2014 VET in Schools Handbook
Inner Melbourne & Eastern Network VET Clusters
We’re posting all the latest info and updates on courses, information sessions, class updates, careers info, photos, news items, interesting articles, events, videos, job opportunities, pathways and support, news items, plus lots more.
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THINK AHEAD
SET YOURSELF UP FOR SUCCESS
DO A VET IN SCHOOLS COURSE
What is VET in Schools (VETiS)?

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

FEATURES OF VET
- It combines 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
- Develops students’ employability and industry-specific skills
- It is a vocationally oriented school program designed to meet the needs of industry

HOW DOES VET WORK?
A VET in Schools program is usually made up of:

Units of Competency:
Delivered by a registered training organisation (e.g. TAFE), the 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 a 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 Program. 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);
- All three sequences other than English, can be approved VCE VET Unit 3 & 4 sequences, with study scores;
- Scored VCE VET programs contribute directly to the ATAR in the Primary 4 or as a 5th or 6th study increment.

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

VET INCREASES STUDENTS’ LEARNING POTENTIAL
- Broadens VCE/VCAL options;
- Develops students’ 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 employers’ expectations and real working conditions;
- Develops students’ capacity for cooperation, teamwork and leadership skills development;
- Assists in transition from school to work.
This handbook outlines an extensive selection of VETiS programs available to students at member schools for 2014 as brokered by the Inner Melbourne and Eastern Network VET Clusters.

Read the requirements of your selected VETiS program carefully.

Please note that printed arrangements regarding times, venues and course outlines are subject to change and will be confirmed at the course-specific Orientation Evenings scheduled for Term 4 2013. All successful applicants to programs will be notified of changes prior to course commencement, via their school’s VET Coordinator.

FIVE-STEP APPLICATION PROCESS FOR ENROLMENT INTO 2014 VETiS PROGRAMS

STEP 1
Read the handbook and course requirements carefully, select your program and complete the Application Form (located at the end of this handbook). Submit this application to your VET Coordinator or Careers Advisor by the due date as indicated by your school.

STEP 2
Online Application: Go to www.imvc.com.au click on the VETiS Student Login under the Quick Links menu on the homepage. You will then be redirected to the IMVC and ENVC VETiS Student Portal where you can submit an electronic application.

Students who do not complete Steps 1 & 2 will not be eligible for enrolment in a 2014 VETiS Program.

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

STEP 4
Attend the compulsory Orientation Evening in Term 4 (for prospective first year and/or Units 1 & 2 students and parents/guardians). Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3. Students who do not attend may not be considered for a 2014 VETiS Program.

STEP 5
There are tuition/materials costs associated with each program. Applicants should contact their VET Coordinator for an estimate of costs. Your school’s Careers/VET Coordinator will confirm your enrolment by Term 4, 2013.

VETiS COURSE REQUIREMENTS
Students enrolling in a VETiS program through the IMVC or ENVC will be required to complete a commitment form covering their code of conduct. Further to this, additional course requirements set out by the IMVC and ENVC must also be adhered to. It is important that parents and students take time to read the following course requirements before submitting an application 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/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 IMVC and ENVC first year (Unit 1 & 2) VETiS programs will hold an Orientation Evening early in Term 4. Students will receive a full course outline, have an opportunity to meet and speak with trainers and be given a Student Commitment Form. The form must be completed on the evening and returned to an IMVC staff member to ensure that their VETiS application is processed.

5 STUDENT COMMITMENT FORMS
This form is part of the enrolment process and outlines all student responsibilities in regards to work requirements, student behaviour and course expectations. Failure to complete and submit this form will jeopardise a student’s application for a program.

6 PROGRAM COSTS
All VETiS programs offered through the IMVC and ENVC attract costs. Through the clustering arrangement, these costs are kept to a minimum where possible. Program costs will vary according to the purchase of training hours, the materials required by students to complete the program, uniforms, trade materials, books and equipment required. It should be noted that a student’s school determines costs and payment of costs.

Please note: Once students have commenced the course, program costs cannot be refunded.
7 **WORK PLACEMENT**
Work Placement or Structured Workplace Learning is a key feature of VETiS programs. All students are encouraged to complete a *minimum* of one week (40 hours) work placement in a related industry. Students undertaking VETiS courses with compulsory work placements (e.g., Certificate II in Hospitality) will be offered assistance, through the IMVC, to source a suitable placement. It is the responsibility of the student however, to ensure that all paperwork associated with structured work placements are completed and returned promptly.

8 **REPORTS**
All students undertaking an IMVC/ENVC VETiS program will receive official written progress reports. These reports are issued by the respective training providers for each program and supplied to the student’s school. These reports will include information on completed competencies, student learning, attendance, behaviour and general comments. Parents will receive a copy of these reports in Terms 1, 2 and 4. Completed Certificates will be sent directly to the students’ schools at the completion of the course. Schools will forward these 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 VETiS program will receive notification of their final results through the Victorian Registration & Qualifications Authority – VRQA. VETiS 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.

9 **STUDENT BEHAVIOUR**
Over 1000 students undertake VETiS programs through the IMVC and ENVC each year. To ensure the success, continuity and availability of VETiS programs to all Cluster students, it is imperative that students abide by the trainer’s rules and the rules of the Host School whenever they are on site. This includes meeting Occupational Health and Safety requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard.

10 **‘CATCH UP’ CLASSES**
Where necessary, students may be required to attend ‘catch up’ classes after school, during the school holidays or on the weekend. The student and/or parent will be required to cover additional costs related to these classes should they be applied.

11 **ABSENCE FROM SECOND YEAR VETiS PROGRAMS WITH SCORED ASSESSMENT**
Second year students who are absent from class on a day when an assessed task is held, should:
1. Contact their VET Coordinator at school and their VET Trainer by 9am.
2. Provide a detailed parental note immediately upon return to school. A copy should be given to the VET Coordinator by 9am and a copy should be faxed to the VET Trainer.

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

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

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

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

*Qualifications and course structures published in this handbook were correct at time of publication (July 2013). Please check the VCAA or IMVC website for updates.*
Who is the Inner Melbourne VET Cluster (IMVC)?

The Inner Melbourne VET Cluster (IMVC) is a unique partnership of 50 member schools located in the inner Melbourne region. The partnership is cross sectoral that is, representatives from State, Catholic and Independent schools have formed a collegial association to extend the vocational training needs of students in the post compulsory years.

The IMVC was established as a partnership program in 1998 and currently works with schools across five city council areas to facilitate VET in Schools programs and provide structured workplace learning opportunities using the Cluster’s distinctive Host School Model. Students accessing IMVC VET in Schools programs come from the City of Melbourne, the City of Port Phillip, the City of Stonnington, City of Boroondara, City of Glen Eira and the City of Yarra.

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

The IMVC has worked towards building the connection between academic learning and vocational training in schools within the Inner Melbourne region. It has raised the profile of VET in Schools by providing a central service to the quality management of programs. Its reputation as a best practice model has been recognised by state and national government and industry authorities.

2013 Inner Melbourne VET Cluster members

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

Prior to 2012, education providers in the Gateway region had no established VET Cluster offering VET in School programs. In 2011, the IMVC prepared a proposal to establish the Eastern Network VET Cluster (ENVC). The establishment of the ENVC aims to provide access to a range of vocational education programs for students as part of VCE/VCAL, thereby providing them with opportunities to maximize future employment and career pathways.

The ENVC is a cross sectoral cluster, with representation from State, Catholic and Independent schools, TAFEs and Adult Community and Further Education (ACFE) providers. Assisting the ENVC to achieve its strategic goals is the IMVC and the Gateway Local Learning and Employment Network.

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

ENVC outcomes include:

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

ENVC VET in School Programs are accessible by all education providers in the Cities of Monash, Whitehorse and Manningham.

2013 Eastern Network VET Cluster members

Ashwood College
Balwyn High School
Blackburn High School
Box Hill High School
Box Hill Senior Secondary College
Brentwood Secondary College
East Doncaster Secondary College
Emmaus College
Forest Hill College
Glen Waverley Secondary College
Highvale Secondary College
John Monash Science School
Kingswood College
Koonung Secondary College
Marcellin College
Mount Waverley Secondary College
Oakleigh Grammar
Our Lady of Sion
Ringwood Secondary College
Templestowe College
Vermont Secondary College
Warrandyte High School
Wheelers Hill Secondary College
The Workplace Learning Coordinator Program

What is the Workplace Learning Coordinator Program?
The Workplace Learning Coordinator Program is a joint initiative of the Australian and State and Territory Governments. The program identifies, facilitates and coordinates industry specific learning opportunities for young people. It also connects industry and schools to provide the opportunity for students to experience quality workplace learning.

What does the Workplace Learning Coordinator Program do?
• Provides an important link between industry and young people;
• Facilitates workplace learning opportunities;
• Enables young people to gain the skills and experience to support the training they are undertaking as part of their secondary school education;
• Promotes quality work education in local skills shortage areas and supports industry in meeting their skill development needs; and
• Enhances student engagement, wellbeing and supports successful transitions and pathways.

What is structured work placement?
Structured workplace learning is on-the-job training during which a student is expected to master a set of skills or competencies, related to a course accredited by the Victorian Registration and Qualifications Authority (VRQA). They will be regularly monitored and may be assessed on the job. Students who do structured workplace learning may be undertaking the VCE, VCAL or VET in Schools.

Benefits of structured work placements for students
The Workplace Learning Coordinator Program recognises the important role played by applied and workplace learning in achieving young people’s improved engagement in education and training, and more successful transitions beyond school. Benefits of structured work placements include:
• Exposure to the ‘real’ world of work
• A greater understanding of workplace environments, behaviour and expectations
• The chance to put into practice the skills and knowledge you have acquired in your studies
• Improved communication skills – through interaction with adults in a variety of workplace situations
• An opportunity to develop contacts with potential employers
• Assistance in career planning through contact with industry and employers
• An opportunity to test future career-choices

Structured Work Placement Assistance
Assistance with sourcing work placements is available through the IMVC. A comprehensive list of employers offering work placements is advertised on the IMVC website.

Visit www.imvc.com.au and select Workplace Vacancies under the Quick Links menu. Young people requiring work placement assistance should regularly check and register their interest online. They should pay particular attention to job descriptions, work placement dates, work locations and any special requirements.
IMVC SHORT COURSES 2013

The IMVC is a Registered Training Organisation (RTO) and a Learn Local Provider. We offer a variety of short courses designed for young and adult learners over the age of 15. We guarantee small class sizes, high level of personal support, experienced trainers, industry-standard training facilities and most importantly, a welcoming place to learn! Study with us and at the end of your course, we’ll guide you into further education, training and/or gain industry experience in your chosen field.

Responsible Service of Alcohol (RSA)

The Responsible Service of Alcohol (RSA) Certificate is a requirement for anybody working in an environment where alcohol is available for purchase or is served. Undertaking an approved RSA course gives you the skills and knowledge necessary to serve and sell alcohol, and contribute to a safe and enjoyable environment in licensed premises. This course is approved by the Victorian Commission Gambling and Liquor Regulation, includes face to face in-classroom training, efficient certificate completion - get qualified in just 4 hrs! Fee $55
Venue: IMVC Head Office, Level 1, 71 Palmerston Crescent, South Melbourne

One day short course, 10am-2.30pm
- Wednesday 25 September
- Friday 27 September
- Monday 30 September

Barista Basics

Love your coffee? Then perfect the art of coffee-making! Learn how to operate a commercial espresso machine, techniques such as milk texturing, latte art, spooned & poured patterns, specialist coffee advice; roasting, blending and grinding. Perfect for those wanting to get a job in a cafe/hospitality, or just for coffee connoisseurs. Fee $55
Venue: Dancing Bean Barista School, 385 Queensberry St, North Melbourne

Three day short course
- Sun/Sun/Sun | 11,18,25 August | 10am-4pm
- Fri/Sat/Sun | 4,5,6 October | 10am-4pm
- Sun/Sun/Sun | 3,10,17 November | 10am-4pm

Complete Hair and Makeup

with Napoleon Perdis and Schwarzkopf Professional

A comprehensive hairstyling and makeup course, with the experts at Napoleon Perdis and Schwarzkopf Professional. Over four nights, master the art of hair and makeup: be taught simple but effective techniques for applying the perfect base, a signature lip, eyeshadow techniques, contouring and highlighting your way to killer cheekbones. Plus you’ll also learn easy hairstyles from curls, to hair ups, to braids and waves. Translate current runway trends into reality and help build your confidence to go from natural to high fashion glamour. Ideal for both professional and personal styling, all makeup and tools provided or bring your own and learn how to best use what you currently have.
Fee $245 (with $200 fully redeemable on Napoleon Perdis products)
Venue: Avidity Salon, 129 Beaconsfield Pde, Albert Park
- 4 nights | 6-27 August | Tuesdays | 6pm-9pm

Receive $200 worth of Napoleon Perdis products

ENROLMENTS & INFORMATION
PHONE 96862354
WWW.IMVC.COM.AU
VET in Schools Programs
2014
VET in Schools
Programs
COURSE AIMS
Certificate II and III in Acting (Screen) have been designed for students with a strong interest to pursue acting or related jobs. The course will provide the skills and knowledge needed for a broad range of acting tasks relating to the film and television industry.

CLUSTER PROVIDERS
Classes to be conducted at University High School, Mount Alexander College and Swinburne Senior Secondary College, all delivered by The Australian College of Dramatic Arts.

DAY & TIME
Year 1 | Wednesdays 1.45pm-5.45pm | University High School
Year 1 | Wednesdays 1.45pm-4.45pm | Mount Alexander College
Year 2 | Wednesdays 1.45pm-5.45pm | Swinburne Senior SC

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

ENROLMENT TYPE - VFE

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

VCE: Block credit arrangements are available for this program.

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

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

WORK PLACEMENT
Work placement is not required.

YEAR 1 PROGRAM CONTENT
Competencies covered in the first year include:
Focus on providing an overview of the Film and TV industry, governing bodies, film and TV careers and skills, types of auditions, audition preparation, script knowledge and development, skills and abilities for acting in front of camera.

YEAR 2 PROGRAM CONTENT
Competencies covered in the second year include:
Rehearsing or performing scripts, performance in front of camera and live audiences, screen tests, rehearsing and filming scenes and styles, protocols, and knowledge of the film and TV industry, camera techniques and filming styles.

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
**COURSE AIMS**

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

- Offer students a “taster” of a variety of allied health professions including a glimpse into the work worlds of physiotherapy, occupational therapy, dietetics/nutrition and speech pathology.
- Engage young people in the diverse options available in community health and in hospital environments.

**CLUSTER PROVIDERS**

Holmesglen  
Kangan Institute  
Box Hill Institute

**DAY & TIME**

<table>
<thead>
<tr>
<th>Location/Institute</th>
<th>Year 1</th>
<th>Units 1 &amp; 2</th>
<th>Days/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holmesglen (Moorabbin Campus)</td>
<td>Units 1 &amp; 2</td>
<td>Wednesdays</td>
<td>1pm – 5.30pm</td>
</tr>
<tr>
<td></td>
<td>Year 2</td>
<td>Units 3 &amp; 4</td>
<td>Wednesdays</td>
</tr>
<tr>
<td>Kangan Institute (Moonee Ponds Campus)</td>
<td>Units 1 &amp; 2</td>
<td>Wednesdays</td>
<td>9am – 12pm</td>
</tr>
<tr>
<td></td>
<td>Year 2</td>
<td>Units 3 &amp; 4</td>
<td>Wednesdays</td>
</tr>
<tr>
<td>Kangan Institute (Richmond Campus)</td>
<td>Units 1 &amp; 2</td>
<td>Wednesdays</td>
<td>9am – 12pm</td>
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<tr>
<td></td>
<td>Year 2</td>
<td>Units 3 &amp; 4</td>
<td>Wednesdays</td>
</tr>
<tr>
<td>Box Hill Institute (Elgar Campus)</td>
<td>Units 1 &amp; 2</td>
<td>Wednesdays</td>
<td>1.30pm – 4.30pm</td>
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<tr>
<td></td>
<td>Year 2</td>
<td>Units 3 &amp; 4</td>
<td>Wednesdays</td>
</tr>
</tbody>
</table>

**NUMBER OF STUDENT PLACES**

18 places per class are available in this program.

**ENROLMENT TYPE - VES**

**CONTRIBUTION TO VCAL/VCE**

- **VCAL:** This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
- **VCE:** Students who complete the VCE VET Health Program will be eligible for recognition of up to two Units 3 & 4 sequences.
- **ATAR:** This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 & 4 sequence for this program will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

**ADDITIONAL REQUIREMENTS / INFORMATION**

- Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2013. Failure to attend may jeopardise a student’s application for enrolment.

**WORK PLACEMENT**

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

**YEAR 1 PROGRAM CONTENT**

At the end of Year 1, students will be able to identify:

- What allied health is and how Allied Health Assistant’s contribute to good health;
- How to safely assist patients to move and be mobile;
- How to provide basic emergency life support and contribute to an Allied Health Assistant program;
- How to better understand mental health issues in the community.

**YEAR 2 PROGRAM CONTENT**

At the end of the Year 2 program students will be able to identify:

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

**PATHWAYS**

Allied Health Assistants provide support to health professionals including physiotherapists, occupational therapists and speech pathologists. They focus on rehabilitation and promoting optimal health. Other roles include helping to implement general care, assisting with patients in recreational and leisure activities and supporting the training of disabled persons in self-care and daily living activities. Pathway options include:

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

**POSSIBLE FUTURE CAREER OPPORTUNITIES**

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

**ORIENTATION EVENING**

More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
**COURSE AIMS**
The Certificate II in Animal Studies is a general prevocational qualification aimed as an entry point into the industry. This course is designed to provide you with the fundamental skills and knowledge to become an animal carer 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 animal industry.

**CLUSTER PROVIDERS**
Box Hill Institute
Centre for Adult Education (CAE)

**DAY & TIME**
Box Hill Institute (Elgar Campus)
Units 1 & 2 | Wednesdays | 1.30pm – 5pm
Units 3 & 4 | Wednesdays | 1.30pm – 5pm

CAE (Melbourne City – Campus B)
Units 1 & 2 | Mondays | 1.30pm – 5pm
Units 3 & 4 | Mondays | 1.30pm – 5pm

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

**ENROLMENT TYPE - VFE**

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

**VCE:** Students who complete the VCE VET Animal Studies Program will be eligible for four units credit towards their VCE: two units at Units 1 and 2 level, and a Units 3 and 4 sequence.

**ATAR:** This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 and 4 sequence for ACM20110 Certificate II in Animal Studies will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

**WORK PLACEMENT**
Two weeks (10 days) work experience in the animal care industry must be completed prior to commencing the course in 2014.

**ADDITIONAL REQUIREMENTS / INFORMATION**
Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2013. Failure to attend may jeopardise a student’s application for enrolment.

Students must be in Year 11 or 12 and have completed two weeks of work experience within the animal care industry prior to commencing the course; provide a copy of a current tetanus vaccination; and attend a full day workshop at Box Hill. Proof of work experience and tetanus vaccination must be faxed to Box Hill Institute on 8892 2119 before formal enrolment in Term 4 2013.

**YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT**
At the end of Units 1 & 2, students will be able to: identify terminology, culture and working conditions of an animal care workplace, complete animal care hygiene routines, feed and water animals and assist in the health care of animals.

**YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT**
At the end of Units 3 & 4, students will be able to: provide basic care and first aid for animals, develop knowledge about companion animals, products and services, and carry out generic administrative duties.

**PATHWAYS**
Certificate III Captive
Certificate III Equine
Cert IV Companion
Cert IV VET Nursing
Diploma Animal Technology

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

**ORIENTATION EVENING**
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
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 PROVIDERS
Emmaus College          Kangan Institute
Siena College            Collingwood College

DAY & TIME
Emmaus College
Units 1 & 2 | Wednesdays | 1.30pm – 5pm
Units 3 & 4 | Thursdays | 1.30pm – 5pm

Siena College
Units 1 & 2 | Wednesdays | 1pm – 3.30pm
Units 1 & 2 | Wednesdays | 3.30pm – 6pm
Units 3 & 4 | Tuesdays | 3.30pm – 6.30pm

Kangan Institute (Richmond Campus)
Units 1 & 2 | Wednesdays | 9am – 1pm
Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm
Units 3 & 4 | Wednesdays | 9am – 1pm
Units 3 & 4 | Wednesdays | 1.45pm – 5.45pm

Collingwood College
Units 1 & 2 | Wednesdays | 1.30pm – 5pm
Units 3 & 4 | Wednesdays | 1.30pm – 5pm

NUMBER OF STUDENT PLACES
Over 130 places are available in the Units 1 & 2 program.
Over 100 places are available in the Units 3 & 4 program.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete the VCE VET 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 sequence.

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

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

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

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

YEAR 1 (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.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
• Identifying fibres and fabrics;
• Embellishing garments by hand or machine;
• Preparing and producing a sewn garment.

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
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22015VIC CERTIFICATE II IN AUTOMOTIVE STUDIES (GENERAL) Prevocational

COURSE AIMS
This program provides students with the knowledge and skills to enhance their employment prospects in the automotive or automotive related industries. Depending on the electives chosen the program includes industry research, applying safe working practices, using and maintaining measuring equipment, operating electrical testing equipment, electronics, vehicle body, vehicle engine reconditioning and maintenance.

CLUSTER PROVIDERS
Kangan Institute
Box Hill Institute
RTTF (Ringwood Trade Training Facility)

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

Box Hill Institute (Elgar Campus)
Units 1 & 2 | Wednesdays | 1.30pm - 6pm
Units 3 & 4 | Wednesdays | 1.30pm - 6pm

RTTF (Ringwood Trade Training Facility)
Units 1 & 2 | Wednesdays | 12.30pm - 5.30pm
Units 1 & 2 | Thursdays | 12.30pm - 5.30pm
Units 3 & 4 | Wednesdays | 12.30pm - 5.30pm
Units 3 & 4 | Thursdays | 12.30pm - 5.30pm

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

ENROLMENT TYPE - VES

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

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

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 & 4 sequence for 22015VIC Certificate II in Automotive Studies will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

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

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

Box Hill Institute: Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2013. Failure to attend may jeopardise a student’s application for enrolment. Students are also required to provide and wear work overalls, steel cap boots and safety glasses.

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

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

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
• Dismantle and assemble fuel pump and carburetor
• Dismantle and assemble 4 stroke multi cylinder engine
• Remove and replace radiator, clutch assembly, suspension and front springs
• Operate electrical test equipment
• Recharge batteries

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
22015VIC CERTIFICATE II IN AUTOMOTIVE STUDIES (PAINT AND PANEL) Prevocational

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

CLUSTER PROVIDER
Kangan Institute (ACE Docklands Campus)

DAY & TIME
Units 1 & 2 | Wednesdays | 8.30am – 1.30pm
Units 3 & 4 | Wednesdays | 8.30am – 1.30pm

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

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

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

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

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. Students who receive a Units 3 & 4 sequence for 22015VIC Certificate II in Automotive Studies will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

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

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

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
• Remove and realign body panels
• Prepare surface and prime a repaired body panel
• Prepare surface and apply masking materials
• Set up body alignment equipment
• Clean a vehicle
• Cut and polish a painted body panel

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

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

ORIENTATION EVENING
More information about this VETIS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1& 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.

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

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

This program provides students with the knowledge and skills that will enhance their employment prospects in the Building Industry. Students completing the Certificate II in Building and Construction (Bricklaying) will gain a broad knowledge of building and bricklaying in particular. The majority of the course involves practical projects and tasks giving students sound bricklaying and building skills which are currently in strong demand by industry. Underpinning theory of Building & Construction is also covered in the course.

**CLUSTER PROVIDER**
Holmesglen (Chadstone Campus)

**DAY & TIME**
Units 1 & 2 | Wednesdays | 8am – 4pm
Units 3 & 4 | Wednesdays | 8am – 4pm

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

**ENROLMENT TYPE - VES**

**CONTRIBUTION TO VCAL/VCE**

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

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

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

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

**WORK PLACEMENT**

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

**ADDITIONAL REQUIREMENTS / INFORMATION**

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

**PROGRAM CONTENT**

The Building and Construction program is currently under review. Course Structure and Units of Competency are not yet finalised and subject to change.

**PATHWAYS**

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

**POSSIBLE FUTURE CAREER OPPORTUNITIES**

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

**ORIENTATION EVENING**

More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
22216VIC CERTIFICATE II IN BUILDING AND CONSTRUCTION (CARPENTRY)
Pre-apprenticeship

COURSE AIMS
This program provides students with the knowledge and skills that will enhance their employment prospects in the Building Industry. The Certificate II in Building and Construction – Carpentry provides partial completion of the pre-apprenticeship program which provides a pathway into a building and construction apprenticeship.

CLUSTER PROVIDERS
Glen Eira College
NCAT (Northern College of the Arts and Technology)
Box Hill Institute
Holmesglen

DAY & TIME
Glen Eira College
Units 1 & 2 | Wednesdays | 8am – 4pm

NCAT (Northern College of the Arts and Technology)
Units 1 & 2 | Wednesdays | 8.30am-12.30pm
Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Units 3 & 4 | Thursdays | 1.30pm – 5.30pm

Box Hill Institute (Elgar Campus)
Units 1 & 2 | Tuesdays | 4.30pm – 8pm
Units 1 & 2 | Wednesdays | 4.30pm – 8pm
Units 3 & 4 | Wednesdays | 4.30pm – 8pm

Holmesglen (Chadstone Campus)
Units 1 & 2 | Wednesdays | 8am – 4pm
Units 3 & 4 | Wednesdays | 8am – 4pm

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

ENROLMENT TYPE - VES

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

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

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

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

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

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

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

Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2013. Failure to attend may jeopardise a student’s application for enrolment.

PROGRAM CONTENT
The Building and Construction program is currently under review. Course Structure and Units of Competency are not yet finalised and 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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
BSB20112 CERTIFICATE II IN BUSINESS
with selected units from
BSB30112 Certificate III in Business

COURSE AIMS
This course is provides entry-level training for students seeking
to undertake a wide variety of careers in Business Administration.
It also aims to provide participants with the knowledge and skills
that will enhance their employment prospects within a broad
range of business settings.

CLUSTER PROVIDER
Swinburne Senior Secondary College

DAY & TIME
Units 1 & 2 | Wednesdays | 1.30pm – 4.30pm
Units 3 & 4 | Tuesdays | 4.30pm – 7.30pm

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

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific
Skills Strand and may also contribute to the Work Related
Skills Strand of VCAL.
VCAL: This program contributes to the Industry Specific
Skills Strand and may also contribute to the Work Related
Skills Strand of VCAL.
VCE: Students who complete Certificate II in Business with
additional units of competence from Certificate III in Business
will be eligible for five units credit towards their VCE: three units
at Units 1 & 2, and a Units 3 & 4 sequence.
ATAR: Students wishing to receive an ATAR contribution for the
Units 3 and 4 sequence of VCE VET Business must undertake
scored assessment for the purpose of achieving a study score.
This study score can contribute directly to the ATAR, either as one
of the student’s best four studies (the primary four) or as a 5th or
6th study.

WORK PLACEMENT
80 hours of work placement is strongly recommended.

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

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in this program include:
• Organising workplace information
• Designing and producing business documents
• Promoting innovation in a team

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at
the compulsory orientation evening. Attendance at orientation
evenings are compulsory for prospective first year and/or Units
1 & 2 students. Dates and times for course-specific orientation
evenings will be provided to school VET Coordinators and
posted on the IMVC website at the beginning of Term 3.
CHC20112 CERTIFICATE II IN COMMUNITY SERVICES and selected units from Certificate II in Community Services Work and Children’s Services

COURSE AIMS
This program provides entry – level training for a wide variety of careers in the 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. Students will have the opportunity to select from two streams:
1. Community Work or
2. Children's Services

CLUSTER PROVIDERS
University High School
Box Hill Institute

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

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

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

ENROLMENT TYPE - VES

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

VCE: Students who undertake 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 & 2, and a Units 3 & 4 sequence.

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

ADDITIONAL REQUIREMENTS / INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid module (HLFA301B Apply First Aid). Students will need to undertake a two-part process: (1) complete theory component online in their own time and (2) attend a one day practical training session either during the Term 1, 2 or 3 school holidays.

Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2013. Failure to attend may jeopardise a student’s application for enrolment.

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

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies to be covered include:
• Participate in Occupational Health and Safety processes
• Prepare for work in the community sector
• Support the development of children
• Identify and address specific client needs

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies to be covered include:
• Operate under a casework framework
• Advocate for clients
• Work effectively in the leisure and health industry
• Develop an understanding of children's interests and developmental needs

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

Youth Diploma in Community Services
Advanced Diploma in Community Services

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

ORIENTATION EVENING
More information about this VETIS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
**COURSE AIMS**
This program will enable students to explore the natural resource management industry. It seeks to prepare students for further education, training and employment. This course offers students the opportunity to acquire a wide range of skills including building fences, maintaining natural areas, maintaining park facilities, using machinery including ride on mowers, propagating plants and identifying pests and diseases in plants.

**CLUSTER PROVIDER**
Holmesglen (Waverley Campus)

**DAY & TIME**
Year 1 | Wednesdays | 9am – 3.30pm  
Year 2 | Wednesdays | 9am – 3.30pm

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

**ENROLMENT TYPE - VFE**

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

**VCE:** Students will be eligible for up to two or more units at Units 1 & 2 level, and a Units 3 & 4 sequence.

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

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

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

**YEARS 1 and 2 PROGRAM CONTENT**
Undertaken at Holmesglen’s specialised horticulture and floristry training centre, this course offers you the opportunity to acquire a wide range of skills.

Sample competencies to be covered include:
- Install, maintain and repair fencing
- Operate basic machinery and equipment
- Plant trees and shrubs
- Carry out natural area restoration works

**PATHWAYS**
Certificate II in Horticulture
Certificate III in Horticulture
Certificate IV in Horticulture
Diploma of Horticulture
Diploma of Conservation and Land Management

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
- Landscaper
- Conservation and land management ranger/officer
- Grounds person/greens person
- Gardener
- Retail and wholesale nursery person

**ORIENTATION EVENING**
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
CEBUR20107 Certiﬁcate II in Creative Industries – Media and selected units from CUB30107 Certiﬁcate III in Media (Broadcasting Focus)

Course Aims
Students can obtain a nationally recognised certiﬁcate learning and experiencing all the aspects of radio. Students explore how the radio industry works, put together a radio documentary as well as prepare and present their own program on Melbourne’s youth radio station, SYN FM. This is a fun and exciting certiﬁcate that students will enjoy doing as well as being a great start for young people interested in a media career.

Cluster Provider
Swinburne Senior Secondary College

Day & Time
Year 1 | Wednesdays | 1.45pm – 5.45pm
Year 2 | Wednesdays | 1.45pm – 5.45pm

Number of Student Places
25 places per class are available in this program

Enrolment Type - VFE

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

VCE: Block credit arrangements are available for this program.

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

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

Work Placement
40 hours of work placement (over the two years) is strongly recommended.

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

Year 1 Program Content
Sample competencies covered in the first year include:
- Developing and applying industry knowledge, health, safety and security, editing sound using digital systems, operating a portable audio recorder, working with others, identifying industry laws and regulations, collecting and organising information and presenting information on air.

Year 2 Program Content
Sample competencies covered in the second year include:
- Making presentations, producing pre-recorded program segments, setting up, operating and de-rigging portable recording equipment, conducting live voice reports and recording sound.

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

Possible Future Career Opportunities
- Radio Desk Operator
- Key Grip Assistant
- Sound Recordist
- Boom Operator
- Commentator
- Sound Director
- Floor Manager
- Producer
- Technical Director
- Production Coordinator
- Sound Engineer

Orientation Evening
More information about this VETIS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective ﬁrst year and/or Units 1 & 2 students. Dates and times for course-speciﬁc orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
This program introduces students to the many career opportunities available for 3D artists, animators and designers. The course focuses on 3D animation and provides students an understanding of the creative potential and application of 3D animation software in the games, film, and visual effects industry.

CLUSTER PROVIDER
Collingwood College

DAY & TIME
Year 1 | Wednesdays | 1.30pm – 5pm
Year 2 | Wednesdays | 1.30pm – 5pm

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

ENROLMENT TYPE - VFE

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

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

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

PATHWAYS
The general skills acquired through this course have applications across a range of traditional industry sectors, including graphic design, advertising, publishing, computing, pre-press film/video/TV production, information design, visual and performing arts. This Certificate leads on to the Advanced Diploma of Interactive Media.

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
The aim of this program is to provide young people with the technical and performance skills, knowledge and attitudes to begin the process of establishing a career in the entertainment industry.

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

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

CLUSTER PROVIDER
Swinburne Senior Secondary College

DAY & TIME
Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm
Units 3 & 4 | Tuesdays | 4pm – 8pm

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

ENROLMENT TYPE - VES

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

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

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

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

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

PROGRAM CONTENT
The Dance program is currently under review. Course Structure and Units of Competency are not yet finalised and subject to change.

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
21887VIC CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES
Prevocational

COURSE AIMS
Students will learn the basics of electrical theory and maths, and gain practical skills to help them find work in the electrical, security systems or refrigeration and air conditioning trades. They will learn how to interact with clients and deliver quality service, interpret electrical drawings and operate safely in an electrical workshop. They will also learn to identify, select and use equipment in an electrotechnology environment, and carry out general work activities.

CLUSTER PROVIDER
Box Hill Institute (Nelson Campus)

DAY & TIME
Year 1 | Wednesdays | 1.30pm – 6.30pm
Year 2 | Wednesdays | 1.30pm – 6.30pm

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

ENROLMENT TYPE - VFE

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

ADDITIONAL REQUIREMENTS / INFORMATION
Students must have a strong desire to work as an apprentice within the electrical, refrigeration/air-conditioning and data communications/security systems industries. Year 11 literacy and numeracy level is preferred. You may also be required to undertake a pre-selection aptitude literacy and numeracy test. For occupational health & safety reasons shorts, runners and short sleeved tops will not be permitted in the workshop. Students will also be required to purchase a trade tool pack from Box Hill Institute. The tool pack includes insulated pliers, 2x insulated screwdrivers, terminal screwdriver, carry pouch, claw hammer and retractable knife. Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2013. Failure to attend may jeopardise a student’s application for enrolment.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Document occupational hazards & risks in electrical, fire and secure equipment, dismantle, assemble & fabricate electro components,
- Use drawings, diagrams, schedules and manuals, perform computations.

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Set up and test residential audio/video equipment
- Carry out preparatory electrotechnology work activities
- Identify and select components/accessories/materials for electrotechnology work activities
- Produce routine products for carrying out electrotechnology work activities
- Attach cords and plugs to electrical equipment for connection to a single phase 250 Volt supply

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS

The aim of this course is to provide pre-employment training and pathways in the engineering, manufacturing or related industries and accommodate entry into the wider engineering industry. Specifically a graduate of this course may:

• Undertake a work-based apprenticeship, traineeship or cadetship leading into a range of careers as a trade’s person.
• Enrol into the Certificate III in Engineering
• Gain level entry employment in engineering or related industries.

CLUSTER PROVIDERS

Kangan Institute
Box Hill Institute
Ringwood Trade Training Facility

DAY & TIME

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

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

Ringwood Trade Training Facility
Units 1 & 2 | Wednesdays | 8am – 12pm
Units 3 & 4 | Wednesday | 1pm – 5.30pm

NUMBER OF STUDENT PLACES

15 places per class are available in this program

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

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

VCE: Upon completion, students are eligible for four 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

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

ADDITIONAL REQUIREMENTS / INFORMATION

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

Box Hill Institute: Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2013. Failure to attend may jeopardise a student’s application for enrolment. Students are also required to provide their own safety gear including: full length cotton drill overalls, steel-cap leather work boots and safety glasses.

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

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT

• Apply principles of OHS in work environment
• Apply basic fabrication techniques
• Use computers for engineering related work activities
• Produce basic engineering sketches and drawings
• Apply basic computational principles in engineering work
• Use hand tools, power tools/hand held operation

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT

• Apply electrotechnology principles in engineering
• Use basic engineering concepts to plan the manufacture of engineering components
• Handle engineering materials
• Produce basic engineering components and products using fabrication and machining
• Perform basic machining processes

PATHWAYS

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

POSSIBLE FUTURE CAREER OPPORTUNITIES

• Electrical Engineering
  • Electrician
  • Filter and Tuner
  • Boiler Maker
• Mechanical Engineering
  • Automotive engineering
  • Manufacturing Engineer
  • Metallurgical Engineer

ORIENTATION EVENING

More information about this VETIS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1&2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
This program is designed to give horse-enthusiasts an introduction to the equine industry. You will gain essential communication skills, learn to work effectively in the industry and receive an introduction to Occupational Health and Safety procedures. You will develop horse riding skills, learn to monitor and care for horses, and determine nutritional requirements for a range of horses.

CLUSTER PROVIDERS
Box Hill Institute
Centre for Adult Education (CAE)

DAY & TIME
Box Hill Institute (Elgar Campus)
Units 1 & 2 | Mondays | 4pm – 7.30pm
Units 1 & 2 | Wednesdays | 2pm – 5.30pm
Units 3 & 4 | Mondays | 4pm – 7.30pm
Units 3 & 4 | Wednesdays | 2pm – 5.30pm

CAE (Melbourne City – Campus B)
Units 1 & 2 | Mondays | 4pm – 7.30pm
Units 1 & 2 | Wednesdays | 2pm – 5.30pm
Units 3 & 4 | Mondays | 4pm – 7.30pm
Units 3 & 4 | Wednesdays | 2pm – 5.30pm

Additional practical classes will be conducted at the Parkview Riding Centre in Wonga Park (Dates TBC). Workshop and practical days are not negotiable and attendance is required.

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

ENROLMENT TYPE - VES

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

WORK PLACEMENT
40 hours of work placement is required.

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

Students seeking to enrol in a Box Hill Institute VET in School course are required to attend a compulsory enrolment session in Term 4 2013. Failure to attend may jeopardise a student’s application for enrolment.

PROGRAM CONTENT
The Equine program is currently under review. Course Structure and Units of Competency are not yet finalised and subject to change.

PATHWAYS
CERTIFICATE III
Farrier
Agriculture
Turf/Horticulture
Racing Steward

CERTIFICATE IV
Horse Management
Veterinary Nursing

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Jockey
- Farrier
- Animal Technician
- Thoroughbred Trainer
- Stable hand
- Racing Stewadd
- Veterinarian
- Veterinary Nurse
- Zoologist

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1& 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
SIT30612 CERTIFICATE III in EVENTS

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

**CLUSTER PROVIDER**
Holmesglen (Waverley Campus)

**DAY & TIME**
- Year 1 | Wednesdays | 1.30pm – 5pm
- Year 2 | Wednesdays | 1.30pm – 5pm

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

**ENROLMENT TYPE - VFE**

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

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

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

**WORK PLACEMENT**
40 hours of work placement is strongly recommended.

**YEAR 1 PROGRAM CONTENT**
You will learn how to communicate event ideas, gather information, plan and organise activities, work in teams and solve problems. You will develop and promote a themed event and prepare an event proposal for an ‘in house’ customer and an end of year event.

Sample competencies include: Develop event concepts; Access and interpret product information; Operate an online information system; Source and provide Australian destination information and advice; Make presentations.

**YEAR 2 PROGRAM CONTENT**
The focus for the second year is to further develop your skills and knowledge of the events industry, meeting management, team building, client liaison and event coordination.

Sample competencies include: Provide event staging support; Perform office procedures; Provide venue information and assistance; Organise in house events or functions; Select event venues and sites; Design and produce business documents.

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

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

**ORIENTATION EVENING**
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
**SIS30310 CERTIFICATE III in FITNESS**

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

**CLUSTER PROVIDER**
Ashwood College

**DAY & TIME**
Year 1 | Wednesdays | 1.30pm - 4.30pm

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

**ENROLMENT TYPE - VFE**

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

**VCE:** VCE credits are available through block credit.

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

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

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

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

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

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

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

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

**ORIENTATION EVENING**
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1&2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
If you have creative flair, this course is for you. You will learn how to arrange flowers in an attractive manner and create floral designs for all types of occasions. You will learn how to recognise plants, how to look after flowers and how to display floristry stock. You will also learn how to cut and wire plants and create arrangements such as bouquets, posies and wreaths. In addition, you will also learn how to deal with the public in a pleasant and helpful manner.

CLUSTER PROVIDER
Holmesglen (Waverley Campus)

DAY & TIME
Year 1 | Wednesdays | 8.30am – 3.40pm

NUMBER OF STUDENT PLACES
20 places are available in this program

ENROLMENT TYPE - VFE

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

VCE: VCE credits are available through block credit. Only credit at Units 1-2 level is available.

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

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

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
 Performing routine housekeeping duties, performing stock control procedures, caring for floristry stock and merchandise, providing service to floristry customers, assembling and preparing floristry products.

PATHWAYS
After finishing this course you may pathway into an apprenticeship or a Certificate III in Floristry qualification.

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1& 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
LMF20309 CERTIFICATE II IN FURNITURE MAKING with selected units from LMF30302 Certificate III in Furniture Making

COURSE AIMS
The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the Furnishing Industry. The program covers the skills required to produce free standing furniture or built-in cabinets, broad based and core skills in Cabinet Making.

CLUSTER PROVIDER
Swinburne Senior Secondary College

DAY & TIME
Units 1 - 4 | Tuesdays | 4pm – 8pm

NUMBER OF STUDENT PLACES
20 places are available in this program

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Upon completion students are eligible for up to five units credit towards their VCE. Three units at the Unit 1 & 2 level and two at the Unit 3 & 4 level.
ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS / INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid module (HLFA211A Provide basic emergency life support). Students will need to undertake a two-part process: (1) complete theory component online in their own time and (2) attend a one day practical training session either during the Term 1, 2 or 3 school holidays.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
- Work safely in the construction industry
- Construct a basic timber furnishing product
- Prepare surfaces for finishing

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
- Assemble furnishing components
- Read and interpret documents
- Construct furniture using leg and rail method

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
SIH20111 CERTIFICATE II IN HAIRDRESSING

COURSE AIMS
This program is ideal for students interested in a career in hairdressing. On successful completion of this course, students will be well placed to apply for a hairdressing apprenticeship. This course allows students to develop their creative and practical skills within a real salon setting. The program is very hands-on and focused on developing employability skills. Learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hairdressing industry. Training is delivered in an excellent hairdressing facility located at Albert Park and Richmond.

CLUSTER PROVIDERS
Avidity | Albert Park
Lynall Hall Community School

DAY & TIME
Avidity | Albert Park
Year 1 | Wednesdays 1.45pm – 4.45pm

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

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

ENROLMENT TYPE - VFE

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

VCE: VCE credits are available through block credit. Only credit at Units 1-2 level is available.

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

Please note: This is a one year program.

WORK PLACEMENT
80 hours of work placement is required.

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

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

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

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

ORIENTATION EVENING
In lieu of an orientation evening, this course has a compulsory induction workshop.

 Compulsory Induction Workshop
Students enrolling into the Certificate II in Hairdressing are required to attend a two-day workshop in October 2013. Students will be inducted into the course and introduced to relevant industry skills.
- Sunday 20 October, 9am-4pm, and
- Sunday 27 October, 9am-4pm.
Letters will be sent to students at the beginning of Term 4 formally inviting them to attend this workshop.
AHC20410 CERTIFICATE II IN HORTICULTURE

COURSE AIMS
This course offers you the opportunity to acquire a wide range of skills. You will learn how to build retaining walls and paving, maintain gardens, test soil, drive a tractor, use a ride on mower and identify pests and diseases in plants. It is a great course if you want to work outdoors in a variety of situations.

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

CLUSTER PROVIDER
Holmesglen (Waverley Campus)

DAY & TIME
Units 1 & 2 | Wednesdays | 9am – 3.30pm
Units 3 & 4 | Wednesdays | 9am – 3.30pm

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

ENROLMENT TYPE - VES

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

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

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

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

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

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
- Assist with landscape construction work
- Operate basic machinery and equipment
- Undertake propagation activities
- Plant trees and shrubs
- Prune shrubs and small trees
- Treat plant pests, diseases and disorders
- Determine basic properties of soil and/or growing media

PATHWAYS
Upon completion of this course, you may articulate directly into apprenticeships within selected fields or into the Diploma of Horticulture.

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
DUAL PROGRAM - SIT20212 CERTIFICATE II IN HOSPITALITY and SIT20312 CERTIFICATE II IN KITCHEN OPERATIONS (Partial Completion)

**COURSE AIMS**

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

- Food Preparation; and
- Food and Beverage Service.

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

**CLUSTER PROVIDERS**

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

**DAY & TIME**

- Strathcona Baptist Girls Grammar School (Tay Creggan) Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm
- Carey Baptist Grammar School (Kew Campus) Units 1 & 2 | Tuesdays | 4pm – 8pm
- Melbourne Girls College Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm
- Princes Hill Secondary College Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm
- Swinburne Senior Secondary College Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm
- Lynall Hall Community School Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm
- University High School Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm
- Additional Training Block Students will also be required to complete two units online and participate in additional practical training in a commercial premises with an operational bar and dining area. This practical component will be delivered over four days during the July and/or September 2014 school holidays.

**NUMBER OF STUDENT PLACES**

200 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 units at Units 1 and 2 level for each stream.

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

**WORK PLACEMENT**

Students will be required to undertake a compulsory 40 hour back-of-house placement and an additional 40 hour front-of-house placement before the end of October 2014.

**ADDITIONAL REQUIREMENTS / INFORMATION**

Students are required to wear a full chef’s uniform during practical classes. Uniforms can be purchased from the IMVC (details to be provided at Orientation Evening). Students will also need to wear a white shirt and blank pants/skirt during the School Holiday Training Block.

**PROGRAM CONTENT**

The Hospitality program is currently under review. Course Structure and Units of Competency are not yet finalised and 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
- Kitchen Hand
- Waiter/Barmen
- Hotel/Resort Manager
- Housekeeping
- Tourism Manager

**ORIENTATION EVENING**

More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
This stream provides students with the skills and knowledge to be competent in a range of kitchen functions and activities to work in various hospitality enterprises where food is prepared and served. Upon successful completion students will be eligible to receive the SIT20312 in Kitchen Operations.

CLUSTER PROVIDER
Strathcona Baptist Girls Grammar School
Carey Baptist Grammar School
Melbourne Girls College
Princes Hill Secondary College
Swinburne Senior Secondary College
Lynall Hall Community School
University High School

DAY & TIME
Strathcona Baptist Girls Grammar School (Tay Creggan)
Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm

Carey Baptist Grammar
Units 1 & 2 | Tuesdays | 4pm – 8pm

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

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

Swinburne Senior Secondary College
Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm
Units 3 & 4 | Tuesdays | 4.30pm – 8.30pm

Lynall Hall Community School
Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm
Units 3 & 4 | Mondays | 4pm – 8pm

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

NUMBER OF STUDENT PLACES
160 places are available in this program

ENROLMENT TYPE - VES

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

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

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

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

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

PROGRAM CONTENT
The Hospitality program is currently under review. Course Structure and Units of Competency are not yet finalised and 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
- Kitchen Hand

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
SIT20207 CERTIFICATE II IN HOSPITALITY  
(Front of House) Second Year

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

**CLUSTER PROVIDER**
William Angliss Institute

**DAY & TIME**
Units 3 & 4 | Wednesdays | 2pm – 6pm
Practical classes in the William Angliss Restaurant are also scheduled throughout the year with students required to attend from 2pm – 10pm on Wednesdays (Dates TBC).

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

**ENROLMENT TYPE - VES**

**CONTRIBUTION TO VCAL/VCE**
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Students will be eligible for one Units 3 & 4 sequence.
ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

**PREREQUISITE**
Successful completion in 2013 of the Dual Program (SIT20207 Certificate II in Hospitality and SIT20307 Certificate II in Hospitality (Kitchen Operations) (partial completion).

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

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

**PROGRAM CONTENT**
The Hospitality program is currently under review. Course Structure and Units of Competency are not yet finalised and subject to change.

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

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

**ORIENTATION EVENING**
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1& 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
Certificate III in Information Technology provides students with the skills and knowledge to be competent in introductory Information and Communications Technology (ICT) functions. The course is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user.

CLUSTER PROVIDER
Mount Waverley Secondary College

DAY & TIME
Units 1 & 2 | Wednesdays | 1.30pm – 4.30pm
Units 3 & 4 | Wednesdays | 1.30pm – 4.30pm

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

ENROLMENT TYPE - VES

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

VCE: Students will be eligible for up to four units towards satisfactory completion of their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence.

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

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

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

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Units 3 and 4 offer scored assessment and includes units such as:
- Using advanced features of computer applications
- Installing and managing network protocols
- Connecting internal hardware components
- Managing customer relationships

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
This course covers a range of technologies including basic electrical theory, electronic components, programmable logic devices, computer networking, sustainable energy and maintenance of rechargeable battery banks. The course is delivered using the project driven learning concept. The major project involves the students designing and building two energy efficient vehicles, then competing in a 24-hour energy efficiency trial.

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

CLUSTER PROVIDERS
NCAT (Northern College of the Arts and Technology)
Holmesglen

DAY & TIME
NCAT (Northern College of the Arts and Technology)
Units 1 & 2 | Wednesdays | 8.30am – 12.30pm
Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Units 3 & 4 | Wednesdays | 8.30am – 12.30pm
Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

Holmesglen (Moorabbin Campus)
Units 1 & 2 | Wednesdays | 8am – 4.30pm
Units 3 & 4 | Wednesdays | 8am – 4.30pm

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

ENROLMENT TYPE - VES

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

VCE: 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 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

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

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
  • Set up and operate a wireless communications link
  • Set up and test an embedded control system
  • Construct and configure a basic robotic system
  • Carry out a shared technology project

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
  • Identify and select components/accessories/materials for electrotech work activities
  • Apply technologies and concepts to electrotech work activities
  • Implement a digital circuit using a programmable logic device and program a basic robotic system.

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
This course is designed to develop the knowledge and skills required for the selection and coordination of interior furnishings and finishes in the decoration of domestic and commercial interiors. You study interior decoration and will learn the practical skills and knowledge to plan and implement creative design and decoration solutions for commercial and residential applications. You will also learn skills in computing (CAD), presentation methods, restoration decoration, soft and hard material application, colour theory and lighting design. You will have the opportunity to use Photoshop, Illustrator, Word and Excel during the program, which will assist you in developing fantastic portfolios, required in the application for all art-based courses.

CLUSTER PROVIDER
Holmesglen (Chadstone Campus)

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

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

ENROLMENT TYPE - VES

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

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

PROGRAM CONTENT
Sample competencies covered over the two years include:
• Explore and apply the creative design process to 2D and 3D forms
• Select and apply drawing techniques and media to represent and communicate design concepts
• Research, analyse and apply colour for interior spaces
• Produce technical drawings
• Prepare a materials board for client presentation
• Identify materials, construction techniques and methods used in building interiors
• Determine occupational health and safety implications
• Decorate residential interiors
• Research and recommend furniture, accessories, hard materials and finishes for interiors
• Assess interior light and recommend light fittings

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
22199VIC CERTIFICATE IV IN JUSTICE
(Partial Completion)

COURSE AIMS
This course will provide students with knowledge of the Australian criminal justice system and the social and legal context in which it operates. The course provides a sound grounding in workplace skills, knowledge of organizations and management practice, legal knowledge to work effectively in the justice field, and the research skills necessary to undertake projects.

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

CLUSTER PROVIDER
Preshil - The Margaret Lyttle Memorial School
(Blackhall Kalimna Senior Campus)

DAY & TIME
Year 1  | Wednesdays | 1.45pm – 5.45pm
Year 2  | Wednesdays | Times TBC

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

ENROLMENT TYPE - VFE

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

VCE: Block credit arrangements are available for this program

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

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

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

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

PATHWAYS
Diploma of Justice
Advanced Diploma of Justice

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1& 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
MSL30109 CERTIFICATE III IN LABORATORY SKILLS

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

CLUSTER PROVIDER
SATERN CENTRE (Box Hill High School)

DAY & TIME
Units 1 & 2 | Wednesdays | 1pm – 5pm
Units 3 & 4 | Wednesdays | 1pm – 5pm

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

ENROLMENT TYPE - VES

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

WORK PLACEMENT
80 hours of work placement is strongly recommended.

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

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

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

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
- Quality controls and objectives
- Aseptic techniques
- Preparing solutions
- Microscopic examination
- Culture media

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1& 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
 COURSE AIMS
This course will enable students to develop skills in designing for a range of specific audiences and working with audio, video, photography, complex Graphics, web design, motion graphics and 2D animation. Successful completion of the Certificate will support students entering further studies and enhancing opportunities for other vocational and post-secondary educational pathways.

CLUSTER PROVIDERS
Princes Hill Secondary College
Swinburne Senior Secondary College

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

Swinburne Senior Secondary College
Units 1 & 2 | Wednesdays | 1.45pm – 5.15pm
Units 3 & 4 | Tuesdays | 4.30pm – 8pm

NUMBER OF STUDENT PLACES
100 places are available in this program

ENROLMENT TYPE - VES

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

VCE: Students who complete Certificate III in Media will be eligible for up to four units of credit at Units 1 and 2 level and a Units 3 and 4 sequence.

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
Sample competencies covered in the first year include:
- Learning a variety of software skills including Photoshop, Dreamweaver, Audacity and Flash.
- The course prepares students for the Multimedia and Media Industry. OH&S, design, creativity and workplace skills are emphasised throughout the course.

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

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
This program enables students to apply a broad range of knowledge and skills in varied work contexts in the music industry. Certificate III in Music prepares students for work in the music industry in areas such as performance, critical listening, music management and music promotions.

In the second year, the program offers scored assessment and includes units such as developing improvisation skills, applying knowledge of genre to music making and performing music as part of a group or as a soloist. Students look at trends in the music industry and develop and update their industry knowledge; compose simple songs and look into the process of writing song lyrics, gaining copyright knowledge; record their own pieces and assist in others’ recordings; prepare and present performances.

CLUSTER PROVIDERS
Lynall Hall Community School
Swinburne Senior Secondary College

DAY & TIME
Lynall Hall Community School
Units 1 & 2 | Wednesdays | 1.30pm – 4.30pm

Swinburne Senior Secondary College
Units 3 & 4 | Wednesdays | 5pm – 8pm

NUMBER OF STUDENT PLACES
45 places are available in this program

ENROLMENT TYPE - VES

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

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

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

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

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

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

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
• Develop technical skills in performance
• Develop improvisation skills
• Apply knowledge of genre to music making
• Develop and maintain stagecraft skills
• Perform music as a soloist or as part of a group

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
SIS20210 CERTIFICATE II IN OUTDOOR RECREATION

COURSE AIMS
The course in outdoor recreation provides students with the skills and knowledge to competently perform the core skills in outdoor recreation environments and assist with the conduct of a range of outdoor activities. Work in the outdoor recreation industry will be undertaken in field locations such as camps, or in indoor recreation facilities, and in a variety of environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

CLUSTER PROVIDER
Christian Brothers' College - St Kilda

DAY & TIME
Year 1 | Wednesdays | 2pm – 5pm

NUMBER OF STUDENT PLACES
20 places are available in this program

ENROLMENT TYPE - VES

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

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

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

Please note: This is a one year program.

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

Students will be required to complete the compulsory Units 1 & 2 First Aid module (HLTFA311A Apply First Aid). Students will need to undertake a two-part process: (1) complete theory component online in their own time and (2) attend a one day practical training session either during the Term 1, 2 or 3 school holidays.

PROGRAM CONTENT
The Outdoor Recreation program is currently under review. Course Structure and Units of Competency are not yet finalised and subject to change.

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1& 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
The pre-apprenticeship program is designed for students who are considering a career in the plumbing industry. It will prepare them for employment as an apprentice in the plumbing trade. The course equips students with the skills and knowledge to enhance their employment prospects, with strong emphasis on sustainability and safe plumbing principles. It helps to develop social and personal skills relevant to the workplace, as well as providing an understanding of the nature of the work and conditions.

CLUSTER PROVIDERS
Box Hill Institute
NCAT (Northern College of the Arts and Technology)

DAY & TIME
Box Hill Institute (Elgar Campus)
Year 1 | Wednesdays | 4.30pm – 8pm
NCAT (Northern College of the Arts and Technology)
Year 1 | Wednesdays | 8.30am – 12.30pm

NUMBER OF STUDENT PLACES
40 places are available in this program

ENROLMENT TYPE - VFE
CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.
VCE: Block credit arrangements are available for this program.
ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student’s primary four.

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

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

ADDITIONAL REQUIREMENTS / INFORMATION
NCAT students must possess the following: leather upper work boots, blue overalls, pair of clear safety glasses (AS/NZS 1337:1992), pair of oxy welding glasses (AS/NZS 1338.1), pair of Ear Muffs/Ear Protection, required text available from the Box Hill Institute Bookshop “Basic Plumbing Skills - 2nd Edition”. Students seeking to enrol in a Box Hill Institute VET in School course are also required to attend a compulsory enrolment session in Term 4 2013. Failure to attend may jeopardise a student’s application for enrolment.

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

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

PATHWAYS
Certificate III in Plumbing
Certificate III in Refrigeration and Air Conditioning
or a range of other Certificate III within the Building qualifications.

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
SIB20110 CERTIFICATE II IN RETAIL MAKEUP AND SKIN CARE

**COURSE AIMS**
This one year program is designed as an entry point to the makeup industry and includes a comprehensive makeup and skin care training kit. This program is ideal for students interested in a career as an in-store cosmetics consultant or as a pathway to a professional makeup artist qualification.

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

**CLUSTER PROVIDERS**
Avidity | Albert Park
Lynall Hall Community School

**DAY & TIME**
Avidity | Albert Park
Year 1 | Tuesdays | 4pm – 7pm

Lynall Hall Community School
Year 1 | Wednesdays | 9am – 12.30pm

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

**ENROLMENT TYPE - VFE**

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

VCE: VCE credits are available through block credit. Only credit at Units 1-2 level is available.

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

*Please note: This is a one year program.*

**WORK PLACEMENT**
40 hours of work placement is required.

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

**PATHWAYS**
Certificate III in Beauty Services
Certificate IV in Beauty Therapy
Diploma Beauty Therapy

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

**ORIENTATION EVENING**
In lieu of an orientation evening, this course has a compulsory induction workshop.

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**Compulsory Induction Workshop**
Students enrolling into the Certificate II in Retail Makeup and Skin Care are required to attend a two-day workshop in October 2013. Students will be inducted into the course and introduced to relevant industry skills.
- Sunday 6 October, 9am-4pm
- Sunday 13 October, 9am-4pm

Letters will be sent to students at the beginning of the September school holidays formally inviting them to attend this workshop.
SIS30512 CERTIFICATE III IN SPORT AND RECREATION

COURSE AIMS
This program enables students to combine skills and undertake a range of activities required in order to support the operation of facilities such as fitness centres, outdoor sporting grounds or complexes, aquatic centres and community recreation centres.

CLUSTER PROVIDERS
Melbourne High School (Aquatics and General Streams)
Camberwell High School (Basketball)

DAY & TIME
Melbourne High School
Units 1 & 2 | Wednesdays | 2pm – 5pm (Aquatic Stream)
Units 3 & 4 | Wednesdays | 2pm – 5pm (General Stream)

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

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

ENROLMENT TYPE - VES

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

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

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

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

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

ADDITIONAL REQUIREMENTS / INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid module (HLTFA311A Apply First Aid). Students will need to undertake a two-part process: (1) complete the theory component online in their own time and (2) attend a one day practical training session either during the Term 1, 2 or 3 school holidays.

YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT
In Units 1 & 2, the course is broken up into two different streams; Basketball and Aquatics. Students will complete elective units tailored to one of these streams, depending on which is chosen. Students will also learn and undertake a range of core units specialising in customer service, first aid, preparation and equipment requirements for sporting and recreation sessions.

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
In Units 3 & 4 of the program, students will focus on fitness training and instruction. Students will instruct and monitor fitness programs, facilitate groups and plan and conduct sport and recreation sessions.

PATHWAYS
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
Bachelor Degree in: Human Movement, Sports Administration, Fitness Leadership, Outdoor Recreation, Physical Education (Teaching)

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Coach
- Jockey
- Sportsperson
- Dietitian
- Exercise Physiology
- Personal Trainer
- Ranger
- Recreation Officer
- Community Sports Manager
- Leisure/Recreation Officer
- Sports Massage/Trainer
- Physiotherapist
- Aerobics/Fitness Instructor
- Sports Psychologist
- Sports Development and Promotion

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1& 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
COURSE AIMS
This program aims to provide students with:
- Broad-based knowledge and skills required to work in the music industry in a range of areas such as recording, mixing and editing sound sources.
- Competencies that may enhance their employment opportunities within the music industry.
- A recognised qualification that will assist them in making a more informed choice when considering vocational and career pathways.

CLUSTER PROVIDERS
Swinburne Senior Secondary College
Sydney Road Community School

DAY & TIME
Swinburne Senior Secondary College
Units 1 & 2 | Wednesdays | 9am – 12.30pm
Units 1 & 2 | Wednesdays | 1.30pm – 5pm
Units 3 & 4 | Tuesdays | 4.30pm – 8pm

Sydney Road Community School
Units 1 & 2 | Wednesdays | 11am – 3.10pm
Units 3 & 4 | Wednesdays | 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
100 places are available in this program

ENROLMENT TYPE - VES

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

VCE: Students who complete this course will be eligible for up to five units credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence.

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

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

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

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

YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT
Sample competencies covered in the second year include:
- Select and manage microphones and other audio input sources
- Apply a general knowledge of audio to work activities
- Record and mix a basic music demo
- Provide sound reinforcement
- Set up and disassemble audio equipment

PATHWAYS
Certificate IV in Music Industry (Technical Production)
Diploma of Music Industry (Technical Production)
Advanced Diploma of Music Industry (Technical Production)
Bachelor of Music – Technology

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings is compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.
SIT20112 CERTIFICATE II IN TOURISM and
SIT30112 CERTIFICATE III IN TOURISM

COURSE AIMS
The tourism industry is an ever changing and exciting industry to work in. Throughout the course you will learn about the different career prospects the tourism industry can offer. You will discover Australian and International destinations and promote overseas cities. You will develop the skills and knowledge to organise a customer’s dream holiday from start to finish.
Holmesglen students - in the second year of the program, students will be given an opportunity to take an optional trip to the Gold Coast to explore the operations of a theme park and learn about the local attractions.
Kangan Institute students - in the second year of the program, students are given the opportunity to undertake studies in airline reservations, airfares and ticketing at Melbourne CBD and Tullamarine Airport.

CLUSTER PROVIDERS
Holmesglen
Kangan Institute

DAY & TIME
Holmesglen (Waverley Campus)
Year 1 | Wednesdays | 1:30pm – 5pm
Year 2 | Wednesdays | 1:30pm – 5pm

Kangan Institute (Richmond Campus)
Year 1 | Wednesdays | 1:45pm – 5:45pm

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

CONTRIBUTION TYPE - VFE

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

WORK PLACEMENT
40 hours of work placement is strongly recommended.

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

YEAR 1 PROGRAM CONTENT
Sample competencies covered in the first year include:
• Develop and update tourism industry knowledge; access and interpret product information; operate an online information system; construct domestic airfares; source and provide Australian destination information and advice.

YEAR 2 PROGRAM CONTENT
Sample competencies covered in the second year include:
• Sell tourism products and services; prepare quotations; process travel related documentation; source and provide international destination information and advice; create electronic presentations; create a promotional stand; use business technology.

PATHWAYS
Certificate IV in Tourism
Diploma of Tourism

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

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

ORIENTATION EVENING
More information about this VETiS program will be provided at the compulsory orientation evening. Attendance at orientation evenings are compulsory for prospective first year and/or Units 1 & 2 students. Dates and times for course-specific orientation evenings will be provided to school VET Coordinators and posted on the IMVC website at the beginning of Term 3.

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

1. Submit this Application Form to your VET Coordinator or Careers Advisor by the due date as indicated by your school.

2. Online Application: Go to www.imvc.com.au click on the VETiS Student Login under the Quick Links menu on the homepage. You will then be redirected to the IMVC and ENVC VETiS Student Portal where you can submit an electronic application.

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

4. Attend the compulsory course Orientation Evening in Term 4.

5. Pay any program tuition/materials costs. Your school’s Careers/VET Coordinator will confirm your enrolment by Term 4, 2013.

PART 1 – STUDENT DETAILS (PLEASE PRINT CLEARLY USING BLOCK LETTERS)

Surname: ..........................................................................................................................

Given name: ..........................................................................................................................

Year level in 2014: ..............................................................................................................

VCE or VCAL Student: .......................................................................................................

Name of school you currently attend: ..................................................................................

Home address: ..................................................................................................................

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WHAT IS AVIDITY?

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

Avidity is open as a professional salon Thursdays, Fridays and Saturdays. Our expert hair stylists are dedicated to providing a high level of service and customer care, alongside in-depth ‘look’ consultations, professional cut and colour using Schwarzkopf Professional, as well as professional makeup, workshops and VIP events with Napoleon Perdis.

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

20% off any service

Simply cut out or mention this offer upon booking

Valid until the end of September 2013. For first time visits only. Not valid in conjunction with any other offer.