



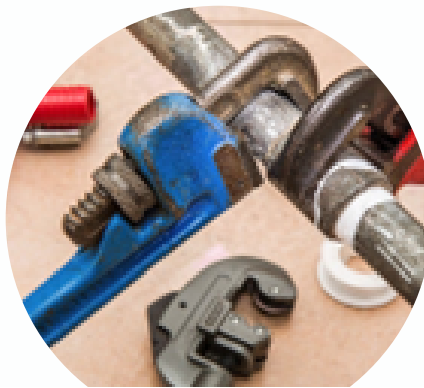
PVET Handbook 2024



VET delivered in Secondary Schools



Course Information for
VET Coordinators



VETDSS – Vocation Education & Training Delivered to Secondary Students



The process listed below should be followed for all VET programs being offered in the Frankston & Mornington Peninsula region in 2024

Applications for Chisholm Institute should be made directly via the Chisholm web Portal by your schools VET Coordinator.

Applications for all other VET programs offered by private Registered Training Organisations (RTO's) not listed in this booklet should be via those organisations directly.

Key Steps:

- Complete the PVET Expression of Interest form on the fmpllen website and send by email to the school contact person listed for the relevant VET program. (www.fmpllen.com.au)
- Payment of an application deposit may be required by your own school.
- The initial closing date for applications are yet to be confirmed, although early applications are encouraged.

The application form is not a guaranteed enrolment.

Once classes are finalised, each student may need to complete an additional enrolment document or additional application forms or online applications as required by the relevant RTO's or TAFE.

There may be vacancies after the initial deadline but that will be dependent on numbers.

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



2024 Contact list for VET in Schools – Enrolment applications



Please contact the following VET Coordinators for
information and final confirmation
Of VET Programs offered in 2024

School	Training Provider	VET Programs	Contact
Advance Community College	Advance	Cert II in Community Services	Steve Wright - Principal steve.w@advance.vic.edu.au
		Cert II in Conservation & Ecosystem Man Cert II in Parks & Gardens	
		Cert II in Hospitality	
Bayside CC	Access Skills Training	Cert II Agriculture	Ken Berry - Trade Skills Centre k.berry@baysidecc.vic.edu.au TSC@baysidecc.vic.edu.au
	Access Skills Training	Cert II in Cookery	
Elisabeth Murdoch College	Australian College of Dramatic Arts	Cert III in Acting (screen)	Debra White - VET Coordinator debra.white@education.vic.gov.au Jenelle Zaffarese EMC - RTO Administration jenelle.zaffarese@education.vic.gov.au Shaye Webber Shaye.Webber@education.vic.gov.au
	Elisabeth Murdoch College	Cert II in Agriculture	
	Elisabeth Murdoch College	Apparel, Fashion & Textiles	
	Drone Institute Australia	Cert III in Aviation (Remote pilot)	
	Elisabeth Murdoch College	Cert II & III in Dance	
	Foundation Learning Centre	Cert III in Early Childhood Education	

2024 Contact list for VET in Schools – Enrolment applications



Please contact the following VET Coordinators for
information and final confirmation
Of VET Programs offered in 2024

School	Training Provider	VET Programs	Contact
Elisabeth Murdoch College	Box Hill Institute	Cert III in Interior Decoration (Retail)	
	Antrick Education	Cert III in Health Services	
Monterey SC	IVET	Cert III in Business	pedro.mello@education.vic.gov.au
	Access Skills Training	Cert II in Conservation & Ecosystem Management	
	AIET	Cert II in Construction Pathways	
	Food Futures	Cert II in Cookery	
	Access Skills Training	Cert II in Furniture Making Pathways	
	IVET	Cert III in Health Service Assitance	
	Food Futures	Cert II in Hospitality	
	COSAMP	Cert III in Music Performance	
	COSAMP	Cert III in Music Sound Prod	
	AIE	Cert III in Screen & Media	
	Saville	Cert III in Sport & Rec	

2024 Contact list for VET in Schools – Enrolment applications



Please contact the following VET Coordinators for
information and final confirmation
Of VET Programs offered in 2024

School	Training Provider	VET Programs	Contact
Mt Eliza SC	COSAMP	Cert III in Music (performance) Cert III in Music (sound production)	Leanne Paterson - VET Coordinator lpaterson@mesc.vic.edu.au Ph: 9787 6288
Somerville SC	AGA Apprenticeships Plus	Cert II in Construction Pathways	Raelene Craig - VET Coordinator Raelene.Craig@education.vic.gov.au
	AGA Apprenticeships Plus	Cert II in Electrotechnology (Fast Track)	
	AGA Apprenticeships Plus	Cert II in Plumbing (pre-apprenticeship)	
Toorak College	Box Hill TAFE	Cert III in Equine Studies	danielle.smith@toorak.vic.edu.au
Western Port SC	Skill Invest	Cert II in Building & Cons Cert II in Construction Pathways	Rebecca Parker - VET Coordinator rebecca.parker@education.vic.gov.au
	Foundation Learning Centre	Cert III in Business	
	Saville	Cert II in Sport & Rec	
	Foundation Learning Centre	Cert II in Workplace Skills	

VET (Vocational Education & Training) in schools

Certificate III in Acting



COURSE OUTLINE

Training Provider: Australian College of Dramatic Arts (RTO: 3139)

Course Code: 22576VIC

Location: Elisabeth Murdoch College

Duration: 2 Year program (NO mid-year intake)

Time: Wednesdays 1:00pm–4:00pm (1st Year)
Wednesday: First Year: 4:15pm–7:15pm (2nd Year)

Cost: Please see your school VET Coordinator

Description:

We provide the skills, knowledge and attitudes for training in acting for Film and Television.

VET Acting is delivered to Year 10, 11 and 12 students who are passionate about this specialised subject. The units of competency are designed to give a common sense approach to learning.

- Filming in front of camera
- Confidence and communication builder
- Skills proficiency in interviewing, auditioning and screen-testing
- Develop digital skills that will ensure relevance and transferability to industry
- Production of a film project using the UOC electives needed in the second year
- Training caters for VCE, VCE-VM students

Contribution to VCE/VCE-VM:

VCE and VCE VM: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Subject to VTAC policy, 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 of the primary four scaled).

Acting

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

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VET (Vocational Education & Training) in schools

Certificate III in Acting

Elisabeth Murdoch College

Course Code: 22576VIC

Sample Units of Study:

Year 1:

- Work in a team
- Organise personal work priorities
- Apply work health and safety practices
- Develop and apply creative arts industry knowledge
- Prepare for performances
- Prepare and present self for auditions
- Develop script knowledge and performance skills
- Develop acting techniques

Year 2:

- Use inclusive work practices
- Provide freelance services
- Participate in negotiations
- Expand skills for auditions
- Expand script knowledge and performance skills
- Extend acting techniques
- Write the script

What to bring:

Students are required to bring 1 x A4 binder notebook, pens and high-lighters. Students are issued with a memory card and card reader along with software. This is designed so students can view their progress and undertake self-critique. The card is returned at the end of the course. The software is to be installed on a PC, or with MAC computers having the ability to play the footage automatically through iMovie or Quicktime. Students are required to bring the memory card to every filming.

Structured Workplace Learning (SWL)

It is planned to provide students with exposure to the Industry through organised Visits to Set and Excursions and Incursions with Industry guest speakers.

Further Study:

Advanced Diploma in Performing Arts

Diploma in Theatre Technology

Bachelor of Performing Arts

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Acting



VET (Vocational Education & Training) in schools

Certificate II in Agriculture

COURSE OUTLINE

Training Provider: Access Skills Training (RTO: 4603)

Course Code: AHC20116

Location: Bayside Christian College

Duration: 2 Year program

Time: Wednesdays 1:30pm–5:30pm (1st year)
Wednesdays 8:45am–12:45pm (2nd Year)

Cost: Please see your school VET Coordinator

Description:

Certificate II in Agriculture is an introductory course that prepares students for work in the Agriculture industry. The course aims to provide students with knowledge and skills in a range of basic agricultural practices, including aspects of plant production.

Contribution to the VCE/VCE-VM:

On successful completion of the program: recognition of two or more units at Units 1 & 2 level, and a Unit 3-4 sequence. Students who successfully complete the Unit 3-4 sequence will be eligible for an increment as their fifth or sixth subject towards their ATAR. This is not a scored Program. (there is no exam)

Sample Units of Study:

Core units:

- Participate in work health and safety processes
- Work effectively in the industry
- Participate in environmentally sustainable work practices

+ Electives

- Provide basic emergency life support
- Operate basic machinery and equipment
- Recognise plants
- Assist with soil or growing media sampling and testing



Agriculture



VET (Vocational Education & Training) in schools

Certificate II in Agriculture

Bayside Christian College

Course Code: AHC20116



+ Electives continued:

- Treat weeds
- Handle livestock using basic techniques
- Assist with pressurised irrigation operations
- Participate in workplace communications
- Undertake propagation activities
- Plant trees and shrubs
- Observe and report on weather
- Treat plant, pests, diseases and disorders
- Install, maintain and repair fencing
- Maintain health and welfare of poultry
- Maintain properties and structures

What to bring:

Students are required to wear appropriate clothes and footwear for working in a rural environment, including a compulsory high-vis polo shirt.

Structured Workplace Learning (SWL)

Structured Workplace Learning is not mandated but is strongly recommended as it provides the opportunity for students to demonstrate competencies acquired on the job.

Further Study options:

Certificate III in Agriculture

Diploma in Agriculture

Bachelor of Agricultural Science

Bachelor of Science (Major in Ag Science)

General Career Pathways

Farm Manager

Agricultural Scientist

Animal Technician

Agriculture

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VET (Vocational Education & Training) in schools

Certificate II in Agriculture



COURSE OUTLINE

Training Provider: Elisabeth Murdoch College (RTO: 21004)

Course Code: AHC20122

Location: Elisabeth Murdoch College

Duration: 2 Year program

Time: Wednesdays 1.30pm - 5.30pm

Cost: . Please see your school VET Coordinator

Description:

VET in schools multiplies opportunities for students. It enables students to complete a nationally recognised vocational qualification as well as contribute towards their VCE or VCE-VM Certificate. Classroom learning is combined with structured hands-on training and practice in industry. The program aims to provide students with the knowledge and skills to achieve competencies that will enhance their employment prospects in the agricultural industry and to gain a recognised credential and make a more informed choice regarding further education and career paths.

Contribution to the VCE/VCE-VM

On completion of the program students are eligible for four credits towards their VCE, two at Units 1-2 level and a Unit 3-4 sequence. Students who successfully complete the Unit 3-4 sequence will be eligible for a 10% increment towards their ATAR. This program will also satisfy the learning outcomes for the VCE-VM Industry Specific and the Work Related Skills strand.

Sample Units of Study:

Units delivered over the two years may include:

- Participate in work health and safety processes
- Participate in environmentally sustainable work practices
- Handle livestock using basic technique
- Provide feed for livestock
- Monitor livestock to parturition
- Assist with soil or growing media sampling and testing

Agriculture



VET (Vocational Education & Training) in schools

Certificate II in Agriculture

Elisabeth Murdoch College

Course Code: AHC20122

- Work effectively in the industry
- Identify and mark livestock
- Carry out basic electric fencing operations
- Provide emergency life support

To view the latest Units of Competency and course information go to:

<https://www.emc.vic.edu.au/sshandbook/vet/agriculture.html>

What to bring:

Students are required to wear appropriate clothes and footwear for working with animals in a farm environment.

Structures Workplace Learning (SWL)

This course requires students to undertake 80 hours of Structured Workplace Learning, 40 hours each year. This provides the opportunity for students to demonstrate competencies acquired on-the-job. Students undertaking this course are required to fulfil an industry specific workplace learning, which contributes to the completion of the competency. "Work in the animal care industry", and provides an opportunity to demonstrate competencies acquired off the job. During this time student's will be required to complete work place activities.

TAFE / University Pathways General Careers Pathways

Certificate III /IV or Diploma in Agriculture Farm Manager

Diploma of Rural Business Agricultural Scientist

Bachelor of Agricultural Science Animal Technician

General Career Pathways

Farm Manager

Agricultural Scientist

Animal Technician

Agriculture

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate II in Apparel, Fashion & Textiles

COURSE OUTLINE



Training Provider: Elisabeth Murdoch College (RTO: 21004)

Course Code: MST20722

Location: Elisabeth Murdoch College

Duration: 2 Year program

Time: Monday 4pm - 8pm

Wednesdays 1.30pm - 5.30pm

Cost: Please see your school VET Coordinator

Description:

VET in schools multiplies opportunities for students. They enable students to complete a Nationally recognised vocational qualification as well as contribute towards their VCE or VCE-VM Certificate. Classroom learning is combined with structured hands on training and practice in industry. The aim of the course is to provide students with the skills and knowledge to achieve competencies that will enhance their employment prospects in the textiles, clothing and footwear industry and to enable students to make a more Informed choice regarding further education and career paths.

Contribution to the VCE/VCE-VM

On completion of the program students are eligible for five credits towards their VCE, three at Unit 1-2 level and a Unit 3-4 sequence. Students who successfully complete the Unit 3-4 sequence will be eligible for a 10% increment towards their ATAR. More information on the increment process can be found on the VCAA website:

www.vcaa.vic.edu.au/vet/general/recognition/vetcredit.html

This program will also satisfy the learning outcomes for the VCE-VM Industry Specific and the Work Related Skills strand.

Sample Units of Study:

Year 1 & 2

- Work safely
- Apply quality standards
- Use a sewing machine for fashion design

Apparel, Fashion & Textiles



VET (Vocational Education & Training) in schools

Certificate II in Apparel, Fashion & Textiles

Elisabeth Murdoch College

COURSE OUTLINE MST20722



units continued:

- Design and produce a simple garment
- Identify design process for fashion designs
- Modify patterns to create basic styles
- Draw and interpret a basic sketch
- Work in the Textiles, Clothing and Footwear industry
- Identify fibres, fabrics and textiles used in the TCF industry
- Produce a simple garment
- Develop patterns from a block using basic pattern making principles
- Participate in environmentally sustainable work practices
- Produce a simple fabric or product

What to bring:

Students are required to purchase a folio and sewing kit. Details regarding the requirements for the kit will be provided on enrolment. At least 4 garments will be expected to be made per year and therefore material will need to be purchased throughout the year.

Structures Workplace Learning (SWL)

Students will be required to undertake 40 hours (1 week) of SWL in their first year. A Logbook will be provided. Students undertaking this course are required to undertake 40 hours of structured workplace learning, which contributes to the completion of the competency. "Work in the Textiles, Clothing & Footwear industry", and provides an opportunity to demonstrate competencies acquired on the job. During this time, students will be required to complete work place activities.

Pathways Examples:

Certificate III in Clothing Production

Diploma of Costume for Performance

Advanced Diploma of Applied Fashion Design & Technology

Bachelor of Design (Fashion Design)

Bachelor of Design (Visual Merchandising)

Apparel, Fashion & Textiles

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VET (Vocational Education & Training) in schools

Certificate II in Building & Construction



COURSE OUTLINE

Training Provider: SkillInvest (RTO: 4192)

Course Code: 22338VIC

Location: Western Port SC

Duration: 2 Year program (FULL COMPLETION)

Time: Wednesdays 8:55am–1:10pm

Costs: Please see your school VET Coordinator

Description:

This program will provide students with the knowledge and skills to enhance their employment prospects in the building and construction industry. It also provides them with a nationally recognised qualification as well as contribute toward their VCE or VCE-VM Certificate.

A combination of both practical classroom learning and structured hands on learning. After successful completion of the VCE/VET program students will have fully completed their pre-apprenticeship certificate.

Contribution to the VCE/VCE-VM: Recognition of up to four VCE VET units at Units 1 and 2 level and a VCE VET Units 3 and 4 sequence. The VCE VET Building and Construction program does not offer scored assessment.

Sample Units of Study:

- Construct basic formwork for concreting
- Erect and safely use working platforms
- Construct basic formwork for concreting
- Carry out measurements and calculations
- Apply basic levelling procedures
- Prepare to work safely in the construction industry
- Construct basic formwork for concreting
- Erect and safely use working platforms
- Construct basic formwork for concreting

Building & Construction

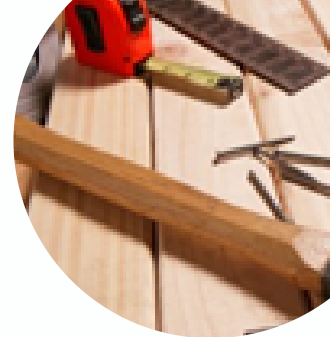


VET (Vocational Education & Training) in schools

Certificate II in Building & Construction

Western Port SC

Course Code: 22338VIC



Sample Units of Study:

- Carry out measurements and calculations
- Apply basic levelling procedures
- Prepare to work safely in the construction industry
- Work effectively and sustainably in the construction industry
- Conduct workplace communication
- Apply OHS requirements policies and procedures in the construction industry
- **2nd Year Units**
 - Provide basic emergency life support
 - Construct basic sub-floor
 - Construct basic wall frames
 - Construct a basic roof frame
 - Install basic external cladding
 - Install basic window and door frames
 - Install interior fixings
 - Carry out basic demolition for timber structures

What to bring:

Students are required to wear approved work pants, Fluro shirt and steel capped work boots – Uniform descriptor provided upon enrolment. Students will need access to an approved device for theory work (Laptop etc)

Structured Workplace Learning (SWL) -

This course requires students to undertake a minimum of 80 hours (equivalent to 10 days of work) in a building and construction industry placement.

Further Study:

Certificate III/IV in Building Construction

Certificate III in Carpentry

Apprentice carpenter

Apprentice shopfitter

Building & Construction



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VET (Vocational Education & Training) in schools

Certificate III in Business



COURSE OUTLINE

Training Provider: IVET (RTO: 40548)

Course Code: BSB30120

Location: Monterey Secondary College

Duration: 2 Year program

Time: Year 1 and Year 2

If minimum external enrolments met

Tuesday 9:08am-1:20pm

Costs: Please see your school VET Coordinator

Description:

This program provides students with the opportunity to develop a broad range of skills and knowledge to work in a variety of work contexts using discretion, judgement and relevant theoretical knowledge.

A combination of both practical classroom learning and structured hands on learning. After successful completion of the VCE/VET program students will have fully completed their pre-apprenticeship certificate.

Contribution to the VCE/VCE-VM:

Recognition of up to two VCE VET units at Units 1 and 2 level, a scored VCE VET Unit 3-4 sequence and an additional non-scored VCE VET Unit 3-4 sequence.

Sample Units of Study:

- Support personal wellbeing in the workplace
- Participate in sustainable work practices
- Use inclusive work practices

Business



VET (Vocational Education & Training) in schools

Certificate III in Business

Monterey SC

Course Code: BSB30120



Sample Units of Study:

- Assist with maintaining workplace safety
- Apply critical thinking skills in a team environment
- Engage in workplace communication
- Design and produce business documents
- Organise personal work priorities
- Deliver and monitor a service to customers
- Organise workplace information

What to bring:

N/A

Structured Workplace Learning (SWL) -

Recommended but not mandatory

Further study options:

Diploma of Business

Bachelor of Business

General Careers Pathways

Small business owner, business manager and coordinator-level roles involving business planning, project management, resourcing, marketing or social media

Business

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VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate III in Business



COURSE OUTLINE

Training Provider: Foundation Learning Centre (RTO: 3977)

Course Code: BSB30120

Location: **Western Port Secondary College**

Duration: ONE Year program

Time: Wednesday or Friday
(depending on student interest)

Costs: Please see your school VET Coordinator

Description:

Refine your workplace skills with this comprehensive, nationally recognised qualification. Ideal for those who are looking to take on more responsibility in the workplace, this course helps build valuable skills in both customer service and IT.

Through this course, you will learn to:

- Produce documents for use both internally and externally
- Foster a diverse, innovative and inclusive team environment
- Communicate with customers in a range of circumstances

Contribution to the VCE/VCE-VM:

Recognition of up to two VCE VET units at Units 1 and 2 level, a scored VCE VET Unit 3-4 sequence and an additional non-scored VCE VET Unit 3-4 sequence.

Sample Units of Study:

- Apply knowledge of WHS laws in the workplace
- Work effectively with diversity
- Organise work priorities and development

Business



VET (Vocational Education & Training) in schools

Certificate III in Business

Western Port SC

Course Code: BSB30120



Sample Units of Study:

- Process customer complaints
- Design and produce business documents
- Design and produce digital text documents
- Support continuous improvement systems and processes
- Design and produce spreadsheets
- Deliver and monitor a service to customers
- Organise workplace information
- Promote innovation in a team environment
- Contribute to team effectiveness

What to bring:

Students are required to wear appropriate clothes and footwear (free to wear school uniform as well).

Structured Workplace Learning (SWL) -

Recommended but not mandatory

Further study options:

Diploma of Business

Bachelor of Business

General Careers Pathways

Small business owner, business manager and coordinator-level roles involving business planning, project management, resourcing, marketing or social media

Business

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VET (Vocational Education & Training) in schools

Certificate II in Community Services

COURSE OUTLINE

Training Provider: Advance Community College (RTO: 4016)

Course Code: CHC22015

Location: Advance Community College

Duration (Rosebud / Hastings or Mornington campus)

2 Year program

Time: Wednesday 1.30pm–4:30pm

Costs: Please see your school VET Coordinator

Community Services

Description:

This qualification is suited to those looking to start a career as a community services worker. It will provide you with the skills and knowledge to be able to become a first point of contact and assist individuals in meeting their immediate needs.

To achieve the full qualification students must complete 9 units (5 core and 4 electives).

Contribution to the VCE/VCE-VM

This course of study contributes 90 hours to the VCE Year 11 (inc VM 1&2) and 90 hours to VCE Year 12 (inc VM 3&4)



VET (Vocational Education & Training) in schools



Certificate II in Community Services

Advance Community College

Course Code: CHC22015

Sample Units of Study: (below units are a sample only)

Units delivered over the two years:

- Provide first point of contact
- Communicate and work in health or community services
- Work with diverse people
- Participate in workplace health and safety
- Manage personal stress in the workplace
- Organise and complete daily work activities
- Be an effective volunteer
- Use routine strategies for work-related learning
- Interact effectively with others at work

What to bring:

N/A

Structured Workplace Learning (SWL) - Recommended but not mandatory.

Employment Pathways

- Contact Officer;
- Customer Service Officer;
- Care Service Employee;
- Community Worker;
- Personal Care Attendant.

Further study pathways include:

- CHC33015 Certificate III in Individual Support
- CHC32015 Certificate III in Community Services

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Community Services



VET (Vocational Education & Training) in schools

Certificate II in Conservation & Ecosystem Management



COURSE OUTLINE

Training Provider: Access Skills Training (RTO: 4603)

Course Code:	AHC21020
Location:	Monterey Secondary College
Duration	2 Year program
Time:	Wednesday or Friday 9:08am–1.20pm (1st Year) Wednesday or Friday 9:08am–1.20pm (2nd Year)
Costs:	Please see your school VET Coordinator

Description:

This course provides the skills and knowledge required for work in a defined context and/or for further study in conservation and ecosystem management. The qualification enables individuals to select and develop basic factual, technical and procedural knowledge in conservation and ecosystem management for Indigenous land management, lands, parks and wildlife services and the restoration and rehabilitation of ecosystems.

Contribution to the VCE/VCE-VM

Recognition of up to two VCE VET units at Units 1 and 2 level, a VCE VET Unit 3–4 sequence.

Conservation & Ecosystem



VET (Vocational Education & Training) in schools

Certificate II in Conservation & Ecosystem Management

Monterey Secondary College

Course Code: AHC21020

Sample Units of Study: (below units are a sample only)

- AHCWHS201 Participate in work health and safety processes
- AHCWRK209 Participate in environmentally sustainable work practices
- 13 elective units must also be completed.

What to bring:

Workwear and work boots

Structured Workplace Learning (SWL) - Recommended but not mandatory.

Tertiary Pathways

Certificate III in Conservation and Ecosystem Management

General Careers Pathways

assistant land management officer, assistant conservation worker, assistant parks and wildlife officer



Conservation & Ecosystem



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VET (Vocational Education & Training) in schools

Certificate II in Conservation & Ecosystem Management

COURSE OUTLINE

Training Provider: Advance Community College (RTO: 4016)

Course Code: AHC21020
Location: **Advance Community College (Mornington)**
Duration ONE Year program
Time: Friday 8:30am–4:00pm
Costs: Please see your school VET Coordinator

Description:

The qualification will enable participants to develop basic factual, technical and procedural knowledge in conservation and ecosystem management for Indigenous land management, lands, parks and wildlife services and the restoration and rehabilitation of ecosystems.

To achieve the full qualification students must complete 15 units (2 core and 13 electives).

Contribution to the VCE/VCE-VM

This course of study contributes 90 hours to the VCE Year 11 (inc VM 1&2) and 90 hours to VCE Year 12 (inc VM 3&4).

Sample Units of Study: (below units are a sample only)

- Participate in work health and safety processes
- Participate in workplace communications
- Participate in environmentally sustainable work practices
- Recognise fauna
- Perform basic ecological restoration works



Conservation & Ecosystem



VET (Vocational Education & Training) in schools

Certificate II in Conservation & Ecosystem Management

Advance Community College

Course Code: AHC21020

Sample Units of Study: (below units are a sample only)

- Collect native seed
- Conduct visual inspection of park facilities
- Treat weeds
- Recognise plants
- Apply chemicals under supervision
- Operate basic machinery and equipment
- Plant trees and shrubs
- Assist with soil or growing media sampling and testing
- Undertake propagation activities
- Undertake brush cutting operations

What to bring:

Personal protective equipment (PPE) including:

- Work boots
- Work pants
- Hi Viz top
- Ear and eye protection and gloves (provided)

Structured Workplace Learning (SWL) - Recommended but not mandatory.

Tertiary Pathways

Certificate III in Conservation and Ecosystem Management

General Careers Pathways

assistant land management officer, assistant conservation worker, assistant parks and wildlife officer

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



Conservation & Ecosystem



VET (Vocational Education & Training) in schools

Certificate II in Construction Pathways



COURSE OUTLINE

Training Provider: AGA Apprenticeships Plus (RTO: 3829)

Course Code: CPC20220
Location: **Somerville Secondary College**
Duration: 1 Year program
Time: Wednesday 9:45am - 4:00pm
Costs: Please see your school VET Coordinator

Description:

This pre-apprenticeship provides you with broad knowledge and practical workshop skills used within the construction industry.

On completion, if you choose to continue into a construction apprenticeship, your certificate will count towards your qualification

Contribution to the VCE/VCE-VM

Students undertaking this program are eligible for **Units at 1-2 level ONLY**.

Entry Requirements

You will need:

To be aged 15 years or over

To be currently completing a senior secondary program VCE or VCE VM

To spend at least one day per school week on timetabled training

Sufficient communication, literacy and numeracy skills

Sample Units of Study: (below units are a sample only)

- Apply WHS requirements, policies and procedures in the construction industry
- Prepare to work safely in the construction industry (white card)
- Plan and organise work
- Use carpentry tools and equipment
- Handle carpentry materials
- Carry out measurements and calculations

Construction Pathways



VET (Vocational Education & Training) in schools

Certificate II in Construction Pathways

Somerville Secondary College

Course Code: CPC20220

Sample Units of Study: (below units are a sample only).

- Apply basic levelling procedures
- Work effectively and sustainably in the construction industry
- Undertaking a basic construction project
- Undertake a basic construction project
- Carrying out basic demolition
- Use wall and floor tiling tools and equipment

What to bring:

Your School Laptop or tablet to every class (fully charged & with charger). This is to assist with accessing online assessments and resources weekly

Pen and workbook/paper

Long or short sleeved work shirt - can be Hi-Viz

Work pants or trade shorts

Steel Toe Capped Work boots.

Structured Workplace Learning (SWL) - Recommended but not mandatory.

Further Study:

Certificate II or III in Building Construction

Certificate II or III Electrotechnology

Certificate II in Plumbing



Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.
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VET (Vocational Education & Training) in schools

Certificate II in Construction Pathways



COURSE OUTLINE

Training Provider: AIET (RTO: 121314)

Course Code:	CPC20220
Location:	Monterey Secondary College
Duration	2 Year program
Time:	Wednesday or Friday 9:08am–1.20pm (1st Year) Wednesday or Friday 9:08am–1.20pm (2nd Year)
Costs:	Please see your school VET Coordinator

Description:

Provides a pathway to the primary trades in the construction industry with the exception of plumbing. Trade outcomes are predominantly achieved through an Australian apprenticeship and this certificate allows for inclusion of skills suited for entry to off-site occupations, such as joinery and shopfitting, as well as carpentry, bricklaying and other occupations in general construction. This certificate is designed to introduce learners to the recognised trade callings in the construction industry and provide meaningful credit in a construction industry Australian apprenticeship.

Contribution to the VCE/VCE-VM

Recognition of up to two VCE VET units at Units 1 and 2 level, a VCE VET Unit 3–4 sequence.

Construction Pathways



VET (Vocational Education & Training) in schools

Certificate II in Construction Pathways

Monterey Secondary College

Course Code: CPC20220

Sample Units of Study: (below units are a sample only)

- Work effectively and sustainably in the Construction Industry
- Plan and organise work
- Carry out measurements and calculations
- Undertake a basic construction project
- Apply WHS requirements, policies and procedures in the Construction Industry

What to bring:

Students are required to wear appropriate clothes and footwear.
Students are required to have the following at all classes: Safety work boots/shoes.

Structured Workplace Learning (SWL) - Recommended but not mandatory.

Tertiary Pathways

Certificate III in Bricklaying/Block-laying

Certificate III in Carpentry

Certificate III in Joinery

General Careers Pathways

carpentry apprenticeship

wall and floor tiling apprenticeship

bricklaying apprenticeship

joinery and shopfitting apprenticeship

painting and decorating apprenticeship



Construction Pathways



Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate II in Cookery



COURSE OUTLINE

Training Provider: Food Futures (RTO: 45732)

Course Code: SIT20421

Location: Monterey Secondary College

Duration: 2 Year program

Time: Wednesday or Friday 9:08am–1.20pm (1st Year)
Wednesday or Friday 9:08am–1.20pm (2nd Year)

Costs: Please see your school VET Coordinator

Description:

Prepares students with a limited range of food preparation and cookery skills to prepare food and menu items. Includes units such as; preparing appetisers and salads, preparing stocks, soups and sauces, preparing vegetable, fruit and farinaceous dishes, preparing poultry dishes.

Contribution to the VCE/VCE-VM

Recognition of up to two VCE VET units at Units 1 and 2 level, a scored VCE VET Unit 3–4 sequence.

Cookery



VET (Vocational Education & Training) in schools

Certificate II in Cookery

Monterey Secondary College

Course Code: SIT20421

Sample Units of Study: (below units are a sample only)

- Use food preparation equipment
- Prepare dishes using basic methods of cookery
- Clean kitchen premises and equipment
- Use hygienic practices for food safety
- Receive, store and maintain stock
- Participate in safe work practices
- Prepare and present simple dishes
- Participate in safe food handling practices
- Produce cakes

What to bring:

Black covered toed shoes.

Structured Workplace Learning (SWL) - Recommended but not mandatory.

Tertiary Pathways

Certificate III in Commercial Cookery

Certificate III in Patisserie

General Careers Pathways

sandwich hand

cookery apprentice

breakfast cook

commercial kitchen supervisor

professional chef

commercial cook

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



Cookery



VET (Vocational Education & Training) in schools

Certificate II in Cookery



COURSE OUTLINE

Training Provider: Access Skills Training (RTO: 4603)

Course Code: SIT20421

Location: Bayside Christian College

Duration: 2 Year program

Time: Wednesdays 1:30pm–5:30pm (1st year)
Wednesdays 8:45am–12:45pm (2nd Year)

Cost: Please see your school VET Coordinator

Description:

Certificate II in Kitchen Operations is an introductory course that prepares students for food preparations and cookery skills in order to prepare food and menu items.

Contribution to the VCE/VCE-VM:

On completion of the program students are eligible for five credits towards their VCE, three at Unit1-2 level and Unit 3-4 sequence.

Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a **study score**. This study score can contribute directly to the primary four or as a fifth or sixth subject.

Note: Where a student elects not to receive a study score for Cert II in Kitchen Operations, no contribution to the ATAR will be available.

Cookery

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate II in Cookery

Bayside Christian College

Course Code: SIT20421

Sample Units of Study:

Year 1:

- Use food preparation equipment
- Prepare dishes using basic methods of cookery
- Clean kitchen premises and equipment
- Use hygienic practices for food safety
- Receive, store and maintain stock
- Participate in safe work practices

Electives: Units 1&2

- SITHCCC024 Prepare and present simple dishes
- SITXFSA006 Participate in safe food handling practices

(students are advised against undertaking second year without completing the Core Units from Year 1)

Year 2:

Core

- Work effectively in a commercial kitchen

Elective

- Prepare and present sandwiches
- Prepare stocks, sauces and soups
- Prepare appetisers and salads
- Prepare vegetable, fruit, eggs and farinaceous dishes

What to bring:

Non-slip covered shoes. Chef's uniform (ordered to size early 2024 - additional cost of approximately \$150.00).

Structured Workplace Learning (SWL)

Structured Workplace Learning is not mandated but strongly recommended.

Further Study:

Certificate III in Hospitality

Certificate IV in Hospitality

Diploma of Hospitality Management

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VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



Cookery



VET (Vocational Education & Training) in schools

Certificate II in Dance (Cert III partial completion)

Training Provider: Elisabeth Murdoch College (RTO: 21004)

Course Code: CUA20120 & CUA30120

Location: Elisabeth Murdoch College

Duration: 2 Year program

Time: Wednesdays 1:30pm–5.30pm (1st Year)
Wednesday: 1:30pm–5:30pm (2nd year)

Cost: Please see your school VET Coordinator

Description:

Classroom learning is combined with structured hands-on training and practice in industry. The aim of this program is to:

- Allow learners to develop basic technical skills to prepare for work in the live performance industry.
- Perform a combination of technical dance activities aligned to the Australian Qualifications Framework at Level II.
- Demonstrate proficiency in Jazz & Contemporary dance styles.

Contribution to the VCE/VCE-VM:

On completion of the program students are eligible for four credits towards their VCE, two at Unit1-2 level and a Unit 3-4 sequence. Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score.

This study score can contribute directly to the primary four or as a fifth or sixth subject.

Sample Units of Study:

Year 1: Core Units

- Develop basic dance techniques
- Follow safe dance practices
- Develop a basic level of physical condition for dance performance
- Work effectively with others



Dance



VET (Vocational Education & Training) in schools

Certificate II in Dance

(with selected units from Certificate III in Dance)

Elisabeth Murdoch College

Course Code: CUA20120 & CUA30120

Electives:

- Perform basic jazz dance technique
- Perform basic contemporary dance

Year 2:

- Prepare for performances
- Develop audition techniques
- Incorporate artistic expression into basic dance performances
- Develop and apply creative arts industry knowledge

Electives:

- Increase depth of jazz dance technique
- Increase depth of contemporary dance technique

What to bring:

Students are required to wear appropriate clothing for dance and a laptop.

Structured Workplace Learning (SWL) The VCAA has determined that work placement is an appropriate and valuable component of all VET programs. It provides context for: Enhancement of skills development, practical application of industry knowledge and assessment of units of competence, as determined by the RTO. It is often difficult to find suitable work placements for all dance students. To overcome this situation at Elisabeth Murdoch College we have organised industry days at a major professional organisation, visiting industry practitioners workshops and attendance at live professional productions throughout the year.

Further Study:

Certificate III in Dance

Diploma of Dance – Teaching & Management

Bachelor of Arts (Dance)

Bachelor of Creative Arts (Dance)

Choreographer

Dance teacher



Dance



Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate III in Aviation (Remote Pilot)



COURSE OUTLINE

Training Provider: National Drones Training Institute (RTO: 41441)

Course Code: AVI30419

Location: Elisabeth Murdoch College

Duration: Two Year program

Time: Wednesday 1:30 – 4:30pm

Cost: Please see your school VET Coordinator

Description:

Remote pilots operating at this level will apply non-technical and technical knowledge and skills to demonstrate autonomy and judgement and will take limited responsibility within established regulatory parameters.

This qualification is relevant to individuals operating remotely piloted aircraft (Drones) within visual line of sight, below 400 feet outside of controlled airspace, greater than 3 nautical miles from an aerodrome, outside of populous areas. Remote pilot duties include applying technical and non-technical aviation skills and knowledge.

Students doing this qualification will also complete the requirements for certification by the Civil Aviation Safety Authority (CASA)

Contribution to the VCE/VCE-VM:

On completion of the program students are eligible for four credits towards their VCE, two at Units 1-2 level and a Unit 3-4 sequence. Students who successfully complete the Unit 3-4 sequence will be eligible for a 10% increment towards their ATAR.

This program will also satisfy the learning outcomes for the VCE-VM Industry Specific and the Work Related Skills strand.

Aviation (Drone Pilot)

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate III in Aviation (Remote Pilot)

Elisabeth Murdoch College

Course Code: AVI30419



Sample Units of Study:

- Manage human factors in remote pilot aircraft systems operations
- Navigate remote pilot aircraft systems
- Operate and manage remote pilot aircraft systems
- Perform operational inspections on remote operated systems
- Control remote pilot aircraft systems on the ground
- Launch, control and recover a remotely piloted aircraft
- Manage remote pilot aircraft systems energy source requirements
- Apply the principles of air law to remote pilot aircraft systems operation
- Apply situational awareness in remote pilot aircraft systems operations.
- Operate aeronautical radio
- Complete a Notice to Airmen (NOTAM)
- Operate multi-rotor remote pilot aircraft systems
- Perform aerial mapping and modelling using remote pilot aircraft systems
- Perform infrastructure inspections using remote operated systems

What to Bring:

Students are required to bring a laptop and smart phone.,

Structured Workplace Learning (SWL) - TBA

SWL is not mandated in this program.

Further Study:

The following is sample of the industries drones can be used:

Agriculture

Real Estate

Building and Construction

Emergency Services

Aerial Photography

Telecommunications

<https://nationaldrones.com.au/>

<https://nationaldrones.com.au/smart-data/>

Aviation (Drone Pilot)



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VET (Vocational Education & Training) in schools

Certificate III in Early Childhood Education & Care



COURSE OUTLINE

Training Provider: Foundation Learning Centre (RTO: 3977)

Course Code: CHC30121

Location: Elisabeth Murdoch College

Duration: 2 Year program

Time: Wednesday 1:00 – 5:00pm

Cost: Please see your school VET Coordinator

Description:

Take your first steps into the world of early childhood and a childcare support worker with the nationally accredited Certificate III in Early Childhood Education & Care.

You will learn to provide safe, nurturing and inclusive education and care for children in a fun and playful setting

Contribution to the VCE/VCE-VM:

Students who receive a Units 3 and 4 sequence from Certificate III in Early Childhood Education may be eligible for an increment towards their ATAR (10 per cent of the lowest study score in the primary four scaled studies).

www.vcaa.vic.edu.au/vet/general/recognition/vetcredit.html

Early Childhood



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VET (Vocational Education & Training) in schools

Certificate III in Early Childhood Education & Care

Elisabeth Murdoch College



Course Code: CHC30121

Sample Units of Study:

Units delivered over the two years may include

- Work with diverse people
- Support inclusion and diversity
- Support children's health, safety and wellbeing
- Nurture babies and toddlers
- Develop positive and respectful relationships with children
- Use an approved learning framework to guide practice
- Support the holistic learning and development of children
- Provide experiences to support children's play and learning
- Support children to connect with the natural environment
- Observe children to inform practice
- Encourage understanding of Aboriginal and/or Torres Strait Islander peoples cultures
- Meet legal and ethical obligations in children's education and care
- Identify and respond to children and young people at risk
- Work effectively in children's education and care
- Provide First Aid in an education and care setting
- Participate in workplace health and safety
- Follow basic food safety practices

What to bring: TBA

Structured Workplace Learning (SWL)

All students who undertake the Certificate III in Early Childhood Education & Care will need to complete 160 hours of practical placement within an Early Childhood & Care setting. These hours can be done at any time during the course.

Further Study:

- Diploma in Early Childhood Education & Care
- Family Day care
- Kindergarten Assistant

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VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.

Early Childhood



VET (Vocational Education & Training) in schools

Certificate II in Electro-technology (Career Start)



COURSE OUTLINE

Training Provider: AGA Apprenticeships Plus (RTO: 3829)

Course Code: UEE22020
Location: **Somerville Secondary College**
Duration: **ONE** Year program
Time: Wednesday 9:00an - 3:00pm
Cost: Please see your school VET Coordinator=

Description:

Fast track your certificate and complete it in 1year instead of 2. This pre-apprenticeship provides you with broad knowledge and practical workshop electrical (domestic and commercial) skills.

Contribution to the VCE/VCE-VM:

Students undertaking this program are eligible for Units at 1-2 & 3 level on completion.

Entry Requirements

You will need:

To be aged 15 years or over

To be currently completing a senior secondary program VCE or VCE VM

To spend at least one day per school week on timetabled training

Sufficient communication, literacy and numeracy skills

Sample Units of Study:

- Apply work health and safety regulations, codes and practices in the workplace
- Prepare to work safely in the construction industry (white card)
- Fabricate, assemble and dismantle utilities industry components
- Apply environmentally and sustainable procedures in the energy sector

Electrical (fast track)



VET (Vocational Education & Training) in schools

Certificate II in Electro-technology (Career Start)

Somerville Secondary College

Course Code: UEE22020

Sample Units of Study:

- Provide basic sustainable energy solutions for energy reduction in residential premises
- Fix and secure electrotechnology equipment
- Carry out routine work activities in an energy sector environment
- Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply
- Identify and select components, accessories and materials for energy sector work activities
- Use routine equipment/plant/technologies in an energy sector environment
- Deliver a service to customers
- Provide basic instruction in the use of electrotechnology apparatus
- Provide solutions and report on routine electrotechnology problems
- Solve problems in single path circuits

What to bring:

Your School Laptop or tablet to every class (fully charged & with charger). This is to assist with accessing online assessments and resources weekly

Pen and workbook/paper

Long or short sleeved work shirt - can be Hi-Viz

Work pants or trade shorts

Steel Toe Capped Work boots.

Structured Workplace Learning (SWL) - Recommended but not mandatory.

Further Study:

Cert III in Electrotechnology

General Career Pathways

Electrical Trades Assistant

Telecommunications Trades Assistant



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VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



Electrical (fast track)



VET (Vocational Education & Training) in schools

Certificate III in Equine Studies

COURSE OUTLINE

Training Provider: Box Hill Institute (RTO: 4687)

Course Code: 22513VIC

Location: Toorak College

Duration: 2 Year program

Time: Wednesday 1:00 – 4:00pm and/or 4-7pm (1st Year)
Tuesday 4:00pm–7:00pm (2nd Year)
and/or Wednesday (dependent on class sizes)

Cost: Please see your school VET Coordinator

Description:

Certificate III in Equine Studies is an introductory course that prepares students for work in the equine industry. The theory aspects will be delivered at Toorak College, and the practical components will be delivered at professional stables in Mornington.

The course will be delivered by a fully qualified trainer currently engaged in the Equine Industry with strong contacts in the equine and racing industry and across the Mornington Peninsula.

Contribution to the VCE/VCE-VM:

VCE: you will be eligible for up to five units towards your VCE: three units at Units 1 and 2 level, and a Units 3 and 4 sequence. A study score is available for this program, which can contribute directly towards your ATAR – either as one of your best four studies (the primary four) or as your fifth or sixth study. It can also contribute as a VET increment towards the ATAR as a 5th or 6th subject if the minimum elective hours are included.

VCE-VM: you will be eligible for up to five credits towards your VM – at the Foundation, Intermediate or Senior levels.

Entry Requirements

Students require a moderate level of physical stamina, strength, agility and coordination in order to meet the physical demands and be safe when handling horses and performing stable management duties. Students do not have to own their own horse to study this course.

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



Equine



VET (Vocational Education & Training) in schools

Certificate III in Equine Studies

Toorak College

Course Code: 22513VIC



Sample Units of Study:

Year 1:

- Work safely in industries with horse
- Work effectively in an equine industry
- Handle horses safely
- Provide basic emergency life support
- Identify equine anatomy
- Assist in the preparation of a horse for an event
- Assist in the conduct and organization of an event in the equine industry
- Apply knowledge of horse behaviour

Second Year Units

- Identify and describe equine physiology
- Implement and monitor horse feeding programs
- Relate equine form and function
- Implement and monitor horse health and welfare practices

What to bring:

Students require a moderate level of physical stamina, strength, agility and co-ordination in order to meet the physical demands and be safe when handling horses and performing stable management duties. Students do not have to own their own horse to study this course.

Structured Workplace Learning (SWL)

Students are required to complete 40 hours of industry placement before the end of Term 2. Students are required to source their own placement.

Further Study:

Certificate & Diploma IV in Veterinary Nursing

Advanced Diploma of Horse Management

Diploma of Horse Breeding (Stable Management)

Bachelor of Equine Science – Charles Sturt University

Acknowledgement www.vcaa.vic.edu.au/vet/programs/equine/equine.html

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.

Equine



VET (Vocational Education & Training) in schools

Certificate II in Furniture Making Pathways

COURSE OUTLINE

Training Provider: Access Skills Training (RTO: 4603)

Course Code: MSF20516

Location: **Monterey Secondary College**

Duration: 2 Year program

Time: Wednesday 9:08 AM – 1:20 PM or
Friday 9:08 AM – 1:20PM

Cost: Please see your school VET Coordinator

Description:

This program includes units such as developing a career plan for the furnishing industry, upholstery, making timber joints, basic design, hand and power tools, furniture assembly and a furniture making project.

Contribution to the VCE/VCE-VM

Recognition of up to three VCE VET units at Units 1 and 2 level, a scored VCE VET Unit 3-4 sequence.

Furniture Making



VET (Vocational Education & Training) in schools

Certificate II in Furniture Making Pathways

Monterey Secondary College

COURSE OUTLINE MSF20516

Sample units include:

- Develop a career plan for the furnishing industry
- Participate in environmentally sustainable work practices
- Demonstrate care and apply safe practices at work
- Select and apply hardware
- Prepare surfaces
- Join furnishing materials
- Make simple timber joints
- Work in a team

What to bring:

Workwear and work boots

Structures Workplace Learning (SWL)

Recommended but not mandatory

Tertiary Pathways

Certificate III in Cabinet Making

Certificate III in Carpentry

General Careers Pathways

Furniture Restorer

Furniture Maker

Cabinet Maker

Furniture Upholsterer

Manufacturing Tradesperson



Furniture Making



Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate III in Health Services Assistance



COURSE OUTLINE

Training Provider:	Antrick Education (RTO 41572)
Course Code:	HLT33115
Location:	Elisabeth Murdoch College
Duration:	2 Year program
Time:	Wednesday 1:15 – 4:30pm
Cost:	Please see your school VET Coordinator

Description:

The program reflects industry and student demand for qualifications in the health and community sectors. The program includes a nationally recognised First Aid certificate and covers key employability skills that are transferable to any industry, including:

- Communication
- Teamwork
- Customer service
- Work Health and Safety
- Organising work activities
- Infection control

Throughout the program students will complete practical sessions in our working ambulance, participate in skill building workshops, theory sessions, which involve working on real case studies and complete a community project of their choice. After completion of the first-year students will receive HLT23215 Certificate II in Health Support Service.

Contribution to the VCE/VCE-VM

Recognition of up to 3 units at 1 and 2 level for the certificate II, one unit at Units 1 and 2 level, and a minimum of three units at Units 3 and 4 level. Students may be eligible for further credit at Units 3 and 4 level.

More information on the increment process can be found on the VCAA website:

www.vcaa.vic.edu.au/vet/general/recognition/vetcredit.html

Health Services Assistant



Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate II in Health Services Assistance

Elisabeth Murdoch College

Sample Units of Study: Year 1

- Prepare and maintain beds
- Perform general cleaning in a clinical setting
- Plan and apply time management
- Work with diverse people
- Communicate and work in the health or community services
- Respond effectively to behaviours of concern
- Comply with infection prevention and control policies & procedures
- Participate in the workplace health and safety •
- Provide First Aid •
- Facilitate responsible behaviour •
- Maintain a high standard of service •
- Assist with Movement •
- Transport individuals

Year 2: •

- Organise personal work priorities and development •
- Engage with health professionals & the health system •
- Interpret and apply medical terminology appropriately *scored •
- Recognise healthy body systems *scored •
- Take clinical measurements *scored

What to bring:

Students are required to wear black pants, enclosed shoes and the Antrick Polo Shirt. Students need to bring a laptop, book, and stationery.

Structured Workplace Learning (SWL)

It is strongly recommended to undertake Structured Workplace Learning in this field.

Pathways Examples

Certificate III in Health Support Services

Certificate III in Hospital/Health Services—Pharmacy Support

Certificate IV in Mental Health

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



Health Services Assistant



VET (Vocational Education & Training) in schools

Certificate III in Health Services Assistance



COURSE OUTLINE

Training Provider:	IVET (RTO 40548)
Course Code:	HLT33115
Location:	Monterey Secondary College
Duration:	2 Year program
Time:	Monday 2:08pm – 3:05pm, Tuesday 9:08am – 11:02am & Thursday 2:08pm – 3:05pm If minimum external enrolments met can be run as: Tuesday 9:08am – 1:20pm
Cost:	Please see your school VET Coordinator

Description:

This program provides students with the knowledge and skills that will enhance their employment prospects in the health industry. These qualifications cover workers who provide assistance to allied health professionals and other health professionals with the care of clients.

Contribution to the VCE/VCE-VM

Recognition of up to 3 units at 1 and 2 level for the certificate II, one unit at Units 1 and 2 level, and a minimum of three units at Units 3 and 4 level. Students may be eligible for further credit at Units 3 and 4 level. More information on the increment process can be found on the VCAA website:

www.vcaa.vic.edu.au/vet/general/recognition/vetcredit.html

Health Services Assistant

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate II in Health Services Assistance

Monterey Secondary College

Sample Units of Study: Year 1

- Participate in workplace health and safety
- Interpret and apply medical terminology appropriately
- Recognise healthy body systems
- Facilitate responsible behaviour
- Engage with health professionals and the health system

What to bring:

N/A

Structured Workplace Learning (SWL)

It is strongly recommended to undertake Structured Workplace Learning in this field.

Pathways Examples

Certificate III in Health Support Services

Certificate III in Hospital/Health Services—Pharmacy Support

Certificate IV in Mental Health

General Careers Pathways

Nursing assistant

Nursing support worker

Operating theatre technician

Patient service assistant (PSA)



Health Services Assistant

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VET (Vocational Education & Training) in schools

Certificate II in Hospitality



COURSE OUTLINE

Training Provider: Food Futures (RTO: 45732)

Course Code: SIT20322

Location: Monterey Secondary College

Duration: 2 Year program

Time: Monday or Thursday 9:08am–1.20pm (1st Year)
Monday or Thursday 2.08pm–3.05pm (2nd Year)

Costs: Please see your school VET Coordinator

Description of Program:

Prepares students with a limited range of hospitality operational skills and basic knowledge. Includes units such as: prepare/ serve espresso coffee, non-alcoholic beverages, food and beverage service, advice on food and functional transactions.

Contribution to the VCE/VCE-VM

Recognition of up to two VCE VET units at Units 1 and 2 level, a scored VCE VET Unit 3–4 sequence.

Hospitality



VET (Vocational Education & Training) in schools

Certificate II in Hospitality

Monterey Secondary College

Course Code: SIT20322

Sample Units of Study:

- Work effectively with others
- Source and use information on the hospitality industry
- Use hospitality skills effectively
- Interact with customers
- Show social and cultural sensitivity
- Participate in safe work practices
- Use hygienic practices for food safety
- Prepare and present sandwiches
- Provide responsible service of alcohol
- Prepare and serve espresso coffee

What to bring: TBA

Covered black shoes

Structured Workplace Learning (SWL)

SWL is not mandated for this program

Further Study:

Certificate III in Hospitality

Diploma of Hospitality Management

General Careers Pathways

bar attendant

café attendant

catering assistant

food and beverage attendant



Hospitality



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VET (Vocational Education & Training) in schools

Certificate II in Hospitality



COURSE OUTLINE

Training Provider: Advance Community College (RTO: 4016)

Course Code: SIT20322

Location: Advance Community College
Rosebud / Hastings or Mornington

Duration 2 Year program

Time: Wednesday 1:30pm–4:30pm

Costs: Please see your school VET Coordinator

Description of Program:

This qualification will provide participants with an opportunity to develop basic skills and knowledge to start a career in the hospitality industry. To achieve the full qualification students must complete 12 units (6 core and 6 electives).

This qualification can also be undertaken as a VET qualification via a School Based Traineeship

Contribution to the VCE/VCE-VM

This course of study contributes 90 hours to the VCE Year 11 (inc VM 1&2) and 90 hours to VCE Year 12 (inc VM 3&4)

Hospitality



VET (Vocational Education & Training) in schools

Certificate II in Hospitality

Advance Community College

Course Code: SIT20322



Sample Units of Study:

Units delivered over the two years may include:

- Work effectively with others (Core)
- Source and use information on the hospitality industry (Core)
- Use hospitality skills effectively (Core)
- Interact with customers (Core)
- Show social and cultural sensitivity (Core)
- Participate in safe work practices (Core)
- Use hygienic practices for food safety
- Prepare and serve espresso coffee
- Communicate in the workplace
- Prepare and serve non-alcoholic beverages
- Provide responsible service of alcohol[^]
- Process financial transactions

(participants cannot work with or serve alcohol until 18 years of age)

What to bring: TBA

Practical placement may require students to wear 'black and whites' (black pants or skirts and white shirts).

Structured Workplace Learning (SWL)

This course requires students to undertake 30 hours of Structured Workplace Learning.

Further Study:

Certificate III in Hospitality

Diploma of Hospitality Management

General Careers Pathways

bar attendant

café attendant

catering assistant

food and beverage attendant

Hospitality



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VET (Vocational Education & Training) in schools

Certificate III in Interior Decoration (Retail)

COURSE OUTLINE

Training Provider: Collarts (RTO: 0109)

Course Code: MFS31018

Location: Elisabeth Murdoch College

Duration: 2 Year program

Time: Wednesdays 1:30–5:00pm

Cost: Please see your school VET Coordinator

Description:

Explore the interior decoration industry in a retail environment by undertaking this course. It will be delivered through a variety of interactive tutorials and class activities. You will work in groups and individually on activities weekly that build towards the completion of a portfolio of visual work. Investigative tasks will be used to immerse you in the introduction to interior design elements, such as materials and finishes, lighting, furniture and accessories; design industry and its value in society and the relevance of history in contemporary design.

Practical tasks will include exploration of the following design essentials: Colour theory / ergonomics / manual drawing and computer aided design / preparation of mood board to communicate ideas / use of measuring devices / WHS implications of interior decoration effects.

Contribution to the VCE/VCE-VM:

On completion of the program students are eligible for four credits towards their VCE, or VCE-VM, two at Unit1-2 level and a Unit 3-4 sequence.

Students who successfully complete the Unit 3-4 sequence may be eligible for a 10% increment towards their ATAR. (subject to VTAC policy)

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VET (Vocational Education & Training) in schools

Certificate III in Interior Decoration (Retail)

Elisabeth Murdoch College

Course Code: MFS31018

Sample Units of Study:

Year1: Units 1&2

- Work Safely
- Communicate in the workplace
- Work in a team
- Make measurements and calculations
- Produce drawings to communicate ideas
- Explore the use of colour
- Create visual design components

Year 2: Units 3&4

- Plan kitchen and bathroom project
- Identify materials suitable for kitchen or bathroom construction
- Match furnishing styles and materials to customer requirements
- Estimate and cost job
- Participate in environmentally sustainable work practices
- Engage the customer
- Plan kitchen and bathroom project
- Source and review information about kitchen, bathroom and laundry design
- Match furnishing styles and materials to customer requirements
- Estimate and cost job

What to bring: TBA

Structured Workplace Learning (SWL)

SWL is not mandated for this program

Further Study:

This entry level qualification provides students with interior decoration knowledge and skills in the day to day operations of a retail/department store and the customer service skills in providing customers with interior decoration advice.

- Diploma in Interior Design and Decoration.

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Interior Decoration



VET (Vocational Education & Training) in schools

Certificate III in Music Industry (Performance)

COURSE OUTLINE

Training Provider: Collarts (RTO: 0109)

Course Code: CUA30920

Location: Mt Erin College

Duration: 2 Year program

Time: Wednesdays 1:30–5:00pm

Cost: Please see your school VET Coordinator

Description:

This program provides students with a wide range of knowledge and skills that will enable them to maximise their employment opportunities as a performer or composer in the music industry.

Contribution to the VCE/VCE-VM:

On completion of the program students are eligible for a study score on completion of an examination in November.

Sample Units of Study:

Core:

- Contribute to health and safety of self and others
- Implement copyright arrangements
- Work effectively in the music industry
- Apply knowledge of style and genre to music industry practice



Music - Performance

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VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate III in Music Industry (Performance)

Mt Erin College

Course Code: CUA30920

Sample Units of Study:

Year 1:

Electives:

- Develop ensemble skills for playing or singing music
- Compose simple songs or musical pieces

Year 2: will be offered in 2024

Structured Workplace Learning (SWL)

SWL is not mandated for this program

Further Study:

- Cert IV in Music Production
- Diploma of Sound Engineering
- Bachelor of Arts (Music)
- Bachelor of Music Industry
- Bachelor of Music Performance



Music - Performance

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VET (Vocational Education & Training) in schools

Certificate III in Music Industry (Performance)

COURSE OUTLINE

Training Provider: COSAMP (RTO: 41549)

Course Code: CUA30920

Location: Monterey Secondary College

Duration: 2 Year program

Time: Year 1 –

Wednesday 9:08am–11:02am & Friday 9:08 am– 11:02am

If minimum external enrolments met can be run as:

Wednesday 9:08am–1:20pm OR Friday 9:08am–1:20pm

Year 2 –

Monday 2:08pm–3:05pm, Tuesday 9:08am–11:02am &
Thursday 2:08pm– 3:05pm

If minimum external enrolments met can be run as:

Tuesday 9:08am–1:20pm

Cost: Please see your school VET Coordinator

Description:

Provides students with the opportunity to apply a broad range of knowledge and skills in varied work contexts in the music industry. Depending on the electives chosen, Units 1 and 2 can include making a music demo, composing simple songs or musical pieces and developing ensemble skills. Units 3 and 4 offer scored assessment and include units such as developing improvisation skills, preparing for performance and performing music as part of a group or as a soloist.

Contribution to the VCE/VCE-VM:

Recognition of up to two VCE VET units at Units 1 and 2 level, a scored VCE VET Unit 3–4 sequence and an additional non-scored VCE VET Unit 3–4 sequence.

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Music - Performance



VET (Vocational Education & Training) in schools

Certificate III in Music Industry (Performance)

Monterey Secondary College

Course Code: CUA30920



Sample Units of Study:

- Implement copyright arrangements
- Work effectively in the music industry
- Plan a career in the creative arts industry
- Develop technical skills for musical performances
- Prepare for musical performances
- Develop and perform musical improvisation
- Develop and apply stagecraft skills
- Perform music as part of a group
- Perform simple repertoire in ensembles
- Contribute to backup accompaniment as part of a group
- Provide event staging support

What to bring:

Musical instrument of choice

Structured Workplace Learning (SWL)

SWL is not mandated for this program

Further Study:

- Cert IV in Music Production
- Bachelor of Arts (Music)
- Bachelor of Music Industry
- Bachelor of Music Performance

Music - Performance

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VET (Vocational Education & Training) in schools

Certificate III in Music Industry (Performance)

COURSE OUTLINE

Training Provider: COSAMP (RTO: 41549)

Course Code: CUA30920

Location: Mt Eliza Secondary College

Duration: 2 Year program

Time: Wednesdays 1:30 - 5:00pm (1st Year)

Wednesdays 3.30 - 7.00pm (2nd Year)

Cost: Please see your school VET Coordinator

Description:

This program assists students in developing a wide range of competencies in varied work contexts of the music industry, as well as in environments that require skills in music performance.

Contribution to the VCE/VCE-VM:

On completion of the program students are eligible for a study score on completion of an examination in November.

Special requirements:

For 2nd year entry:

- Students must have successfully completed the Program 1 course offered at Mt Eliza SC (all competencies)

OR

- Have a trainee interview with the teacher/trainer of the program.



Music - Performance



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VET (Vocational Education & Training) in schools

Certificate III in Music Industry (Performance)

Mt Eliza Secondary College

Course Code: CUA30920

Sample Units of Study:

Sample Units of Study:

Year1:

- Implement copyright arrangements
- Work effectively in the music industry
- Plan a career in the creative arts industry
- Create simple musical compositions
- Incorporate music technology into performances
- Perform simple repertoire in ensembles

Year 2:

- Develop technical skills in performance
- Prepare for musical performances
- Develop and maintain stagecraft skills
- Develop and perform musical improvisation
- Perform music as part of a group / or
- Perform music as part of a soloist

What to bring: TBA

Structured Workplace Learning (SWL)

SWL is not mandated for this program

Further Study:

Cert IV in Music Production

Diploma of Sound Engineering

Bachelor of Arts (Music)

Bachelor of Music Industry



Music - Performance



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VET (Vocational Education & Training) in schools

Certificate III in Music Industry (Sound Production)

COURSE OUTLINE

Training Provider: COSAMP (RTO: 41549)

Course Code:	CUA30920
Location:	Mt Eliza Secondary College
Duration:	2 Year program
Time:	Wednesdays 1:30–5:00pm (1st Year) Wednesdays 3:30pm–7:00pm (2nd Year)
Cost:	Please see your school VET Coordinator

Description:

This program provides students with a wide range of knowledge and skills to be able to work in the music industry in a variety of music technology and related fields, including live technology, multimedia and recording technologies

Contribution to the VCE/VCE-VM:

On completion of the program students are eligible for four credits towards their VCE, two at Unit 1-2 level and a Unit 3-4 sequence.

Students wishing to receive an ATAR contribution must undertake scored assessment over the 2 years for the purpose of achieving a study score, including an exam in November.

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Music - Sound Prod



VET (Vocational Education & Training) in schools

Certificate III in Music Industry

(Sound Production)

Mt Eliza Secondary College

Course Code: CUA30915



Sample Units of Study:

Year 1:

- Implement copyright arrangements
- Work effectively in the music industry
- Plan a career in the creative arts industry
- Incorporate music technology into performances
- Develop basic audio skills and knowledge
- Perform basic sound editing

Year 2:

(It is a requirement that students complete 1st year prior to attempting 2nd year of this program) OR have a trainee interview with the teacher of the program.

- Operate sound reinforcement systems
- Record and mix a basic music demo
- Install and disassemble audio equipment
- Mix music in a studio environment
- Manage audio input sources

What to bring: TBA

Structured Workplace Learning (SWL)

Practical experience is arranged in a simulated work environment. Structured workplace learning occurs on site through the implementation of industry based workshop / incursions led by skilled industry based participants.

Further Study:

Cert IV in Music Production

Diploma of Sound Engineering

Bachelor of Arts (Music)

Bachelor of Music Industry

Music - Sound Prod

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VET (Vocational Education & Training) in schools

Certificate II in Parks & Gardens (Horticulture)

COURSE OUTLINE

Training Provider: Advance Community College (RTO: 4016)

Course Code: AHC20621

Location: Advance Community College (Mornington)

Duration: ONE Year program

Time: Wednesday 8:30am–4:00pm

Costs: Please see your school VET Coordinator

Description:

The qualification will enable participants to develop skills and knowledge for supporting job roles in the parks and gardens industry including garden labourer.

To achieve the full qualification students must complete 15 units (7 core and 8 electives).

Contribution to the VCE/VCE-VM

This course of study contributes 90 hours to the VCE Year 11 (inc VM 1&2) and 90 hours to VCE Year 12 (inc VM 3&4).

Sample Units of Study: (below units are a sample only)

- Assist with pressurised irrigation systems
- Assist with landscape construction work
- Operate basic machinery and equipment



Parks & Gardens



VET (Vocational Education & Training) in schools

Certificate II in Parks & Gardens (Horticulture)

Advance Community College



Course Code: AHC20621

- Pot up plants
- Undertake propagation activities
- Recognise plants
- Plant trees and shrubs
- Prepare and maintain plant displays
- Prune shrubs and small trees
- Conduct visual inspection of park facilities
- Treat weeds
- Assist with soil or growing media sampling and testing
- Support turf establishment
- Participate in work health and safety processes
- Provide information on products and services

What to bring:

Personal protective equipment (PPE) including:

- Work boots
- Work pants
- Hi Viz top
- Ear and eye protection and gloves (provided)

Structured Workplace Learning (SWL) - Recommended but not mandatory.

Tertiary Pathways

- Certificate III in Conservation and Ecosystem Management
- Certificate III in Parks and Gardens
- Certificate III in Horticulture

General Careers Pathways

- Landcare Assistant;
- Land, Parks and Wildlife Officer
- Pest Management Assistant;
- Indigenous Land Management Assistant

Parks & Gardens

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VET (Vocational Education & Training) in schools

Certificate II in Plumbing



COURSE OUTLINE

Training Provider: AGA Apprenticeships Plus (RTO: 3829)

Course Code: 22569VIC

Location: **Somerville Secondary College**

Duration: 2 Year program

Time: Fridays 8:00am - 12:00pm (1st year)
Friday 12:30pm - 4:30pm (2nd year)
Please see your school VET Coordinator

Cost:

Description:

The Certificate II in Plumbing will prepare students with the skills and knowledge for entry into an apprenticeship (Certificate III in Plumbing) in one of the various sectors of the plumbing industry. The course provides a consistent outcome for students with basic skills that allows for employment across all streams of plumbing.

Contribution to the VCE/VCE-VM:

VCE: Students undertaking this program are eligible for **Units at 1-2 level ONLY**

Entry Requirements

You will need:

To be aged 15 years or over

To be currently completing a senior secondary program VCE or VCE VM

To spend at least one day per school week on timetabled training

Sufficient communication, literacy and numeracy skills

Sample Units of Study:

- Prepare to work safely in the construction industry (white card)
- Apply WHS requirements, policies and procedures in the construction industry
- Use basic plumbing hand tools
- Prepare to work in the plumbing industry

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Plumbing



VET (Vocational Education & Training) in schools

Certificate II in Plumbing

Somerville Secondary College

Course Code: 22569VIC



Sample Units of Study: continued

- Apply basic sheet metal practices
- Carry out measurements and calculations
- Carry out interactive workplace communication
- Perform basic oxy-acetylene welding and cutting
- Write simple documents
- Provide basic emergency life support
- Read and interpret plans and specifications
- Use basic power tools
- Use and apply basic levelling equipment for plumbing
- Cut and penetrate building materials and structures
- Produce technical drawings
- Fabricate simple plumbing pipe systems
- Use plumbing pipes, fittings and fixtures to simulate plumbing installations
- Use basic electric welding equipment and techniques
- Identify career pathways in the plumbing industry

What to bring:

Your School Laptop or tablet to every class (fully charged & with charger). This is to assist with accessing online assessments and resources weekly. Pen and workbook/paper

Long or short sleeved work shirt - can be Hi-Viz

Work pants or trade shorts

Steel Toe Capped Work boots.

Structured Workplace Learning (SWL) - Recommended but not mandatory.

Further Study:

Certificate III in Plumbing (Plumbing Apprenticeship)

Certificate IV in Plumbing and Services (specialising in Operations)



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Plumbing



VET (Vocational Education & Training) in schools

Certificate III in Screen & Media

COURSE OUTLINE

Training Provider: AIE (RTO: 88021)



Course Code: CUA31020

Location: Monterey Secondary College

Duration: 2 Year program

Time: Year 1 -

If minimum external enrolments met can be run as:

Wednesday 9:08am-1:20pm OR Friday 9:08am- 1:20pm

Year 2

If minimum external enrolments met can be run as:

Tuesday 9:08am-1:20pm

Cost: Please see your school VET Coordinator

Description:

Provides students with a pathway to a variety of creative industries. Units 3 and 4 offer scored assessment and incorporate units such as 2D digital animations, writing content for a range of media, authoring interactive sequences and creating visual design components.

Contribution to the VCE/VCE-VM:

Recognition of up to two VCE VET units at Units 1 and 2 level, a scored VCE VET Unit 3-4 sequence and an additional non-scored VCE VET Unit 3-4 sequence.

Sample Units of Study:

- Apply critical thinking skills in a team environment
- Apply work health and safety practices

Screen & Media

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VET (Vocational Education & Training) in schools

Certificate III in Screen & Media

Monterey Secondary College

Course Code: CUA31020



Sample Units of Study: continued

- Work effectively in the creative arts industry
- Create 2D digital animations
- Explore and apply the creative design process to 2D form
- Create visual design components
- Author interactive sequences
- Write content for a range of media

What to bring:

N/A

Structured Workplace Learning (SWL) - Recommended but not mandatory.

Further Study:

Diploma of Screen and Media

General Careers Pathways

digital media designer or developer

multimedia content author

Screen & Media

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VET (Vocational Education & Training) in schools

Certificate III in Sport & Recreation

COURSE OUTLINE

Training Provider: AIE (RTO: 88021)



Course Code: SIS30115

Location: Monterey Secondary College

Duration: 2 Year program

Time: Year 1 -

Wednesday 9:08am–11:02am & Friday 9:08am–11:02am

If minimum external enrolments met can be run as:

Wednesday 9:08am–1:20pm OR Friday 9:08am– 1:20pm

Year 2 -

Monday 2:08pm–3:05pm, Tuesday 9:08am–11:02am &

Thursday 2:08pm–3:05pm

If minimum external enrolments met can be run as:

Tuesday 9:08am–1:20pm

Cost: Please see your school VET Coordinator

Sport & Recreation

Description:

Provides students with the skills and knowledge to work in the sport and recreation industries. In Units 1 and 2, students can choose from a range of electives to create a program of their choice, including sport specific activities, conducting events, outdoor recreation or fitness programs. Units 3 and 4 offers scored assessment and includes core units such as plan and conduct programs, risk assessment, and conduct coaching with foundation level participants.

Contribution to the VCE/VCE-VM:

Recognition of up to three VCE VET units at Units 1 and 2 level, a scored VCE VET Unit 3–4 sequence.

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VET (Vocational Education & Training) in schools

Certificate III in Sport & Recreation

Monterey Secondary College

Course Code: SIS30115



Sample Units of Study: continued

- Organise personal work priorities and development
- Provide first aid
- Participate in workplace health and safety
- Use social media tools for collaboration and engagement
- Conduct non-instructional sport, fitness or recreation sessions
- Provide quality service
- Respond to emergency situations
- Use business technology

What to bring:

Sport uniform and runners

Structured Workplace Learning (SWL) -

Recommended but not mandatory

Further Study:

Certificate III in Fitness

Diploma of Sport and Recreation Management

General Careers Pathways

Recreation officer,

Activity operation officer

Sport and recreation attendant

Community activities officer or leisure services officer

Sport & Recreation

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VET (Vocational Education & Training) in schools

Certificate III in Sport & Recreation

COURSE OUTLINE

Training Provider: Saville (RTO: 45452)

Course Code: SIS30115

Location: Western Port Secondary College

Duration: 2 Year program

Time: Wednesday or Friday 9:00am - 3:00pm

Cost: Please see your school VET Coordinator

Description:

The VCE VET Sport and Recreation program is drawn from a national training package and offers portable qualifications which are recognised throughout Australia. These qualifications provide students with the opportunity to acquire and develop the skills, knowledge and confidence to work in the areas of sport and outdoor recreation related industries. Leadership, organisational and specialist activity skills will be developed through the units of competency undertaken in the selected program.

Contribution to the VCE/VCE-VM:

Scored assessment is available for the Scored Unit 3-4 sequence of the VCE VET Sport and Recreation program.

Sport & Recreation

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VET (Vocational Education & Training) in schools

Certificate III in Sport & Recreation

Western Port Secondary College

Course Code: SIS30115



Sample Units of Study: continued

- Delivery of recreation sessions
- Workplace health and safety
- Conditioning for sport
- Officiating
- Technology in the sport, fitness and recreation industry
- Client service and working with diverse people
- First aid and responding to emergencies

What to bring:

Students are required to wear appropriate clothes and footwear for study. A laptop will be required.

Structured Workplace Learning (SWL) -

Recommended but not mandatory

Further Study:

Certificate III in Fitness

Diploma of Sport and Recreation Management

Pathways Examples

Recreation officer

Activity operation officer

Sport and recreation attendant

Community activities officer

Leisure services officer

Sport & Recreation

Please note: This brochure is a guide only and details are subject to change. You will require confirmation by the Registered Training Provider or TAFE.

VET enrolments are processed through secondary school VET Coordinators. If you are interested in completing this program, please contact your school VET Coordinator.



VET (Vocational Education & Training) in schools

Certificate II in Workplace Skills

COURSE OUTLINE

Training Provider: Foundation Learning Centre (RTO: 3977)

Course Code: BSB20120

Location: Western Port Secondary College

Duration: 2 Year program

Time: Wednesday 9:00am - 3:00pm

Cost: Please see your school VET Coordinator

Description:

The Certificate II in Workplace skills qualification provides foundational skills and knowledge needed to start your career in the Business world. You will become competent in a wide range of general information and communications including time management. Within the qualification you will learn how to use business software, as well as being able to work in a team and how to deliver effective service to customers.

This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

This is an entry-level qualification that provides students with the knowledge and skills to enhance their employment prospects in a business or office environment. The certificate provides an understanding of business fundamentals within the Australian context and will assist students to gain employment opportunities in an entry level administrative or customer service role.

Contribution to the VCE/VCE-VM:

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Workplace Skills



VET (Vocational Education & Training) in schools

Certificate II in Workplace Skills

Western Port Secondary College

Course Code: BSB20120

Sample Units of Study:

- Apply communication skills
- Work effectively in business environments
- Plan and apply time management
- Participate in sustainable work practices
- Contribute to the health and safety of self and others
- Develop and apply thinking and problem solving skills
- Use digital technologies to communicate in a work environment
- Work effectively with others
- Deliver a service to customers
- Use business software applications

What to bring:

Students are required to wear appropriate clothes and footwear for study. A laptop will be required.

Structured Workplace Learning (SWL) -

Recommended but not mandatory

Further Study:

Certificate III in Business

Pathways Examples

Office assistant

Retail assistant

Workplace Skills

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