compulsory (at least 40 hours in the first year)

ADDITIONAL REQUIREMENTS/ INFORMATION
Full length cotton drill overalls and steel-cap leather work boots required. No bib and brace overalls. Clear lens safety glasses will be supplied.

UNIT 1 & 2 PROGRAM CONTENT
He student will participate in project work, related to the engineering and the manufacture of components; fabrications, assemblies or models. They will practice using hand & power tools; using a range of different machines and applying various fabrication techniques.

By completing Units 1 & 2 the student will establish a solid platform with a fundamental skills base required for further studies in Units 3 & 4 and the engineering sector.

UNIT 3 & 4 PROGRAM CONTENT
The theme of project work will be carried through to Units 3 & 4 with the students enhancing their skills, knowledge base and practical competency. They will produce engineering components and products by cutting; grinding; turning; fabricating and milling.

In addition they will follow working drawings and sketches as they plan to complete their working component or model and prepare for their final assessment.

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

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

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

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

Date and time for Orientation evenings at KIOSC and RTTF to be confirmed. Attendance is compulsory.

“The trainer, facility and equipment were awesome. The Cert II program helped me get an apprenticeship in my chosen field of engineering.” Justin- Ringwood Secondary College

[Image of student]
COURSE AIMS
This program is an introductory course that prepares students for work in equine related industries.

WORK PLACEMENT
Students must undertake a minimum of a 40 hour work placement. It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

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

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

NUMBER OF STUDENT PLACES
Unlimited places are available in this program

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

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

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

PATHWAYS
Bachelor of Equine Studies
Diploma of Equine Stud Management
Diploma of Sports Marketing
Diploma of Race (Thoroughbred) Training
Certificate IV in Horse Management
Certificate IV in Veterinary Nursing
Certificate III in Farrier
Certificate III in Racing Steward

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Racing Steward
- Farrier
- Veterinary Nurse
- Jockey
- Horse Trainer
- Stable Hand

Orientation evening date and time to be confirmed. Attendance is compulsory.
LMF 20309 CERTIFICATE II IN
FURNITURE MAKING (CABINET MAKING)

COURSE AIMS
This program is an introductory course that prepares students for work in the furniture and cabinet making industry.

CLUSTER PROVIDER
Box Hill Institute, Elgar Campus

DAY & TIME
Wednesdays 8:00am – 4:45pm

NUMBER OF STUDENT PLACES
20 places are available in this program

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

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

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

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

WORK PLACEMENT
Students are recommended to undertake a minimum of a 40 hour work placement. It is up to the student and school to ensure that this requirement is organised and met in consultation with Box Hill Institute.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Follow safe working policies and practices
- Join solid timber
- Construct a basic timber furnishing product

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

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

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

Orientation evening date and time to be confirmed. Attendance is compulsory.
RTF20403 CERTIFICATE II IN HORTICULTURE (Landscape)

COURSE AIMS
This program aims to train students in skills to assist in progressing to a Horticulture apprenticeship or further studies at Diploma/Degree level. The course has a landscaping focus.

CLUSTER PROVIDER
Fairhills High School/ Holmesglen TAFE – Waverley Campus (fortnightly rotation)

DAY & TIME
Units 1 – 4 Wednesday 9:00am – 1:00pm

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

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

VCE: Students who complete any of the eight RTF Certificate II in Horticulture qualifications will be eligible for up to five units credit towards their VCE: up to three units at Units 1 and 2, and a Units 3 and 4 sequence.

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

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

WORK PLACEMENT
Yes, 40 hours of work placement is required.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are expected to wear appropriate work attire. Visibility vest, work pants or overalls and steel-capped boots.

PROGRAM CONTENT
Over the two years students are introduced to landscaping design and construction, have the opportunity to observe environment work practices, plant trees and shrubs, recognise plants, treat weeds, lay paving and construct walls.

PATHWAYS
Certificate III in Horticulture
Certificate III in Horticulture-Landscape
Certificate III in Irrigation
Certificate IV in Conservation and Land Management
Certificate IV in Horticulture
Diploma in Horticulture
Diploma in Conservation and Land Management
Advanced Diploma in Conservation and Land Management

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Landscape Gardener
- Landscape Architect
- Horticulturalist
- Tree Surgeon
- Turf Manager

Date and time for Orientation evening at Fairhills High School to be confirmed. Attendance is compulsory.

“The program includes work placement and this is a great way to see and experience what it is like working in this industry. It is a great way to meet new people and see what it is like to attend a TAFE facility. There are a lot of hands on tasks outside so you are away from the classroom.”
22071VIC CERTIFICATE II IN INTEGRATED TECHNOLOGIES

COURSE AIMS
The VCE VET Integrated Technologies program aims to provide learners with the skills required by industries which broadly encompass electrotechnology, telecommunications, and information technology and security systems. Students will learn about Programmable Logic and Micro Controllers and develop real life projects. These skills will transfer into further vocational training and enable them to gain employment through an apprenticeship, traineeship or cadetship in fields such as electronics, entertainment, wireless and security systems, technical support for computer and electronic equipment, energy generation, sustainability, computer-controlled or communication applications and computer network support.

CLUSTER PROVIDER
KIOSC Trade Training Centre - Swinburne University, Wantirna campus
St Joseph’s College

DAY & TIME
KIOSC Trade Training Centre- Swinburne University, Wantirna campus
Units 1 & 2 Wednesday 9:00am- 3:00pm
St Joseph’s College
Units 1 & 2 Wednesday 8:30am – 3:30pm
Units 3 & 4 Wednesday 4:00pm – 8:00pm

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

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

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

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

WORK PLACEMENT
Not required but is recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to wear closed toe shoes, no jewelry is allowed (OH & S requirement) and a scientific calculator is required.

UNIT 1 & 2 PROGRAM CONTENT
Have you ever thought how your iPad was made? Well here you will develop the necessary skills using similar technologies to build and program your own robot. This involves soldering and testing micro components as well as adapting the program for your own winning strategies for the robot playoff at the end of the year. As part of this course you will go through a process to build your own private Wireless Local Area connection network (LAN). This skill can be implemented at home for LAN parties or for more serious business applications.

UNIT 3 & 4 PROGRAM CONTENT
Here we start you off testing and writing code for real applications using industrial automation that will give you added skill to gain an advantage in obtaining an apprenticeship. In addition, you will also develop your own microelectronic chips (PLD) with your application. Although these projects are a fun, their outcomes will assist you in achieving your ATAR score.

PATHWAYS
There are a number of pathways which a student may pursue via apprenticeship or traineeships or articulation into higher qualifications in electrotechnology and information technology. Skill areas within the industry include management of computer networks, manipulation or wireless communications, ability to analyze the amounts of data collected by smart devices and closer involvement in electricity generation.

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

Date and time for Orientation evenings at KIOSC and St Joseph’s College to be confirmed. Attendance is compulsory.
ICT 20210 CERTIFICATE II IN TELECOMMUNICATIONS (OPEN CABLELING)

COURSE AIMS
The qualification forms part of the Integrated Telecommunications Training Package. It provides training in the installation of telecommunications and data cabling and cabling products on customer premises in accordance with Australian Communications Authority requirements under the auspices of the industry registration regime.

CLUSTER PROVIDER
Box Hill Institute, Nelson Campus

DAY & TIME
Units 1 & 2 Wednesday 1:30pm - 4:30pm

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

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry and Work Related Strands.

VCE: On completion students will be eligible for block credit towards their VCE.

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION
Please note that this is a one year program only.

UNIT 1 & 2 PROGRAM CONTENT
Competencies covered in the first year include:
- Install cable support systems, place and secure cable, terminate metallic conductor cable, install functional and protective telecommunications earthing system, joint copper cable, alter services to existing cable system, organize and monitor cabling to ensure compliance with regulatory and industry standards.

PATHWAYS
Certificate III in Telecommunications
Certificate III in Telecommunications Cabling
Certificate III in Broadband and Wireless
Certificate III in Broadband and Wireless Networks Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
Cable Jointers or Telecommunications Workers install, maintain and repair data transmission equipment, aerial lines, conduits, cables, radio and TV antennae and telecommunications equipment and appliances. The course prepares participants for a career in the installation of data networks including the new National Broadband Network (NBN).

Date and time for Orientation evenings at Box Hill Institute to be confirmed. Attendance is compulsory.