



VET PROGRAMS GUIDE 2020



WHY STUDY VET?

VOCATIONAL EDUCATION & TRAINING

WHY STUDY VET?

As part of your Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) you can gain an additional qualification by selecting to study a Vocational Education and Training (VET) course. Studying a VET qualification will develop your skills and give you exposure to industry and experience in the workplace, prior to completing Secondary School. This can lead to many beneficial training and employment outcomes. VET is a mix of practical and theory assessments that are targeted to industry and the workplace, complimenting your VCE or VCAL.

VET Delivered in Secondary Schools (VETDSS) courses are a Certificates II or III. This is a great entry level qualification and can be built upon afterwards by completing a Certificate IV, Diploma or Degree. This enables students to gradually gain the skills needed to reach these levels or provides an alternative pathway into University for students completing VCAL.

VETDSS courses contribute to both VCE and VCAL programs and some VETDSS courses may also contribute to your Australian Tertiary Admission Rank (ATAR). VETDSS programs are open to Year 10,11 and 12 students. To find out more please see our VETDSS fact sheet.

Having a VET qualification can increase your employment and earning prospects, which can support you whilst undertaking further study. It can also increase your chances of gaining an Apprenticeship or Traineeship which will allow you to earn a wage whilst you learn.

This handbook outlines the extensive range of VET programs available to secondary students for 2020.

Please note: the printed arrangements regarding times, venues, materials fees and course outlines are subject to change and will be confirmed by a letter to students in Term 4 2019.

THE TRUTH ABOUT VET?

There are a diverse range of both University and VET qualifications, offering just as varied salaries once completed. The salary you earn after completing your qualification is a result of your skills, knowledge and work ethic - not where you gained them.

“The highest average starting salary for a University graduate is \$78,300 (Dentistry) (The Social Research Centre 2018). The highest average starting salary for a VET graduate is \$91,000 (Certificate IV in Hazardous areas – Electrical) (myskills 2018)” [Get VET Booklet- VCAA 2018]

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

VET has national standards. The same standards apply to everyone undertaking a qualification and 84% of VET Graduates achieved their training goal. Examples include:

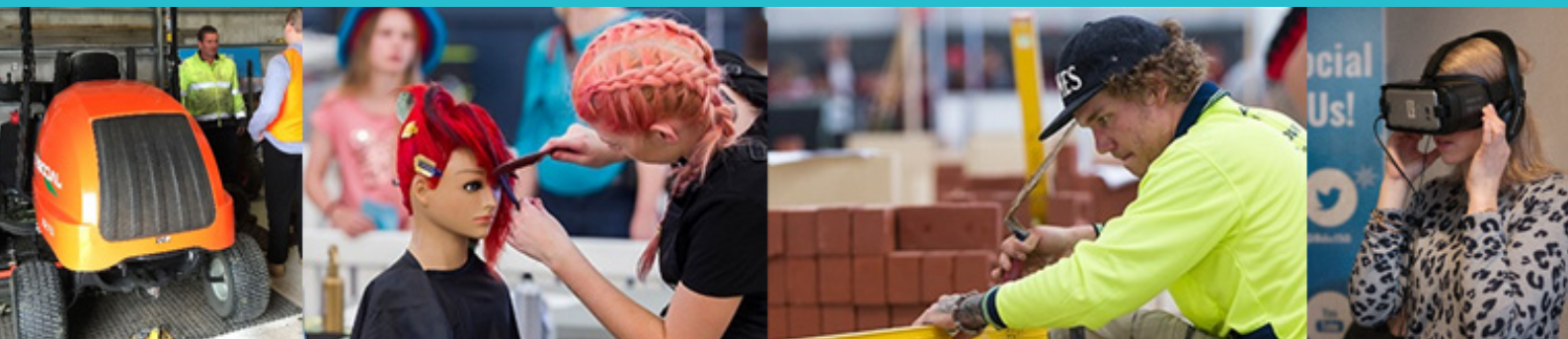
- Getting a Job
- Trying a different career
- Getting a better job or promotion
- Getting into another course of study
- Personal development

(NCVER 2017)

QUESTIONS TO ASK YOURSELF WHEN CHOOSING A VETDSS COURSE

- What am I passionate about?
- What are my strengths?
- What career will allow me to follow my passion and enhance my strengths?
- What job opportunities will there be in the future?
- What qualification will set me on a pathway to get the job I want?
- Will a VETDSS course work with my VCE or VCAL program?

To find out more, speak with your school's Careers or Pathways Advisor or VET Coordinator.



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WHAT IS VET?

VOCATIONAL EDUCATION & TRAINING (VET) PROGRAMS ARE UNDERTAKEN AS PART OF SENIOR SECONDARY SCHOOL STUDIES.

VET PROGRAMS OFFER STUDENTS NATIONAL RECOGNISED VOCATIONAL CERTIFICATES, WHICH ARE ENDORSED FOR RECOGNITION IN BOTH VCE (VICTORIAN CERTIFICATE OF EDUCATION) AND VCAL (VICTORIAN CERTIFICATE OF APPLIED LEARNING) FROM THE VCAA (VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY).

HIGHLANDS LLEN VET CLUSTER

The Highlands LLEN VET Cluster is a partnership between 20 senior secondary education providers within the Highlands Region. The region encompasses Bacchus Marsh, Ballarat, Beaufort, Daylesford, Lake Bolac and Maryborough.

Participating schools are from all education sectors; Government, Catholic, Independent and Flexible. We also have participation from students in other regions where space permits.

PARTICIPATING SCHOOLS

| | |
|--------------------------------|--------------------------------|
| Ararat College | Bacchus Marsh College |
| Ballarat Christian College | Ballarat Clarendon College |
| Ballarat Grammar | Ballarat High School |
| Beaufort Secondary College | Damascus College |
| Daylesford College | Federation College |
| Highview College | Lake Bolac College |
| Loreto College | Maryborough Education Centre |
| Melton Christian College | Mount Clear College |
| Mount Rowan Secondary School | Phoenix P-12 Community College |
| St Patrick's College | Staughton College |
| Woodmans Hill Secondary School | |

VCE VET PROGRAMS:

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

ENTRY LEVEL

VET programs are available to Year 10, 11 & 12 students. Please note that preference will be given to suitable Year 11 applicants. This is due to all programs being undertaken over a two-year period.

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 Unit 3 & 4 sequence through Block Credit recognition of a 10% increment towards their ATAR.

VET PROVIDES NATIONAL OR STATE QUALIFICATIONS

Upon successful completion of the program, students are awarded a full or partial national or state accredited vocational training Certificate or Statement of Attainment.

VET qualifications may articulate directly into further education and training at TAFE or other RTOs.

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;
- Provides access to a range of different technologies related to the type and place of work.

VET IMPROVES STUDENTS' PATHWAYS:

- 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.

VET programs are different from school. Units are competency based, which means being assessed on the ability to do the task. VET programs provide an education that directly relates to getting a job.

VET programs consist of a combination of both practical and theory tasks and students are assessed in a variety of ways.

HOW TO APPLY?

HOW TO APPLY?

STEP 1

Read the handbook and course requirements carefully!

If students are unsure about the options, please speak with the VET Coordinator, Careers or Pathways Advisor at school.

STEP 2

Apply for a Unique Student Identifier (USI)

From 1 January 2016, all students studying national or state recognised training packages need to have a Unique Student Identifier (USI). This includes students undertaking VET at their home school.

A USI is a reference number made up of numbers and letters. Creating a USI is free. Students will then have a secure online record of their nationally recognised training that they can access anytime and anywhere, and it is theirs for life.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

The USI will:

- link a student's VET achievements, regardless of where in Australia they study the course
- let students easily access secure digital transcripts of their achievements (transcripts will be available from January 2017)
- give students more control over their VET information

To obtain a USI simply apply online: www.usi.gov.au.

STEP 3

Apply Online

Go to www.highlandslen.org/student-application.php

Online applications close 6th September 2019.

STEP 4

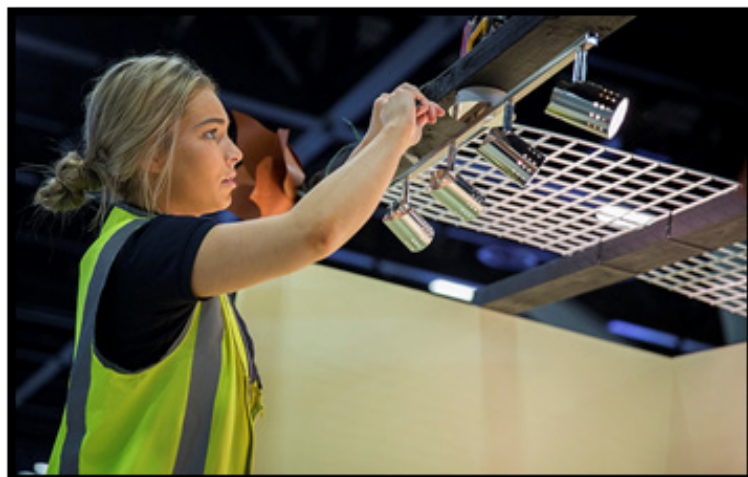
Attend an interview or orientation session

Interviews or orientation sessions will be scheduled either the last week of Term 3 or the first week of Term 4.

STEP 5

Places offered

Students will be notified about their place in the VET program in early Term 4 2018. If students accept the offer, they will be required to pay \$70 as part payment for material costs, payable to the student's home school.



GENERAL VET PROGRAM INFORMATION

GENERAL INFORMATION

GENERAL VET PROGRAM INFORMATION

When enrolling in a VET program through the Highlands LLEN VET Cluster, students will be required to complete Student Commitment (code of conduct) and Medical Forms.

Further to this, additional course requirements set out by the Highlands LLEN VET Cluster must be adhered to. It is important that students, parents and carers take time to read the following course requirements before submitting an enrolment online.

1. ABSENCES

Students are permitted to have no more than 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 are required to notify their VET Coordinator and Program Teacher of their absence in advance. Reception at home schools will not be responsible to notify the Program Teacher.

2. PUNCTUALITY

All students are expected to arrive on time to class. Students who arrive more than 10 minutes after the class has started will be marked as late; regular lateness may result in being refused entry into the classroom.

3. WORK REQUIREMENTS

All tasks assigned by the Program Teacher 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 will risk completion of their VET Program.

4. PROGRAM COSTS

All VET programs offered through the Highlands LLEN VET Cluster attract costs. Through the Clustering arrangements 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, trade materials, books and equipment required. It should be noted that the student's home school determines the costs. For more information about the VET fees policy please contact your home school VET Coordinator, Careers Advisor or MIPS Coordinator.

Please note: Once students have commenced the course, program costs cannot be refunded.

5. STUDENT BEHAVIOUR

Currently, there are approximately 500 students undertaking VET programs through the Highlands LLEN VET Cluster. To ensure the success, continuity and availability of VET programs to all students, it is imperative that students abide by the Program Teacher's rules and the rules of the host school or RTO whenever they are on site. This includes meeting Occupational Health and Safety requirements in and out of the classroom. Attitude and behaviour are to be at a high standard.

6. REPORTS

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

Completed certificates will be sent directly to student's home school at the completion of the program. Home 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 TAFEs and RTOs.

7. 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, parent and/or carers will be required to cover additional costs related to these classes should they be applied.

8. ABSENCES FROM 2ND YEAR VET PROGRAMS WITH SCORED ASSESSMENTS

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

- Contact their VET Coordinator at school and their Program Teacher by 9.00am.
- Provide a detailed parental note immediately upon return to school. A copy should be given to the VET Coordinator by 9.00am and a copy should be emailed to the Program Teacher.

The Program Teacher 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 9.00am, will not have their assessment task rescheduled.

9. WITHDRAWAL FROM A VET PROGRAM

VET programs are successful because students are able to access programs offered by a range of providers. It should be noted by students, parents and carers that failure to abide by the above course requirements may result in a student being withdrawn from a program and parents may be charged for these costs.

10. PROGRAM CHANGES

All details of programs and delivery arrangements contained in this booklet are subject to change. All final course and delivery arrangements will be confirmed early Term 4 via a confirmation letter. All programs require minimum student numbers to proceed.

For further information about VET programs, please refer to the Victorian Curriculum and Assessment Authority website:

www.vcaa.vic.edu.au/Pages/vet/index.aspx

GENERAL VET PROGRAM INFORMATION CONTINUED...

GENERAL INFORMATION CONTINUED

11. VICTORIAN TRAINING GUARANTEE

Students enrolled at a school will not receive a government-subsidised training place for a course through the Victorian Training Guarantee, unless they are undertaking the course as part of a School-Based Apprenticeship or Traineeship. The Government supports schools in other ways to offer vocational training to their students; students should discuss these options with their school.

<http://www.education.vic.gov.au/training/learners/vet/Pages/fundingfaq.aspx>

12. COMPLAINTS/GRIEVANCE RESOLUTION

Highlands LLEN VET Cluster acknowledges that disputes, concerns or complaints may arise in relationships at all levels. It is important that satisfactory solutions be found so that matters can be appropriately resolved in a reasonable timeframe.

Highlands LLEN VET Cluster Complaints/Grievance Resolution procedure is structured to promote fairness, sensitivity, promptness and confidentiality. Matters intended to be managed by this process may include but are not limited to attendance, discrimination, wellbeing, health and safety, sexual harassment, intimidation, victimisation or violence.

13. ACCESS & EQUITY

Highlands LLEN VET Cluster is committed to the goals of access and equity and aims to provide opportunities for VET students, VET programs and Highlands LLEN VET Cluster staff that foster fairness, equity, and respect for social and cultural diversity that is free from discrimination, harassment and vilification.



"I learnt how to study independently, to problem solve and work well as a team. I now travel Australia installing and programming robotic and automation machinery. Pay is great and the job is both mentally and physically challenging."

*Ben Marshall, Industrial Technician
(Phoenix P-12 Community College)*

14. RTOS

Highlands LLEN VET Cluster works with the following RTOs:

- Access Skills Training www.ast.org.au
- Ausdance VIC www.ausdance.org.au
- Australian Catholic University www.acu.edu.au
- Australian Institute of Education and Training www.aiet.edu.au
- Australian Institute of Flexible Learning (AIFL) www.aifl.edu.au
- BRACE www.skillsplus.com.au
- College of Sound and Music Production www.cosamp.com.au
- Federation University www.federation.edu.au
- IVET Institute www.ivetinstitute.com.au
- Skillinvest www.skillinvest.com.au
- The Gordon TAFE www.thegordon.edu.au

NATIONAL QUALIFICATION LEVELS



STRUCTURED WORKPLACE LEARNING (SWL)

STRUCTURED WORKPLACE LEARNING (SWL)

Structured Workplace Learning is a key feature of VET programs. All students are encouraged to complete a minimum of one week per year (40 hours) work placement in a related industry. This may involve 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.

If a student is having difficulties finding a Structured Workplace Learning opportunity, Highlands LLEN staff will offer assistance to source a suitable placement. It is the responsibility of the student, however, to ensure that all paperwork associated with Structured Workplace Learning is completed and returned in a timely fashion. Students will need to meet the Structured Workplace Learning requirements of the VET program to the best of their abilities.

BENEFITS OF STRUCTURED WORKPLACE LEARNING

- Practical skill development
- Builds employer contacts
- Improves confidence in the workplace
- Development of personal skills and maturity
- Preparation for entering the workforce
- Adds relevant work experience to resume
- Opportunity to obtain an industry based reference
- Exposure to workplace dynamics
- Opportunity to learn about industry practices and procedures
- Allows skills and knowledge obtained in the classroom to be applied in the work environment

HOW CAN PARENTS AND CARERS HELP?

- Speak to students about their interests, study areas, career goals and plans for post school years
- Encourage students to speak to people you know in your network- friends, family, work colleagues- about work opportunities
- Help students to prepare themselves for the professional workforce by talking to them about your experiences
- Ensure students attend the placement preparation workshops being run in their home schools

STRUCTURED WORKPLACE LEARNING (SWL) PORTAL

The SWL Portal will help VET students find placement opportunities. The website provides information on many opportunities and allows students to apply for a placement online.

For further information please visit:

www.workplacements.education.vic.gov.au or google "SWL portal"

For support please contact Sarah at the Highlands LLEN on:

(03) 4344 4151 or swl@highlandslen.org



GLOSSARY OF KEY TERMS

THESE ARE SOME OF THE TERMS USED THROUGHOUT THIS DOCUMENT AND HOW THEY RELATE TO THE VCE, VCAL AND VET.

AUSTRALIAN TERTIARY ADMISSION RANK (ATAR)

This is the overall ranking on a scale of 0.00 to 99.95 that you receive, based on your study scores. The ATAR is calculated by VTAC and used by universities and TAFE institutes to select students for their courses. (The ATAR used to be called an ENTER.)

DEPARTMENT OF EDUCATION AND TRAINING (DET)

The Victorian government department that administers school education, apprenticeships and traineeships.

GENERAL ACHIEVEMENT TEST (GAT)

The test that is completed by all students studying a VCE Unit 3 and 4 study or a scored VCE VET Unit 3 and 4 study.

OUTCOMES

What you are expected to know and be able to do by the time you have finished a VCE unit.

REGISTERED TRAINING ORGANISATION (RTO)

An institution that has been approved by the Victorian Registration and Qualifications Authority (VRQA) or Australian Skills Quality Authority (ASQA) to deliver and issue VET qualifications.

SATISFACTORY COMPLETION

This means you have achieved the outcomes for the unit. You receive an S for the satisfactory completion of a unit. If you do not satisfactorily complete a unit, you receive an N for it.

SEMESTER

Half of the academic year. A semester is around 20 weeks in length (across two school terms). Most units last for one semester. In the VCE, Unit 3 is completed in the first semester and Unit 4 is generally completed in the second semester.

STATEMENT OF ATTAINMENT

A record of recognised learning that may contribute towards a qualification in the VET sector.

STATEMENT OF RESULTS

A set of documents that formally state the results you received in the VCE or VCAL, and whether you have been awarded the relevant certificate.

STRUCTURED WORKPLACE LEARNING

A period of work with an employer undertaken by vocational education and training (VET) students to satisfy the requirements of a course or Unit of Competency, with supervision provided by the employer, the training provider, or both.

STUDIES

The subjects available in the VCE.

STUDY SCORE

A score between 0 and 50, showing how you performed in a VCE study or scored VCE VET program, relative to all other students doing that same study. It is calculated using the scores achieved in each of the three graded assessments for the study.

TECHNICAL AND FURTHER EDUCATION (TAFE)

TAFE institutes offer a range of mainly vocational tertiary education courses up to the level of Advanced Diploma.

UNITS OF COMPETENCY (UOC)

The nationally agreed statements of the skills and knowledge required for effective performance in a job or job function. Units of Competency are an endorsed component of training packages. Each training package is made up of a prescribed number of Units of Competency, all of which must be attained to successfully complete the qualification.

VE1

Code on VASS denoting VCE VET Program.

VFE

Code on VASS denoting VET or Further Education programs.

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY (VCAA)

The Victorian government agency responsible to the Minister for Education for the management of the VCE and VCAL.

VICTORIAN TERTIARY ADMISSIONS CENTRE (VTAC)

VTAC is responsible for calculating and distributing the ATAR and for processing student applications for tertiary entrance to universities, TAFE institutes and other Further Education colleges.

VOCATIONAL EDUCATION AND TRAINING (VET)

VET qualifications are recognised nationally and are delivered, assessed, and certified by registered training organisations (RTOs).

AHC20116

CERTIFICATE II IN AGRICULTURE (PARTIAL COMPLETION)

8

Do you enjoy working outdoors with machinery, livestock and crops?

This program is designed for students who wish to develop their skills and knowledge to assist farmers and graziers with growing crops and/or feeding and raising livestock.

COURSE AIMS

This program covers workplace health and safety, farm maintenance, use of chemicals, animal husbandry and machinery and equipment operation. Skills are developed in harvesting, maintaining livestock feed and water supplies, mustering, moving and penning up livestock and

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available).

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Certificate III in Agriculture
- Diploma of Agriculture

POTENTIAL OCCUPATIONS

- Agricultural technical officer
- Farm hand
- Farm overseer
- Farmer / farm manager
- Jillaroo & jackaroo
- Agronomist

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy Evaluation.

Students will be required to attend excursion and field day activities throughout this program. Parents will be required to sign excursion forms at the beginning of the year.

1st and 2nd year has three full day practical sessions a term.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation.

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Federation University TAFE
Mt Rowan Campus

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTD CODE

4909

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

1st and 2nd year has 3 full day practical sessions per term

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$10
2nd year – \$75

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a Statement of Attainment in Agriculture.

This is NOT a full AHC20116 Certificate II in Agriculture.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| AHCWHS201 | Participate in work health and safety processes |
| AHCWRK209 | Participate in environmentally sustainable work practices |
| AHCINF202 | Install, maintain and repair farm fencing |
| AHCLSK205 | Handle livestock using basic techniques |
| AHCMOM202 | Operate tractors |
| AHCLSK202 | Care for health and welfare of livestock |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| AHCSOL202 | Assist with soil or growing sampling and testing |
| AHCCHM201 | Apply chemicals under supervision |
| AHCBAC201 | Assist agricultural crop establishment |
| AHCLSK209 | Monitor water supplies |
| AHCMOM203 | Operate basic machinery and equipment |
| AHCWRK205 | Participate in workplace communications |
| AHCMOM204 | Undertake operational maintenance of machinery |

HLT33015

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

This program reflects the role of allied health assistants who support allied health professionals. Work may include following treatment or therapy plans under the direction of an allied health professional.

COURSE AIMS

This program is designed for those students pursuing a career in health industry. Students completing this program will have the skills and knowledge required to work in an entry level role within the allied health industry. The course offers a dual pathway into further VET studies or university courses.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

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

Where a student elects not to receive a study score for VCE VET Health

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

POTENTIAL PATHWAYS

- Certificate IV in Disability
- Diploma of Nursing
- Bachelor of Physiotherapy
- Bachelor of Nursing
- Bachelor of Occupational therapy

POTENTIAL OCCUPATIONS

- Physiotherapy assistant
- Occupational therapy assistant
- Podiatry assistant
- Speech pathology assistant
- Allied health assistant

ADDITIONAL REQUIREMENTS/INFORMATION

Students' must undertake 80 hours of compulsory Structured Workplace Learning (SWL) to be deemed competent in this program.

Prior to commencement of this course students must undertake a Language, Literacy and Numeracy evaluation.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Australian Catholic University
1200 Mair Street, Ballarat

REGISTERED TRAINING ORGANISATION

Australian Catholic University

RTO CODE

3578

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm

2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$135

2nd year – \$135

STRUCTURED WORKPLACE LEARNING

Mandatory – 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a HLT33015 Certificate III in Allied Health Assistance.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| CHCCOM005 | Communicate and work in health or community services |
| HLTINF001 | Comply with infection prevention and control policies and procedures |
| HLTWHS001 | Participate in workplace health and safety |
| BSBWOR301 | Organise personal work priorities and development |
| CHCCCS002 | Assist with movement |
| CHCCCS020 | Respond effectively to behaviours of concern |
| CHCCCS010 | Maintain a high standard of service |

2ND YEAR UNITS OF COMPETENCY (*SCORED UNITS)

| | |
|------------|---|
| *BSBMED301 | Interpret and apply medical terminology appropriately |
| *HLTAAP001 | Recognise healthy body systems |
| CHCDIV001 | Work with diverse people |
| HLTAHA001 | Assist with an allied health program |
| *HLTHPS001 | Take clinical measurements |

ACM20117

CERTIFICATE II IN ANIMAL STUDIES

This program provides students with the knowledge and skills to enter the animal care and management industry.

COURSE AIMS

This program covers a range of units including workplace health and safety, working in the animal care industry, surgery preparation assistance, assisting in the care of animals and acting as an information source for animal care needs.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available). Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Certificate III in Animal Studies
- Certificate III in Captive Animals (Zoo keeping pathway)
- Certificate III in Pet Grooming
- Certificate IV in Veterinary Nursing
- Certificate IV in Animal Control Resolution

POTENTIAL OCCUPATIONS

- Animal care attendant
- Animal shelter attendant
- Kennel hand
- Cattery attendant
- Pet shop attendant
- Assistant dog groomer

ADDITIONAL REQUIREMENTS/INFORMATION

Students' are highly recommended to undertake five days of Structured Workplace Learning (SWL) a year to enable them to gain industry experience.

Students will be required to attend excursion and field day activities throughout this program. Parents will be required to sign excursion forms at the beginning of the year.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

The Gordon Institute of TAFE
Eastwood Leisure Centre

REGISTERED TRAINING ORGANISATION

The Gordon Institute of TAFE

RTD CODE

3044

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$140
2nd year – \$140

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks
minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a ACM20117 Certificate II in Animal Studies.

ENROLMENT TYPE

VE1

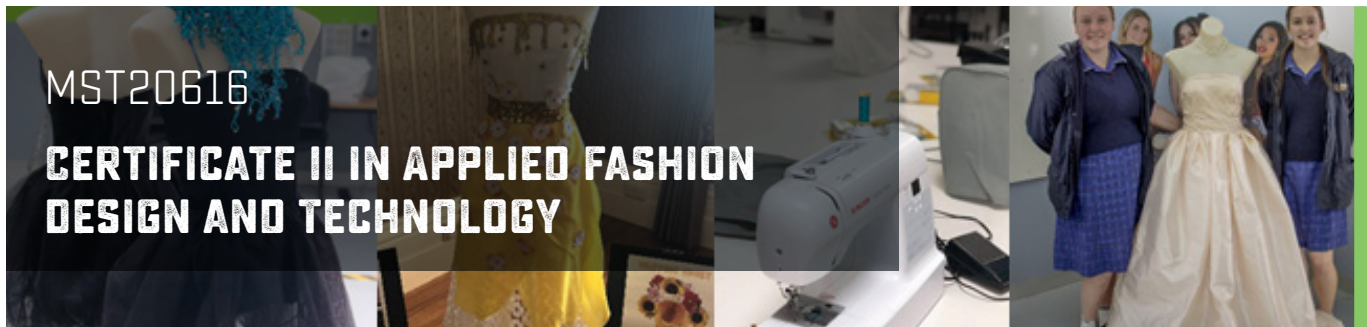
Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| ACMGAS201 | Work in the animal care industry |
| ACMGAS202 | Participate in workplace communications |
| ACMWHS201 | Participate in workplace health and safety processes |
| ACMGAS207 | Provide reception services for an animal care facility |
| ACMGAS209 | Provide information on companion animals, products and services |
| ACMSPE310 | Provide basic care of mammals |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| ACMGAS205 | Assist in the health care of animals |
| ACMGAS206 | Provide basic first aid for animals |
| ACMSUS201 | Participate in environmentally sustainable work practices |
| ACMSPE305 | Provide basic care of domestic cats |
| ACMGAS203 | Complete animal care hygiene routines |
| ACMGAS204 | Feed and water animals |



MST20616 CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

This program provides an introductory overview of skills applied in the fashion industry. It includes skills used in the design and production of garments.

COURSE AIMS

This course provides students with an excellent introduction to fashion design and related industries, covering basic knowledge and skills in pattern making, garment design and garment construction for the creation of students own items.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and at units 3 & 4 sequence (if available).

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Advanced Diploma of Applied Fashion Design and Merchandising
- Bachelor of Applied Science- Fashion Technology
- Bachelor of Design (Fashion)

POTENTIAL OCCUPATIONS

- Fashion design assistant
- Designer
- Textile operator

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

Students will be required to attend excursion and field day activities throughout this program. Parents will be required to sign excursion forms at the beginning of the year.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

The Gordon Institute of TAFE
Ballarat Christian College

REGISTERED TRAINING ORGANISATION

The Gordon Institute of TAFE

RTO CODE

3044

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.30pm
2nd year – Thursday 1.45pm to 5.30pm

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$370
2nd year – \$370

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a MST20616 Certificate II in Applied Fashion Design and Technology

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

| 1ST YEAR UNITS OF COMPETENCY | | 2ND YEAR UNITS OF COMPETENCY | |
|------------------------------|---|------------------------------|---|
| MSTGN2009 | Operate computing technology in a TCF workplace | MSTFD2005 | Identify design process for fashion designs |
| MSMWS200 | Work safely | MSMENV272 | Participate in environmentally sustainable work practices |
| MSS402051 | Apply quality standards | MSTCL2010 | Modify patterns to create basic style |
| MSTCL2011 | Draw and interpret a basic sketch | MSTCL2019 | Sew components, complex task |
| MSTFD2006 | Use a sewing machine for fashion design | MSTFD2001 | Design and produce simple garments |
| MSMSUP106 | Work in a team | MSTCL1001 | Produce a simple garment |
| MSTTX1001 | Produce a simple textile fabric or product | | |

AUR20716

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

This program is a work ready pre-employment course designed to meet the needs of students wishing to pursue a career in the automotive industry through an apprenticeship or higher education.

COURS AIMS

This program enables an individual with this qualification to demonstrate basic operational knowledge in a moderate range of automotive technologies, apply a defined range of skills appropriate to entry to the automotive industry.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available).

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Agricultural Mechanic Apprentice
- Heavy Vehicle Mechanic Apprentice
- Heavy Vehicle Road Transport Apprentice
- Light Vehicle Mechanic Apprentice
- Motorcycle Mechanic Apprentice
- Automotive Electrician Apprentice

POTENTIAL OCCUPATIONS

- Automotive technician
- Heavy vehicle technician
- Light vehicle technician
- Motorcycle technician

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

Additional 4 Full Day delivery Days in Term 1, 2 & 3.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Federation University TAFE
Grant Street, SMB Campus

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.30pm
2nd year – Tuesday 1.45pm to 5.30pm
Additional 4 Full Day delivery Days Term 1, 2 & 3

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$56
2nd year – \$18

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 160 hrs/ 4weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a AUR20716 Certificate II in Automotive Vocational Preparation.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| AURAEA002 | Follow environmental and sustainability best practice in an automotive workplace |
| AURTTK002 | Use and maintain tools and equipment in an automotive workplace |
| AURASA002 | Follow safe working practices in an automotive workplace |
| AURLTA001 | Identify automotive mechanical systems and components |
| AURTTA027 | Carry out basic vehicle servicing operations |
| AURTTD006 | Remove and replace vehicle front suspension springs |
| AURETR003 | Identify automotive electrical systems and components |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| AURAF004 | Resolve routine problems in an automotive workplace |
| AURAF003 | Communicate effectively in an automotive workplace |
| AURTE008 | Dismantle and assemble multi-cylinder four stroke petrol engines |
| AURTE007 | Dismantle and assemble single cylinder four-stroke petrol engines |
| AURTTD007 | Remove and replace steering assemblies |
| AURVTW010 | Set up and use welding equipment |

22338VIC

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

Do you want a career in Ballarat’s booming building industry?

If you want to start building your future, you can get hands-on with bricklaying. With numerous jobs available in bricklaying in and around Ballarat this pre-apprenticeship, giving you the basic skills and knowledge to move onto an apprenticeship in the building and construction industry.

COURS AIMS

The program provides completion of the pre-apprenticeship program in the Bricklaying stream. Units in the program include safe handling of plant and power tools, calculations and workplace documents and plans.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and at units 3 & 4 sequence (if available).

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Bricklaying Apprenticeship

POTENTIAL OCCUPATIONS

- Bricklayer
- Building contractor
- Business owner
- Qualified tradesperson
- Site supervisor
- Subcontractor

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

OCCUPATIONAL HEALTH & SAFETY

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

| NATIONAL OR STATE ACCREDITATION | National |
|--|---|
| CLUSTER PROVIDER | Federation University TAFE Building and Construction Skills Centre, Grant Street, SMB Campus |
| REGISTERED TRAINING ORGANISATION | Federation University TAFE |
| RTO CODE | 4909 |
| PROGRAM LENGTH | 2 years |
| DAY AND TIME | 1st year – Thursday 1.45pm to 5.00pm 2nd year – Tuesday 1.45pm to 5.00pm |
| PROGRAM MATERIAL COSTS (APPROXIMATE ONLY) | 1st year – \$175 2nd year – TBA |
| STRUCTURED WORKPLACE LEARNING | Strongly recommended - 80 hrs / 2 weeks minimum over total program |
| OUTCOMES | Satisfactory completion of this two year program entitles the student to a Statement of Attainment in Building & Construction (Bricklaying) Preapprenticeship. This is NOT a full 22338VIC Certificate II in Building & Construction (Bricklaying) Pre-apprenticeship |
| ENROLMENT TYPE | VE1 |

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|--------------|---|
| CPCCOHS1001A | Work safely in the construction industry (CI card – pre-requisite unit) |
| VU20965 | Bricklaying hand tools |
| VU20966 | Bricklaying basic skills |

2ND YEAR UNITS OF COMPETENCY

| | |
|---------|--|
| VU20970 | Basic environmental sustainability in bricklaying |
| VU20956 | Building structures |
| VU20958 | Prepare for work in the construction industry |
| VU20960 | Introduction to scaffolding & working platforms |
| VU20957 | Calculations for the construction industry |
| VU20959 | Communication skills for the construction industry |
| VU20961 | Levelling |
| VU20963 | Safe handling and use of plant and selected portable power tools |
| VU20955 | Workplace safety and site induction |
| VU20964 | Workplace documents and plans |



22338VIC

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

This program provides students with the knowledge and skills to enhance their employment prospects in the building and construction “Carpentry” industry.

COURSE AIMS

The program provides completion of two-thirds of the pre-apprenticeship program in the carpentry stream. Units in the program include safe handling of plant and power tools, quality principles for the building industry, calculations and workplace documents and plans.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and at units 3 & 4 sequence (if available).

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Carpentry Apprenticeship
- Certificate III in Carpentry
- Certificate IV in Building and Construction

POTENTIAL OCCUPATIONS

- Carpenter
- Building site manager
- Foreman
- Building inspector

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Federation University TAFE
Building and Construction Skills Centre
Grant Street, SMB Campus

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.30pm to 5.00pm
2nd year – Tuesday 1.30pm to 5.00pm
1st year - 1 full day in Term 1

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$280
2nd year – N/A

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a Statement of Attainment in Building & Construction (Carpentry) Pre-apprenticeship.

This is NOT a full 22338VIC Certificate II in Building & Construction (Carpentry) Pre-apprenticeship

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-------------|---|
| CPCCWHS1001 | Prepare to work safely in the construction industry |
| CPCCCM1014A | Conduct Workplace Communications |
| CPCCCM1012A | Work effectively & sustainably in the construction industry |
| VU22022 | Identify and handle carpentry tools and equipment |
| VU22015 | Interpret and apply basic plans and drawings |
| CPCCCM1015A | Carry out measurements and calculations |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|---------------------------------|
| VU22023 | Perform basic setting out |
| VU22024 | Construct a basic sub-floor |
| VU22025 | Construct basic wall frames |
| VU22026 | Construct a basic roof frame |
| VU22027 | Install basic external cladding |
| CPCCM2006 | Apply basic leveling procedures |

22338VIC

CERTIFICATE II IN BUILDING & CONSTRUCTION (PAINTING AND DECORATING) PRE- APPRENTICESHIP (PARTIAL COMPLETION)

15

Are you creative but looking for a career with high job prospects in the construction industry?

Then a Painting and Decorating Pre - Apprenticeship sounds like it might be for you. This pre-apprenticeship will give you the basic skills and knowledge to move onto an apprenticeship in the building and construction industry.

COURSE AIMS

The program provides completion of two-thirds of the pre-apprenticeship program in the painting and decorating stream. Units in the program include safe handling of plant and power tools, quality principles for the building industry, calculations and workplace documents and plans.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and at units 3 & 4 sequence (if available).

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Painting and Decorating Apprenticeship

POTENTIAL OCCUPATIONS

- Painter and decorator

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Federation University TAFE
Building and Construction Skills Centre,
Grant Street, SMB Campus

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$175
2nd year – N/A

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a Statement of Attainment in Building & Construction (Painting and Decorating) Pre-apprenticeship.

This is NOT a full 22338VIC Certificate II in Building & Construction (Painting and Decorating) Pre-apprenticeship

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

CPCCWHS1001 Prepare to work safely in the construction industry
CPCCCM1012A Work effectively and sustainably in the construction industry
VU22032 Identify and handle painting & decorating tools and equipment
VU22033 Apply basic surface preparation skills for painting & decorating
CPCCCM1015A Carry out measurements and calculations

2ND YEAR UNITS OF COMPETENCY

TBA

CHC22015

CERTIFICATE II IN COMMUNITY SERVICES (INCORPORATING CHC32015 CERTIFICATE III IN COMMUNITY SERVICES)

This program provides students with the knowledge and skills, which may lead to a range of career paths within the Community Services industry.

COURSE AIMS

This program may be used as a pathway into the workforce as Community Services workers who provide a first point of contact and assist individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence. Students may not be recognised for all eligible credit until the completion of the second year.

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.

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

OCCUPATIONAL HEALTH & SAFETY

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

POTENTIAL PATHWAYS

- Certificate III in Community Services
- Certificate III in Individual Support (Ageing or Disability)
- Certificate III in Individual Support (Home & Community)
- Certificate IV in Alcohol & Other Drugs
- Certificate IV in Disability
- Certificate IV in Community Services
- Diploma of Community Services

POTENTIAL OCCUPATIONS

- Social, welfare or youth worker
- Disability support worker
- Aged care support worker
- Community Health
- Worker
- Counsellor
- Residential Carer
- Health services industry occupations

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Australian Institute of Flexible Learning (AIFL)
Training to be delivered in Ballarat

REGISTERED TRAINING ORGANISATION

Australian Institute of Flexible Learning (AIFL)

RTO CODE

45364

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Tuesday 1.45pm to 5.00pm

2nd year – Thursday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$115

2nd year – \$65

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 120 hrs / 3 weeks minimum over total program

OUTCOMES

Satisfactory completion of this one year program entitles the student to a CHC22015 Certificate II in Community Services and a Statement of Attainment for Certificate III in Community Services

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| CHCDIV001 | Work with diverse people |
| CHCCOM005 | Communicate and work in health or community services |
| CHCCOM001 | Provide first point of contact |
| HLTWHS001 | Participate in workplace health and safety |
| BSBWOR202 | Organise and complete daily work activities |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety |
| HLTWHS006 | Manage personal stressors in the work environment |
| FSKWGT09 | Write routine workplace texts |
| FSKRDRG10 | Read and respond to routine workplace information |

2ND YEAR UNITS OF COMPETENCY

| | |
|------------|---|
| *CHCCCS016 | Respond to client needs |
| *CHCCDE003 | Work within a community development framework |
| *CHCCDE004 | Implement participation and engagement strategies |

CUA20113

CERTIFICATE II IN DANCE

17

This program is designed to introduce students to the performing arts industry. It explores various dance styles and other areas of interest relating to the 'many aspects of dance' as a possible career.

COURSE AIMS

This program enables students to develop the knowledge and skills to participate in a variety of dance routines and leads to further education and training in the performing arts industry.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 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.

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

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

POTENTIAL PATHWAYS

- Certificate III in Dance
- Certificate IV in Dance
- Diploma of Dance
- Bachelor of Arts with a major in Dance
- Bachelor of Arts (Performance Studies)
- Bachelor of Contemporary Arts (Dance)

POTENTIAL OCCUPATIONS

- Dance teacher
- Dancer
- Performer
- Choreographer
- Dance therapist
- Dance critic

ADDITIONAL REQUIREMENTS/INFORMATION

Students will be required to attend a group audition to gain entry into this program. Additional fees may apply for guest speakers/trainers.

Some classes may be held at Curtain Call Performing Arts Studios in Ballarat.

A timetable including class locations will be provided at the start of the year.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear appropriate dance wear and shoes for this program.

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Mount Clear College,
Olympic Drive, Mount Clear

REGISTERED TRAINING ORGANISATION

Australia Dance Council Ausdance VIC Inc

RTO CODE

20949

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 12.30pm to 4.00pm
2nd year – Thursday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$210 (TBC)
2nd year – \$210 (TBC)

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a CUA20113 Certificate II & III (partial) in Dance.

This is NOT a full CUA30113 Certificate III in Dance.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| BSBWOR203 | Work effectively with others |
| CUADAN201 | Develop basic dance techniques |
| CUAWHS101 | Follow basic safe dance practices |
| CUAWHS201 | Develop a basic level of physical condition for dance performance |
| CUADAN205 | Perform basic contemporary dance technique |
| CUADAN203 | Perform basic jazz dance technique |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| CUAPRF201 | Prepare for performances |
| CUADAN202 | Incorporate artistic expression into basic dance performance |
| CUAIND201 | Develop and apply creative arts industry knowledge |
| CUAPRF304 | Develop audition techniques |
| CUADAN305 | Increase depth in jazz dance technique |
| CUADAN308 | Increase depth in contemporary dance technique |

CHC30113

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

Passionate about a career in Childhood or Education?

This is an excellent starting point for students who are looking to work in Early Childhood and Education.

COURSE AIMS

This program will prepare students for a future career in an early childhood setting, helping educators to provide a healthy, safe and caring environment for children. This program can provide students with an alternative pathway into a Bachelor of Education.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available). Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Diploma of Early Childhood Education and Care
- Bachelor of Early Childhood Education
- Bachelor of Education

POTENTIAL OCCUPATIONS

- Crèche childhood worker
- Early childhood educator
- Early childhood education team leader
- Family day care worker
- Supervisor of an occasional care facility
- Out of school hours care coordinator
- Director of early childhood centre

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

This program consists of 120 hours / 3 weeks of mandatory Structured Work place Learning in regulated childcare facilities.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Federation University TAFE
Grant Street, SMB Campus

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Monday 1.45 to 5.00pm
2nd year – TBC

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$200
2nd year – \$TBC

STRUCTURED WORKPLACE LEARNING

Mandatory - 120 hrs / 3 weeks
minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a Statement of Attainment in Certificate III in Early Childhood Education and Care.

This is NOT a full CHC30113 Certificate III in Early Childhood Education and Care.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| CHCECE004 | Promote and provide healthy food and drinks |
| HLTWHS001 | Participate in work health and safety |
| CHCPRT001 | Identify and respond to children and young people at risk |
| HLTAID004 | Provide an emergency first aid response in an education and care setting |
| CHCECE002 | Ensure the health and safety of children |
| CHCECE003 | Provide care for children |
| CHCECE005 | Provide care for babies and toddlers |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| BSBWOR301 | Organise personal work priorities and development |
| CHCLEG001 | Work legally and ethically |
| CHCECE009 | Use an approved learning framework to guide practice |
| CHCECE001 | Develop cultural competence |
| CHCDIV001 | Work with diverse people |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety |

UEE22011

CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

This program provides students with the knowledge and skills to enter the electrical industry. Students must have permission from their school prior to applying for this program.

COURSE AIMS

This program covers a range of units including: Contribute to health and safety of self and others; Communicate in the workplace; Organise and complete daily work activities; Work effectively with others and Design and produce business documents.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available). Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Certificate III in Electrician
- Certificate III in Electrical Fitter
- Certificate III in General Electrician
- Certificate IV in Electrical Contractor
- Diploma of Technical Officer

POTENTIAL OCCUPATIONS

- Technicians
- Trade workers
- Labourers
- Sales worker

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

OCCUPATIONAL HEALTH & SAFETY

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

| NATIONAL OR STATE ACCREDITATION | National |
|--|--|
| CLUSTER PROVIDER | Federation University TAFE Grant Street, SMB Campus |
| REGISTERED TRAINING ORGANISATION | Federation University TAFE |
| RTO CODE | 4909 |
| PROGRAM LENGTH | 2 years |
| DAY AND TIME | 1st year – Thursday 1.00pm to 6.00pm 2nd year – Tuesday 1.00pm to 6.00pm |
| PROGRAM MATERIAL COSTS (APPROXIMATE ONLY) | 1st year – \$180 2nd year – \$180 |
| STRUCTURED WORKPLACE LEARNING | Strongly recommended - 80 hrs / 2 weeks minimum over total program |
| OUTCOMES | Satisfactory completion of this two year program entitles the student to a UEE22011 Certificate II in Electrotechnology (Career Start) |
| ENROLMENT TYPE | VE1 |

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-------------|---|
| UEENEEE101A | Apply Occupational Health and Safety regulations, codes and practices in the workplace |
| UEENEEE102A | Fabricate, assemble and dismantle utilities industry components |
| UEENEEE105A | Fix and secure electrotechnology equipment |
| UEENEEE122A | Carry out preparatory energy sector work activities |
| UEENEEE148A | Carry out routine work activities in an energy sector environment |
| UEENEEE179A | Identify and select components, accessories and materials for energy sector work activities |

2ND YEAR UNITS OF COMPETENCY

| | |
|-------------|---|
| UEENEEE104A | Solve problems in D.C circuits |
| UEENEEE141A | Use of routine equipment / plant / technologies in an energy sector environment |
| UEENEEK142A | Apply environmentally and sustainable procedures in the energy sector |
| UEENEEP024A | Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply |

22470VIC

CERTIFICATE II IN ENGINEERING STUDIES

Whether you want to do an engineering apprenticeship or follow a professional engineering career, this course can give you valuable hands-on experience in fabrication, general engineering, machining, producing basic engineering sketches and drawings, handling engineering materials and performing computations.

COURSE AIMS

The VCE VET Engineering program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the engineering industry, while enabling participants to gain a recognised credential and to make a more informed choice of vocation or career pathway.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 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.

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

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

POTENTIAL PATHWAYS

- Certificate III in Engineering
- Certificate IV in Engineering
- Diploma of Engineering—various streams
- Advanced Diploma of Engineering
- Bachelor of Engineering

POTENTIAL OCCUPATIONS

- Manufacturing engineering
- Boiler maker or toolmaker

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation. Additional 3 full day delivery Terms 1,2 and 3.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Federation University TAFE
Grant Street, SMB Campus

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTD CODE

4909

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.30pm
2nd year – Tuesday 1.45pm to 5.30pm
1st and 2nd year has 3 full day delivery
Terms 1, 2 and 3.

PROGRAM MATERIAL COSTS
(APPROXIMATE ONLY)

1st year – \$148
2nd year – \$103

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 80 hrs / 2 weeks
minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a 22470VIC Certificate II in Engineering Studies

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| MEM13014A | Apply principles of occupational health and safety in the work environment |
| VU20913 | Apply basic fabrication techniques |
| MEM18001C | Use hand tools |
| MEM18002B | Use power tools/hand held operations |
| VU22336 | Perform metal fabrication operations |
| VU22329 | Report on a range of sectors in manufacturing engineering and related industries |
| VU22330 | Select and interpret drawings and prepare three dimensional (3D) sketches and drawings |
| VU22331 | Perform basic machining processes |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| VU22333 | Perform intermediate engineering computations |
| MEMPE006A | Undertake a basic engineering project |
| VU22334 | Produce basic engineering components and products using fabrication and machining operations |

22246VIC

CERTIFICATE II IN EQUINE STUDIES

21

If horses set your heart racing, saddle up for an exciting opportunity to learn about their behaviour, care, nutrition and biology. Gain an entry level qualification to work in an industry that includes sport, recreation and primary production.

COURSE AIMS

This program provides students with the knowledge and skills to enter the equine industry.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence. Students may not be recognised for all eligible credit until the completion of the second year.

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.

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

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

POTENTIAL PATHWAYS

- Certificate III in Racing- various streams
- Certificate IV in Work Practices for Equine Dental Technicians
- Certificate IV in Racing- various streams
- Diploma of Racing- various streams
- Diploma of Equine Performance Management
- Certificate III Racing (advanced stable hand)
- Certificate III Racing (track rider)

POTENTIAL OCCUPATIONS

- Animal attendant
- Veterinarian
- Track rider
- Stable hand
- Farrier
- Horse breeder, trainer or manager

ADDITIONAL REQUIREMENTS/INFORMATION

Students will be required to complete 5 days of work placement during Semester 2.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Skillinvest

Classes delivered in Ballarat

REGISTERED TRAINING ORGANISATION

Skillinvest

RTO CODE

4192

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm

2nd year – Tuesday 1.45pm to 5.00pm

Practical days 9am – 3pm

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$200 (TBC)

2nd year – \$200 (TBC)

STRUCTURED WORKPLACE LEARNING

Mandatory – 40 hrs / 1 week minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a 22246VIC Certificate II in Equine Studies.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-------------|--|
| AHCHBR203A | Provide daily care for horses |
| AHCWRK204A | Work effectively in the industry |
| HLTFA211A | Provide basic emergency life support |
| SISOEQO201A | Handle horses |
| VU21401 | Work safely in an equine organisation |
| VU21405 | Equine anatomy |
| VU21407 | Demonstrate basic horse riding or driving skills |
| VU21409 | Assist in the preparation of a horse for an event |
| VU21410 | Assist in the conduct of an event in the equine industry |

2ND YEAR UNITS OF COMPETENCY

| | |
|---------|---|
| VU21402 | Implement horse health and welfare practices |
| VU21403 | Implement and monitor a horse feeding program |
| VU21404 | Relate equine form and function |
| VU21406 | Equine physiology |

HLT33115

CERTIFICATE III IN HEALTH SERVICES ASSISTANCE

This program provides students with the knowledge and experience in relation to working in the health industry to provide assistance to health professionals.

COURSE AIMS

This program is designed for those students pursuing a career in the health industry in the future. The program includes basic training in medical terminology, first aid and health related care.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

ATAR: From 2018, 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.

Where a student elects not to receive a study score for VCE VET Health Services Assistance, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate IV in Allied Health Assistance
- Certificate IV in Health Administration
- Certificate IV in Health Care
- Certificate IV in Disability
- Diploma of Nursing

POTENTIAL OCCUPATIONS

- Nursing Assistant
- Nursing Support Worker
- Operating Theatre Technician
- Patient Service Assistant (PSA)
- Ward Assistant
- Orderly

ADDITIONAL REQUIREMENTS/INFORMATION

Students must undertake 40 hours a year of compulsory Structured Workplace Learning (SWL) to be deemed competent in this program.

1st and 2nd year students have two full day practical sessions a term.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

BRACE Education & Training
204 – 206 Windermere Street Sth, Ballarat

REGISTERED TRAINING ORGANISATION

BRACE Education & Training

RTO CODE

3621

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm
1st and 2nd years with two full day practical sessions a term

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$150
2nd year – \$150

STRUCTURED WORKPLACE LEARNING

Mandatory – 80 hrs / 2 week minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a HLT33115 Certificate III in Health Services Assistance.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| CHCCOM005 | Communicate and work in health or community services |
| CHCDIV001 | Work with diverse people |
| HLTINF001 | Comply with infection prevention and control policies and procedures |
| HLTWHS001 | Participate in workplace health and safety |
| BSBWOR301 | Organise personal work priorities and development |
| CHCCCS002 | Assist with movement |
| CHCCCS020 | Respond effectively to behaviours of concern |
| CHCCCS010 | Maintain a high standard of service |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| BSBMED301 | Interpret and apply medical terminology appropriately |
| HLTAAP001 | Recognise healthy body systems |
| CHCCCS015 | Provide individualised support |
| CHCCCS026 | Transport individuals |
| BSBFLM312 | Contribute to team effectiveness |
| BSBINN301 | Promote innovation in a team environment |
| HLTAID003 | Provide first aid |



Do you enjoy spending time in the garden or out in nature?

This is an ideal course for new participants in the horticulture field. The course aims to address underpinning knowledge and skills that will assist participants in developing competency at introductory level.

COURSE AIMS

This program has course units that have been selected to cover a range of horticulture topics including plant recognition, plant pest and weed treatments, basic soil properties, propagation, planting and pruning.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available).

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Apprenticeship
- Certificate III in Horticulture
- Diploma of Horticulture

POTENTIAL OCCUPATIONS

- Conservation Worker
- Agricultural Scientist
- Horticulturist
- Landscape Designer
- Nursery Manager
- Park Ranger

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

OCCUPATIONAL HEALTH & SAFETY

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

| NATIONAL OR STATE ACCREDITATION | National |
|--|--|
| CLUSTER PROVIDER | Federation University TAFE Gillies Street Campus |
| REGISTERED TRAINING ORGANISATION | Federation University TAFE |
| RTO CODE | 4909 |
| PROGRAM LENGTH | 2 years |
| DAY AND TIME | 1st year – Thursday 1.45pm to 5.30pm 2nd year – Tuesday 1.45pm to 5.30pm |
| PROGRAM MATERIAL COSTS (APPROXIMATE ONLY) | 1st year – \$21 2nd year – TBA |
| STRUCTURED WORKPLACE LEARNING | Strongly recommended - 80 hrs / 2 weeks minimum over total program |
| OUTCOMES | Satisfactory completion of this two year program entitles the student to ACH20416 Certificate II in Horticulture |
| ENROLMENT TYPE | VE1 |

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

| 1ST YEAR UNITS OF COMPETENCY | | 2ND YEAR UNITS OF COMPETENCY | |
|------------------------------|---|------------------------------|---|
| AHPCPM201 | Recognise Plants | AHCPMG201 | Treat weeds |
| AHC SOL202 | Assist with soil or growing media sampling and testing | AHCPMG202 | Treat plant pests and diseases |
| AHCWHS201 | Participate in workplace health and safety processes | AHCMOM203 | Operate basic machinery and equipment |
| AHCCHM201 | Apply chemicals under supervision | AHCPGD201 | Plant trees and shrubs |
| AHCLSC201 | Assist with landscape construction work | AHCNYS203 | Undertaking propagation activities |
| AHCLSC204 | Lay paving | AHCPGD203 | Prune shrubs and small trees |
| AHCWRK204 | Work effectively in the industry | AHCLSC202 | Construct low-profile timber or modular retaining walls |
| AHCWRK209 | Participate in environmentally sustainable work practices | | |

SIT20416

CERTIFICATE II IN KITCHEN OPERATIONS

This program provides students with the skills and knowledge to be competent in a range of kitchen functions and activities plus work in various hospitality enterprises where food is prepared and served.

COURSE AIMS

This program includes students learning skills that will assist them to seek employment in restaurants, hotels, catering operations, clubs, pubs, cafes, cafeterias and coffee shops. It may also provide credit towards an apprenticeship.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 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.

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

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

POTENTIAL PATHWAYS

- Apprenticeship
- Certificate III in Hospitality- Commercial Cookery
- Certificate III in Food & Beverage Service
- Diploma of Hospitality

POTENTIAL OCCUPATIONS

- Food & beverage attendant
- Hospitality manager
- Chef
- Cafe owner/manager
- Kitchen assistant

ADDITIONAL REQUIREMENTS/INFORMATION

Students may be required to purchase extra ingredients throughout this program.

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

12 Complete service periods in 2nd year. These will consist of :

6am-10.30am Breakfast- 1 in total

8.30 - 2.30pm Lunch- 1 in total

2.20pm - 9.30pm Dinner- 10 in total

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Federation University TAFE
Grant Street, SMB Campus

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 6.30pm
2nd year – Tuesday 1.45pm to 6.30pm
Additional days *please see Additional Requirements

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$100
2nd year – \$55

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a SIT20416 Certificate II in Kitchen Operations

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|------------|---|
| BSBWOR203 | Work effectively with others |
| SITHCCC001 | Use food preparation equipment |
| SITHCCC005 | Prepare dishes using basic methods of cookery |
| SITHKOP001 | Clean kitchen premises and equipment |
| SITXFSA001 | Use hygienic practices for food safety |
| SITXINV002 | Maintain the quality of perishable items |
| SITXWHS001 | Participate in safe work practices |
| SITHIND002 | Source and use information on the hospitality industry |
| BSBSUS201 | Participate in environmentally sustainable work practices |

2ND YEAR UNITS OF COMPETENCY

| | |
|------------|--|
| SITHCCC006 | Prepare appetisers and salads |
| SITHCCC007 | Prepare stocks, sauces and soups |
| SITHCCC008 | Prepare vegetable, fruit, egg and farinaceous dishes |
| SITHCCC011 | Use cookery skills effectively |
| SITHCCC012 | Prepare poultry dishes |

ICT30115

CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY (PARTIAL COMPLETION)

25

This program provides students with the skills and knowledge to be competent in introductory ICT 'technical' functions.

COURSE AIMS

This program is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT 'user'. It will also enhance a student's employment prospects within the ICT industry.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 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.

Where a student elects not to receive a study score for VCE VET Information, Digital Media and Technology, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate III in Information, Digital Media & Technology
- Certificate IV in Information, Digital Media & Technology
- Diploma of Information Technology

POTENTIAL OCCUPATIONS

- IT / network manager
- Database / system administrator
- Computer programmer / computer technician
- Software designer / computer games programmer
- Data entry operator
- Computer retail and servicing

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

OCCUPATIONAL HEALTH & SAFETY

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

| NATIONAL OR STATE ACCREDITATION | National |
|--|--|
| CLUSTER PROVIDER | The Gordon Course will be held in Ballarat |
| REGISTERED TRAINING ORGANISATION | Uni |
| RTO CODE | Code |
| PROGRAM LENGTH | 2 years |
| DAY AND TIME | 1st year – Thursday 1.45pm to 5.00pm 2nd year – Tuesday 1.45pm to 5.00pm |
| PROGRAM MATERIAL COSTS (APPROXIMATE ONLY) | 1st year – \$125 2nd year – \$125 |
| STRUCTURED WORKPLACE LEARNING | Strongly recommended – 80 hrs / 2 weeks minimum over total program |
| OUTCOMES | Students will receive a Statement of Attainment for ICT30115 Certificate III In Information, Digital Media & Technology. |
| ENROLMENT TYPE | VE1 |

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| BSBWHS304 | Participate effectively in WHS communication and consultation processes |
| ICTICT202 | Work and communicate effectively in an ICT environment |
| ICTSAS301 | Run standard diagnostic tests |
| ICTSAS304 | Provide basic system administration |
| ICTSAS304 | Provide basic system administration |
| ICTWEB201 | Use social media tools for collaboration and engagement |
| ICTWEB303 | Produce digital images for the web |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| ICTICT301 | Create user documentation |
| ICTICT302 | Install and optimise operating system software |
| ICTSAS305 | Provide ICT advice to clients |
| ICTSAS306 | Maintain equipment and software |
| ICTSAS307 | Install, configure and secure a small office or home office network |
| ICTNWK301 | Provide network systems administration |

MSL30116

CERTIFICATE III IN LABORATORY SKILLS

This program covers the skills and knowledge required to perform a limited range of laboratory operations across all industry sectors and is the entry level required for laboratory personnel across all industry sectors.

COURSE AIMS

This program is designed for those students pursuing a career in laboratory operations.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

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

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

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

POTENTIAL PATHWAYS

- Certificate IV in Laboratory Skills
- Diploma of Laboratory Technology
- Bachelor of Science
- * Bachelor of Biomedical Science

POTENTIAL OCCUPATIONS

- Process manufacturing
- Food and beverage processing
- Biotechnology
- Biomedical research
- Pathology testing
- Mining, chemical and forensic
- Environmental Analysis
- Education

ADDITIONAL REQUIREMENTS/INFORMATION

Students are highly recommended to undertake five days a year of Structured Workplace Learning (SWL) to enable them to get a better understanding of the industry program. 2nd year students are required to attend two full day practical sessions during Term 1 and Term 2 school holiday breaks.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDERThe Gordon Institute of TAFE
Course held in Ballarat**REGISTERED TRAINING ORGANISATION**

Uni

RTO CODE

3044

PROGRAM LENGTH

2 years

DAY AND TIME1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm**PROGRAM MATERIAL COSTS**

(APPROXIMATE ONLY)

1st year – \$150
2nd year – \$150**STRUCTURED WORKPLACE LEARNING**Strongly recommended – 80 hrs / 2 weeks
minimum over total program**OUTCOMES**

Satisfactory completion of this two year program entitles the student to a Statement of Attainment in

ENROLMENT TYPE

VES

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| MSMENV272 | Participate in environmentally sustainable work practices |
| MSL913001 | Communicate with other people |
| MSL913002 | Plan and conduct laboratory/field work |
| MSL922001 | Record and present data |
| MSL933001 | Maintain the laboratory/field workplace fit for purpose |
| MSL943002 | Participate in laboratory or field workplace safety |
| MSL953001 | Receive and prepare samples for testing |
| MSL973001 | Perform basic tests |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| MSL933002 | Contribute to the achievement of quality objectives |
| MSL973004 | Perform aseptic techniques |
| MSL973002 | Prepare working solutions |
| MSL973007 | Perform microscopic examination |
| MSL973003 | Prepare culture media |

CUA20615 & CUA30915

CERTIFICATE II IN MUSIC INDUSTRY (AUDIO/ ELECTRONIC MUSIC COMPOSITION) CERTIFICATE III IN MUSIC INDUSTRY (SOUND PRODUCTION)

This program provides students with the skills to enhance their work opportunities within the music industry.

COURSE AIMS

Students who complete this program will obtain the expertise to use simple live public address (PA) equipment, edit audio files, use loops to compose/arrange music, assist in recording music, work at a music event and explore career options in the music industry

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two units at units 1 & 2 level.

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

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

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

POTENTIAL PATHWAYS

- Certificate IV in Music
- Diploma of Music
- Advanced Diploma of Music

POTENTIAL OCCUPATIONS

- Musician
- Music teacher
- Singer, songwriter or jingle writer
- Stage producer or stage manager
- Producer

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation. This course is an ideal program for musicians and those interested in developing audio skills or electronic music composition. There are no pre-requisites.

OCCUPATIONAL HEALTH & SAFETY

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



NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

DMS Systems Pty Ltd

Mount Clear College, Olympic Drive

REGISTERED TRAINING ORGANISATION

COSAMP

RTO CODE

41549

PROGRAM LENGTH

1 years

DAY AND TIME

1st year – Tuesday 1.45pm to 5.00pm

2nd year – Tuesday 1.45pm to 5.00pm

Combined class

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$180

2nd year – \$180

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of the program entitles the student to a CUA20615 Certificate II in Music Industry and to a Statement of Attainment in CUA30915 Certificate III in Music Industry (Sound Production)

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| BSBWHS201 | Contribute to health and safety of self and others |
| CUAIND201 | Develop and apply creative arts industry knowledge |
| BSBWOR203 | Work effectively with others |
| CUASOU201 | Develop basic audio skills and knowledge |
| CUASOU202 | Perform basic sound editing |
| CUAMLT201 | Develop and apply musical ideas and listening skills |
| CUASTA202 | Assist with bump in and bump out of shows |
| CUAMCP201 | Incorporate technology into music making |
| CUASOU203 | Assist with sound recordings |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| CUACMP301 | Implement copyright arrangements |
| CUAIND303 | Work effectively in the music industry |
| CUAMLT302 | Apply knowledge of style and genre to music industry practice |
| CUAMLT201 | Develop and apply musical ideas and listening skills |
| CUASOU306 | Operate sound reinforcement systems |
| CUASOU307 | Record and mix a basic music demo |
| CUASOU308 | Install and disassemble audio equipment |
| CUASOU311 | Mix music in a studio environment |
| CUASOU402 | Manage audio input sources |

22304VIC

CERTIFICATE II IN PLUMBING PRE-APPRENTICESHIP (PARTIAL COMPLETION)

This program will provide students with the knowledge and skills to enhance employment prospects in plumbing and related service stream industries.

COURSE AIMS

Students will gain the experience, knowledge and have an understanding of what is expected working as an apprentice plumber or gas fitter. Students will also receive their CI card as part of the course

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available).

ATAR: This program 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 lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Apprenticeship
- Certificate III in Plumbing
- Certificate IV in Plumbing and Services

POTENTIAL OCCUPATIONS

- Plumber
- Roof plumber
- Drainer
- Gas fitter

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Federation University TAFE
Building & Construction Skills Centre,
Grant Street, SMB Campus

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 8.30am to 11.45am
2nd year – Thursday 1.30pm to 5.00pm
1st year - 1 full day in Term 1

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$240
2nd year – N/A

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a Statement of Attainment in Plumbing.

This is NOT a full Certificate II in Plumbing.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|--------------|---|
| CPCCOHS2001 | Apply OH & S requirements, policies and procedures in the construction industry |
| CPCCOHS1001A | Work safely in the construction industry |
| VU21795 | Use and apply basic levelling equipment for plumbing |
| VU21797 | Use basic plumbing hand tools |
| VU21798 | Use basic power tools |
| VU21799 | Use plumbing pipes, fittings, and fixtures to simulate plumbing installations |
| VU21791 | Fabricate simple plumbing pipe systems |
| VU21789 | Apply basic sheet metal practices |

2ND YEAR UNITS OF COMPETENCY

| | |
|-------------|---|
| CPCPCM2039A | Carry out workplace communication |
| VU2193 | Perform basic oxy-acetylene welding and cutting |
| VU21792 | Identify career pathways in the plumbing industry |
| VU21790 | Cut and penetrate building material and structures |
| CUVACD303A | Produce technical drawings |
| CPCCM1015A | Carry out measurements and calculations |
| VU21796 | Use basic electric welding equipment and techniques |
| VU21794 | Prepare to work in the plumbing industry |

SHB20116

CERTIFICATE II IN RETAIL COSMETICS

29

This program provides students with the skills and knowledge at an entry level standard to enhance their career prospects within the beauty industry.

COURSE AIMS

Students who complete this training will be able to work safely under routine supervision including designing and applying make-up, for photography and remedial camouflage, product knowledge and teamwork.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level.

ATAR: This program does not have a study score and does not contribute to the ATAR.

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

POTENTIAL PATHWAYS

- Certificate III in Beauty Services
- Certificate IV in Beauty Therapy
- Diploma of Beauty Therapy

POTENTIAL OCCUPATIONS

- Beauty therapist
- Make-up artist
- Aromatherapist
- Salon manager
- Retail sales assistant / manager

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation.

Students will also be required to participate in an interview prior to being accepted into the program.

8 full day sessions during school holidays (9am – 4pm) in:

- Term 1 school holidays (2 days)
- Term 2 school holidays (4 days)
- Term 3 school holidays (2 days)

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation.

More information will be provided at commencement of the program.

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Federation University TAFE
Unistyle Salon, SMB Campus

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.30pm to 5.00pm
2nd year – Tuesday 1.30pm to 5.00pm
Additional compulsory classes during school holidays

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$310
2nd year – \$140

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 40 hrs / 1 week minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a Certificate II in Retail Cosmetics.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|------------|--|
| BSBWHS201 | Contribute to health and safety of self and others |
| SHBXCCS001 | Conduct salon financial transactions |
| SIRXIND003 | Organise personal work requirements |
| SHBBMUP002 | Design and apply make-up |
| SHBBRES001 | Research and apply beauty industry information |
| SHBBCCS001 | Advise on beauty products and services |
| SHBXIND002 | Communicate as part of a salon team |
| SHBXCCS003 | Greet and prepare clients for salon service |

2ND YEAR UNITS OF COMPETENCY

| | |
|------------|--|
| SHBXIND001 | Comply with organizational requirements within a personal services environment |
| SHBBBAS002 | Provide head, neck and shoulder massages for relaxation |
| SHBBMUP003 | Design and apply make-up for photography |
| SIRRMER001 | Produce visual merchandise displays |
| SIRRINV001 | Receive and handle retail stock |
| SIRXLSL001 | Sell to the retail customer |
| SHBXCCS004 | Recommend products and services |

SHB20216

CERTIFICATE II IN SALON ASSISTANT

This program provides students with the skills and knowledge at an entry level standard to enhance their career prospects within the hair and beauty industry.

COURSE AIMS

Students who complete this training will be able to work safely under routine supervision including shampoo and basin services, dry and shape hair and braid hair. Students will have the skills and knowledge to obtain a Hairdressing Apprenticeship.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level.

ATAR: This subject does not have a study score and does not contribute to the ATAR.

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

POTENTIAL PATHWAYS

- Hairdressing Apprenticeship

POTENTIAL OCCUPATIONS

- Salon assistant
- Hairdresser

ADDITIONAL REQUIREMENTS/INFORMATION

Prior to commencement of this course students must undertake a Pre-training review and a Language, Literacy, and Numeracy evaluation

Students will also be required to participate in an interview prior to being accepted into the program.

2 full day sessions during school holidays in Term 3 school holidays, 9am – 4pm.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Federation University TAFE
Unistyle Salon, SMB Campus

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.30pm to 5.00pm
2nd year – Tuesday 1.30pm to 5.00pm
Additional compulsory classes in Term 3 school holidays

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$315
2nd year – \$125

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 40 hrs / 1 week minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a Certificate II in Salon Assistant.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|------------|---|
| BSBWHS201 | Contribute to health and safety of self and others |
| SHBHIND001 | Maintain and organise tools, equipment and work areas |
| SHHBAS001 | Provide shampoo and basin services |
| SHBHDES001 | Dry hair to shape |
| SHHBAS002 | Provide head, neck and shoulder massages for relaxation |
| SHBXIND002 | Communicate as part of a team |

2ND YEAR UNITS OF COMPETENCY

| | |
|------------|---|
| SHBXIND001 | Comply with organisational requirements within a personal service environment |
| SHBHCLS001 | Apply hair colour products |
| SHBHDES002 | Braid hair |
| CHBXCCS001 | Conduct salon financial transactions |
| SHBXCCS004 | Recommend products and services |
| SHBXCCS003 | Greet and prepare clients for salon services |

CUA31015

CERTIFICATE III IN SCREEN AND MEDIA

This program provides students with the knowledge and skills to enhance their employment prospects in the multimedia, gaming and media industries.

COURSE AIMS

Students who complete this program will be able to work safely under routine supervision including creating 2D digital designs, 2D animations, interactive content (gaming), preparing video assets and creating visual design components.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 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.

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

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

POTENTIAL PATHWAYS

- Certificate IV in Multimedia
- Advanced Diploma of Interactive Media
- Bachelor of Multimedia
- Bachelor of Design (Multimedia Systems)

POTENTIAL OCCUPATIONS

- Graphic designer
- Website designer
- Media producer
- Publisher
- Photographer
- Screen printing
- Multimedia developer
- Games developer

ADDITIONAL REQUIREMENTS/INFORMATION

A one year program is available- CUA20215 Certificate II in Creative Industries.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

CLUSTER PROVIDER

Loreto College
Sturt Street, Ballarat

REGISTERED TRAINING ORGANISATION

Australian Institute of Education & Training

RTO CODE

121314

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS

(APPROXIMATE ONLY)

1st year – \$TBC
2nd year – \$TBC

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a Certificate III in Screen and Media.

ENROLMENT TYPE

VE1

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

| | |
|-----------|--|
| CUAWHS302 | Apply work health and safety practices |
| CUADIG202 | Develop digital imaging skills |
| BSBCRT101 | Apply critical thinking techniques |
| CUADIG201 | Maintain interactive content |
| CUAACD201 | Develop drawing skills to communicate ideas |
| CUAIND201 | Develop and apply creative arts industry knowledge |
| CUAPOS201 | Perform basic vision and sound editing |
| BSBWOR203 | Work effectively with others |
| BSBDES202 | Evaluate the nature of design in a specific industry context |

2ND YEAR UNITS OF COMPETENCY

| | |
|-----------|---|
| CUADIG304 | Create visual design components |
| CUADIG302 | Author interactive sequences |
| BSBDES302 | Explore and apply the creative design process to 2D forms |
| CUAWRT301 | Write content for a range of media |
| CUAANM301 | Create 2D digital animations |



VET PROGRAMS GUIDE 2020

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EMAIL vet@highlandsllen.org

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